



METROPOLITAN STATE UNIVERSITYSM
OF DENVER

Department of Social Work

MASTER OF SOCIAL WORK PROGRAM

Master of Social Work Program Student Handbook

Revised Fall 2023

IMPORTANT NOTICE

This handbook is not a substitute for the current graduate catalog or current general Student Handbook of the Metropolitan State University of Denver. Students should be familiar with the official University policies delineated in the University graduate catalog and general Student Handbook. This handbook delineates program-specific policies and procedures and serves as a supplement in addition to the official University policies and procedures.

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Welcome from the MSW Program Director

“Don’t be afraid. Be determined. Be hopeful. Be empowered.”

– Michelle Obama

When you choose to be a social worker you are choosing to be a “Leader who is never silent about hard things” (Brené Brown). If you’ve just newly come upon social work and the realization that this is the profession for you, or, if you already have a BSW and years of experience in the field, welcome. Welcome to an inspiring profession and discipline. Welcome to MSU Denver. And, welcome to our MSW Program.

As a value-based profession housed in a university, we are guided by professional ethics and standards for practice while offering intellectual growth and opportunities for discovery. The MSU Denver MSW Program is dedicated to preparing master social workers for ethical, justice-oriented and empowering clinical intervention, leadership, program management and advocacy while equipping you with anti-oppressive practice lens to advance the social work field.

Your journey to be an MSW will be an exciting adventure. Social work is a rewarding profession, filled with people committed to making a difference in the lives of others. You’ll find your work as a graduate student, like that of a social worker, difficult but always worth it. In the end, if you’ve done what you can and need to do, you’ll have contributed to positive change.

We understand you have choices in graduate programs, and as you make this important decision to expand your education, we think you’ll find our program offers a unique opportunity for personal and professional development. Here are just a few of the supports and opportunities to encourage you along the way

The faculty – Our faculty are a diverse group of experts who seek to engage and challenge you as you acquire new knowledge and hone your skills. The faculty have a breadth of experience in both practice and research in areas such as child welfare, gerontology, behavioral health, counseling, program management, international social work, and the law and are ready to help you navigate the professional principles and knowledge-base needed for justice-oriented, culturally responsive, empowering social work practice.

The staff – Our knowledgeable staff are eager to help guide you on your journey. We have a professional advising team and field office who work closely with you to plan your studies in a way to balance your responsibilities while, at the same time, help ensure you get the skills you want and need for informed, transformative, culturally responsive practice in the field.

Student spaces- Our students spaces provide you the opportunity to become involved in leadership positions with the department and Social Work profession in addition to facilitated spaces of belonging.

- ***Student Advisory Council-*** Group of students identified to share feedback and insights on how to continue to strengthen our MSW program.
- ***Student Association of Social Workers-***
- ***Phi Alpha-***
- ***Student Spaces of Belonging-*** Faculty and Staff facilitated spaces to provide community and support
 - *BIPOC (Black, Indigenous, People of Color)*
 - *First Generation*
 - *LGBTQ+*
 - *Men*
 - *Neuro-divergent*
 - *Building Allies of Diversity*

The experience – Our fully accredited program has been developed to prepare social workers ready to

lead. Our interesting coursework is designed to enhance your knowledge and skills for ethical practice with diverse populations. Our course offerings are flexible (day, night and weekend) and accessible in a variety of formats (face-to-face, hybrid, and online). And, with 1080 hours of field practicum, you will graduate with the real-world experience employers seek.

The value – Our expert faculty and staff and flexible scheduling options are complemented by high affordability, with the best value for graduate-level social work education in the region.

Thank you for allowing us to accompany you on your journey to becoming a Change Agent. Enjoy your transformative journey and remember we are a community invested in your success, get involved and stay connected!

“The only limit to the height of achievements is the reach of your dreams and your willingness to work hard for them.”

– Michelle Obama

Best,

Tanya Greathouse, Ph.D., LCSW

MSW Program Director | Associate Professor

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Master of Social Work at Metropolitan State University of Denver

Overview

Metropolitan State University of Denver's Master of Social Work (MSW) Program educates social workers to serve the needs of individuals, families, groups, communities, and organizations in a multicultural and global society. Metropolitan State University of Denver's MSW Program is fully accredited by the Council on Social Work Education, the sole accrediting body for social work programs in the country.

Our program combines academic, research and field experience into a rigorous curriculum that teaches ethical decision making, scientific inquiry, cultural sensitivity, and global awareness as well as clinical assessment and intervention skills, leadership and management skills, and community organizing.

Regular Program:

For students whose undergraduate degree is not in social work. Accepted students will complete 60 credit hours of graduate social work courses. The first year, 30 credits, consists of the foundation year coursework and the second year, 30 credits, consists of the concentration year coursework. Full-time students will complete the program in two academic years; part-time students will complete the program in four academic years. Students have the option of selecting a Pathway for concentrated study in a particular area, however, pathways are not an official designation on a student's transcript and are not required.

Advanced Standing Program:

For students whose undergraduate degree is in social work from a program accredited by the Council on Social Work Education. Accepted students will complete 6 credit hours of summer bridge coursework and 30 credit hours of graduate social work courses in the concentration year. Full-time students will complete the program in one academic year. Part-time students will complete the program in two academic years. Students have the option of selecting a Pathway for concentrated study in a particular area, however, pathways are not an official designation on a student's transcript and are not required.

Accreditation

The MSW Program has been accredited since 2011 by the Council on Social Work Education, the sole accrediting body for social work program in the U.S. Accreditation assures that professional standards are met in curriculum content and delivery. Accredited programs periodically undergo rigorous review by CSWE in order to ensure compliance with educational standards.

Mission Statement

The mission of the MSW program is to educate social work leaders committed to enhancing individual and community well-being and advancing social justice. The program promotes the values and work of the profession, through teaching, service, research and collaboration.

Goals

- Prepare students to uphold social work core values.
- Prepare students to be ethical and competent practitioners.
- Prepare students to be scientifically-informed and ethical leaders in clinical and community practice.

- Prepare students for evidence-based, systems-oriented, culturally-responsive, social justice-oriented practice.

Core Competencies

As determined by the Council on Social Work Education, graduates of accredited programs will have the following professional competencies:

- Demonstrate Ethical and Professional Behavior
- Engage Diversity and Difference in Practice
- Advance Human Rights and Social, Economic, and Environmental Justice
- Engage In Practice-informed Research and Research-informed Practice
- Engage in Policy Practice
- Engage with Individuals, Families, Groups, Organizations, and Communities
- Assess Individuals, Families, Groups, Organizations, and Communities
- Intervene with Individuals, Families, Groups, Organizations, and Communities
- Evaluate Practice with Individuals, Families, Groups, Organizations, and Communities

Integrative Practice

The MSW Program is rooted in the ideas of *Integrative Practice*:

The strength of social work is in its **versatility** and roots in **social justice**. This program will equip students to fulfill a variety of professional roles such as clinician, therapist, leader, organizer, and activist. This Integrative Practice approach to our advanced curriculum prepares students to be **leaders** that understand how to work effectively across **multiple systems**. Social workers need a **holistic** approach and **intersectional** perspective in working with client and client systems; and understand the reciprocal connections among individuals, the social environment, and policies. Social workers as leaders is a fundamental concept that requires students to engage as **agents of change** and develop a **clinical lens** that applies to all levels of practice. Students must be skilled in their use of multi-dimensional assessments and interventions in work with individuals and at the organizational and community level. In Integrative Practice, students may select to further focus their practice in one of the many **pathways** offered in the program.

Master of Social Work Program Admissions

Overview

The Master of Social Program at Metropolitan State University of Denver offers both a Regular Program and an Advanced Standing Program. Each program has specific eligibility requirements and admissions procedures. The Advanced Standing Program is summer start only and the Regular Program is fall start only.

Admission Deadlines

The Social Work Department has one application cycle annually, and applicants should plan on applying the fall and winter before the term they wish to start. The department has a single admissions deadline, the specific date of which is subject to change yearly. Potential applicants should visit the MSW website for the specific deadline.

Full-Time Focus, Part-Time Option

Because of the intense, demanding nature of graduate-level courses and field experiences, MSU Denver's Master of Social Work program is primarily designed for full-time students who are not working full time, however the program does have options for part-time students.

Whether in the regular or advanced standing cohort, the course load is heavy, totaling between 30 and 36 credit hours per year. Full-time students can expect to finish the Regular Program in two years or the Advanced Standing Program in 15 months. Part-time students can expect to finish the Regular Program in four years or the Advanced Standing Program in two years.

Credit for Life Experience

No credit is given for learning gained through life experience and no life experience credit may be used toward the MSW Degree.

Testing Out Policy

The Master of Social Work Program does not provide an option to test out of any Social Work coursework at the graduate or undergraduate level.

Change of Program Criteria Policy

At the time of admission to the Master of Social Work Program, the student will receive a Plan of Completion that indicates program criteria including: full-time or part-time status, course delivery option, and start semester. Students may not change any program criteria without the formal written approval of the Office of Social Work Student Services. Any change in program criteria could delay graduation or require student to reapply to the MSW Program. Readmission is not guaranteed.

Transfer of Credits

University Policy: No more than 9 transfer hours (semester or equivalent) will be accepted for any program. These credit hours must have been completed no longer than six years prior to the admission

term and be from a regionally accredited US institution or equivalent. Programs have discretion over courses which are accepted. A minimum grade of B is required for transfer courses.

Departmental Transfer Process: Advanced Standing Program applicants will automatically receive a block of 30 graduate credits once the program has verified affirmative Council on Social Work Education accreditation status at the time the student graduated with their BSW degree.

All graduate transfer credit requests, with the exception of the block of 30 credits automatically transferred for BSW graduates, must be submitted in writing to the MSW Program Director with the course syllabi of each course. No undergraduate courses will be accepted as substitutions for graduate coursework. The MSW Program does not guarantee the transfer of graduate-level Social Work courses from other schools.

MSW students who received their BSW degree more than six years ago or are requesting the transfer of graduate social work courses from more than six years ago may be accepted conditionally on a case-by-case basis. This status is typically reserved for those that can document substantial and on-going professional experience in the field of social work.

Regular Program Admission Requirements

Program Eligibility

- Have a cumulative undergraduate GPA of 3.0 or higher
- Have completed, or will complete, a bachelor's degree from a regionally accredited college or university prior to the Fall semester in which students start the MSW Program
- Undergraduate liberal arts course content base (indicated below)
- Completion of all Regular Program Admissions forms and requirements as indicated on the [MSW Program Application website](#)

Additional Eligibility Requirements for International Applicants

International students must:

- Complete all of the same requirements as domestic students;
- Submit Official Transcripts via a NACES Servicer;
- Achieve a minimum score of 76 on the internet based TOEFL or a minimum score of 6.0 on the IELTS;
- Submit financial support documents;
- Submit the required immigration documents for issuance of an I-20

Undergraduate Liberal Arts Prerequisites

MSW Regular Program applicants are required to have the following undergraduate course content areas completed prerequisites completed with a "C-" or better before the fall semester in which they start the program:

- At least 3 credits of course work in **social and behavioral sciences** centrally organized around **contemporary multicultural or diversity issues**.
- At least 3 credits of course work in **social and behavioral science** centrally organized around **American Government**.
- At least 3 credits of course work in **human/general biology OR**
At least 6 credits of course work in **natural and physical science** (chemistry, physics, geology, etc.)
- At least 3 credits of course work in basic **statistics**

The undergraduate course content areas listed above must be present on the student's official transcript, but should not be officially transferred to MSU Denver. Course equivalency will be determined by the Office of Social Work Student Services. Please visit our [FAQ page](#) for more information on courses that meet each requirement.

Required Application Materials

All information currently available about the MSW Program Admissions process can be found on our website: [MSW Program Application Information](#)

Advanced Standing Program Admission Requirements

Program Eligibility

Advanced Standing Eligibility is only considered for applicants who:

- Hold a degree (obtained within the last six years) from a baccalaureate social work program accredited by CSWE, hold a degree recognized through CSWE's International Social Work Degree Recognition and Evaluation Service*, or hold a degree from a program that is covered under a memorandum of understanding with international social work accreditors*.
- Have a cumulative undergraduate GPA of 3.0 or higher.
- Have completed all Advanced Standing Program Admissions forms and requirements as indicated on the [MSW Program Application website](#)

**Applicants who received degrees from outside the United States should contact the department to determine eligibility.*

Additional Eligibility Requirements for International Applicants

International students must:

- Complete all of the same requirements as domestic students;
- Submit Official Transcripts via a NACES Servicer;
- Achieve a minimum score of 76 on the internet based TOEFL or a minimum score of 6.0 on the IELTS;
- Submit financial support documents;
- Submit the required immigration documents for issuance of an I-20

Required Application Materials

All information currently available about the MSW Program Admissions process can be found on our website: [MSW Program Application Information](#)

Admissions Process

The MSW Admissions Committee, which is comprised of MSU Denver social work faculty members, will review complete applications only. Applicants who submit incomplete applications will not be reviewed by the admissions committee and will be denied from the program. After the MSW Admissions Committee receives and reviews the application the applicants will be notified in writing of their status. Applicants may be: accepted, accepted with conditions, waitlisted, or denied admission. In some cases, the Admissions Committee may require an interview with the applicant before an acceptance decision can be made. Students should check the MSW Program website for admission timelines.

Accepted:

Students who are accepted into the program typically have no additional obligations to fulfill and will receive an acceptance packet (electronic) from the Social Work Department including a welcome letter and a link to the new student pages containing next steps, information about the field placement process and an advising snapshot of the academic program they have been accepted into. The advising snapshot serves as a contract between the student and the department and cannot be altered without the approval of an advisor. Students will be required to confirm their acceptance into the program.

Accepted with Requirements:

Students who are accepted with requirements into the program typically have additional obligations to fulfill either before the start of the MSW Program and/or within the first 6 credit hours of enrollment. This could include, but is not limited to: prerequisite course completion, low GPA, or other items that are not in compliance with program eligibility standards. In some cases, the MSW Admissions Committee may decide that an applicant is only eligible to take certain coursework during the first year of study under specific guidelines. These criteria, including timeline, will be outlined in the admissions decision notification (electronic). Students who do not fulfill the obligations of their requirements will be dismissed from the MSW Program.

Students will receive an admission decision notification (electronic) from the Social Work Department including a welcome letter, program criteria (program, course delivery, and enrollment status), a link to specific information about the stipulations that must be met, and a link to the new student pages containing next steps, information about the field placement process and an advising snapshot of the academic program they have been accepted into. The advising snapshot serves as a contract between the student and the department and cannot be altered without the approval of an advisor. Students will be required to confirm their acceptance and program criteria at the time of admission to the MSW Program to secure their "seat". The process by which to confirm enrollment will be articulated in the admission decision notification.

Waitlisted:

Waitlist status may be extended to eligible applicants in the case where program capacity has been reached, but is not guaranteed.

Denied Admission:

The Admissions Committee reserves the right to deny acceptance of any applicant. Applicants who submit incomplete applications, including transcripts and other required admissions materials, will not be reviewed by the admissions committee and will be denied from the program.

Confirmation of Enrollment

Accepted students must confirm their acceptance and program criteria at the time of admissions within the MSW Program. The process by which to confirm enrollment will be articulated in the admission decision notification.

Admissions Deferral

Applicants who are accepted or accepted conditionally into the MSW Program may defer their start semester up to one academic year from the term that acceptance was originally offered. The full departmental application is not required, however students must submit the Readmission After Deferral form, which will be sent to them electronically by the Office of Social Work Student Services.

Applicants who defer their start semester will be held to the policies and curriculum of the later term in which they officially start the MSW Program. The deferral process is only valid for one academic year from the original acceptance semester.

Non-Degree Seeking Admissions Guidelines

Students may be admitted to the MSW Program with non-degree seeking status. Completing coursework as a non-degree seeking student does not guarantee future admission into the MSW Program with degree-seeking status. Should a non-degree seeking status student wish to apply for degree-seeking

status, a full MSW Program application and fee are required.

Non-degree seeking students do **not** qualify for financial aid. Graduate tuition applies for all courses taken as a non-degree seeking graduate student. Information about tuition rates and payment deadlines is available on [MSU Denver's website](#).

Students accepted into the MSW Program with non-degree seeking status may be approved to take up to 12 credits of MSW Program coursework. These courses may count toward MSW degree completion if accepted into the MSW Program as a degree-seeking student. Approval will be determined based on the evaluation of the applicant's undergraduate GPA, previous coursework, application materials, and program capacity.

Students who wish to apply for non-degree seeking status and take MSW Program coursework should follow the procedures and timeline outlined on the [MSW Program website](#).

Degree Requirements

Degree Completion Options

Students may complete the MSW Program full-time or part-time. Full-time students will take a total of 15 credits per semester. Part-time students will take between 6 and 9 credits per semester. Students must be accepted into the part-time or full-time option at admissions. Any changes to this status must be initiated through the Change of Status form and approved by the Office of Social Work Student Services.

Students may complete the MSW degree fully online or in the mixed delivery program, which consists of a variety of options including on campus, hybrid, and online. Fully online students may be required to participate in extracurricular online seminars. Students must be accepted into the fully online or mixed delivery program at admissions. Any changes to this status must be initiated through the Change of Status form and approved by the Office of Social Work Student Services.

After graduation, MSWs are eligible to complete additional state requirements to earn Licensed Social Worker (LSW) and Licensed Clinical Social Worker (LCSW) status.

Foundation Year Requirements

Students accepted into the Regular Program will begin their MSW coursework by taking 30 credits of foundation coursework prior to advancing into the concentration year as illustrated below:

FALL – Foundation Coursework	SPRING – Foundation Coursework
SWKM 5400 Human Behavior in the Social Env. (3)	SWKM 5475 Legal Issues in Social Work Practice (3)
SWKM 5425 Privilege, Oppression, and Power (3)	SWKM 5500 Research Methods in Social Work (3)
SWKM 5450 Social Policy Analysis (3)	SWKM 5575 Groups, Teams and Leadership (3)
SWKM 5600 Generalist Practice I (3)	SWKM 5650 Generalist Practice II (3)
SWKM 5625 Field Experience I (3)*	SWKM 5675 Field Experience II (3)*
TOTAL: 15 credits	TOTAL: 15 credits

Note: Foundation Field Placement consists of 16 hours/week

Please refer to the Advising Snapshots located on our website for complete course sequence layouts, including part-time plans

Concentration Year Requirements

Students who successfully complete Foundation Year and Advanced Standing students complete 30 credit hours of concentration coursework; Advanced Standing students complete an additional 6 credit hours of coursework in the summer bridge program prior to starting concentration year coursework in the fall:

FALL – Concentration Coursework	SPRING – Concentration Coursework
SWKM 6700 Capstone I (3)†	SWKM 6750 Capstone II (3)†
SWKM 6725 Field Experience III (3)‡	SWKM 6775 Field Experience IV (3)‡
SWKM 6425 Adv. Integrative Practice: Leadership (3)	SWKM 6475 Adv. Policy and Advocacy (3)
SWKM 6450 Adv. Integrative Practice: Clinical (3)	SWKM Elective (3)
SWKM Elective (3)	SWKM Elective (3)
TOTAL: 15 credits	TOTAL: 15 credits

Note: Concentration Field Placement consists of 20 hours/week at an agency.

Please refer to the Advising Snapshots located on our website for complete course sequence layouts, including part-time plans

Summer Bridge Requirements, Advanced Standing

Advanced Standing students must complete the summer bridge coursework prior to the start of Concentration Year coursework.

SUMMER – Bridge Coursework
SWKM 6400 Bridge Seminar (3)
SWKM 5475 Legal Issues in Social Work Practice (3)
TOTAL: 6 credits

Please refer to the Advising Snapshots located on our website for complete course sequence layouts, including part-time plans

Pathways

In the MSW Program at MSU Denver, students may select to further focus their practice in one of the many pathways offered in the program. Pathways are advising recommendations of electives that help students enhance learning in special areas. Students are not required to pick a pathway, but we offer them as an enrichment to the MSW Program. Students are free to take electives from any pathway they choose. With pathways, students are given more choice in their education. Students do not start a pathway until the concentration year.

Pathway Options:

- Mental Health
- Leadership and Management
- Children and Families
- School Social Work
- Gerontological Social Work
- Social Work in Health Care
- Children and Youth
- International Social Work

The following electives are approved by the Department of Social Work. If an elective counts within a pathway, it is indicated below. As a reminder, students are not required to choose a pathway and can select any of the electives offered in order to meet their learning goals.

- **SWKM 6625 - Crisis Intervention and Response to Interpersonal Violence**
 - Pathways: Children and Families, Mental Health
- **SWKM 6630 - Social Work in Health and Integrated Practice**
 - Pathways: Mental Health, Leadership and Management
- **SWKM 6635 - School-Based Social Work**
 - Pathways: Children and Families, Mental Health
- **SWKM 6640 - Social Work Supervision**
 - Pathways: Children and Families, Mental Health, Leadership and Management
- **SWKM 6645 - Organizational Development and Change**
 - Pathways: Children and Families, Mental Health, Leadership and Management
- **SWKM 6650 - The DSM for Social Work**
 - Pathways: Children and Families, Mental Health
- **SWKM 6655 - Therapeutic Use of Groups**
 - Pathways: Children and Families, Mental Health
- **SWKM 6515 - Exploring Diversity**
 - Pathways: Children and Families, Mental Health, Leadership and Management

Please note - not all electives will be offered every semester. Make sure to check the course schedule for the current semester to determine what electives are offered.

Graduate Student Catalog

MSW Program students should familiarize themselves with the Catalog for a comprehensive list of University policies. The website (below) has the most up to date MSW Program policies.

<https://catalog.msudenver.edu/index.php>

Degree Completion Options

Students may complete the Master of Social Work (MSW) Program **full time** or **part time**. **Full time** students will take a total of 15 credits per semester. The Regular Program takes 2 years to complete full time and the Advanced Standing Program takes 1 year to complete full time. **Part time** students will take between 6 and 9 credits per semester. The Regular Program takes 4 years to complete part time and the Advanced Standing Program takes 2 years to complete part time. Students will be accepted into either the full time or part time option at admission. If you need to change your enrollment option, please contact the Office of Social Work Student Services at msw@msudenver.edu.

Students may complete the Master of Social Work (MSW) Program in either the **fully online** or the **mixed traditional** course delivery option. In the **fully online** course delivery option, students take all courses online and are guaranteed a spot in online sections of all required courses. Field placements are done in person but can be done in the student's local community. In the **mixed traditional** course delivery option, students may take courses on campus, online, and/or in the hybrid format. While we guarantee that there will be a spot for students in a section of all required courses, we cannot guarantee that students will always get into their first choice of section. Field placements are done in person but can be done in the student's local community. Students will be accepted into either the fully online or mixed traditional course

delivery option at admission. If you need to change your course delivery option, please contact the Office of Social Work Student Services at msw@msudenver.edu.

To learn more about on campus, online, and hybrid course options, please visit our [Course Delivery Information](#) page.

Registration Adjustment - Late Add and Section Switch Requests

Students can switch sections and add/drop courses without approval up to the 100% add/drop date in any given semester (see the [academic calendar](#) for exact dates).

After this deadline, students must submit a request to the Office of Social Work Student Services, Operations, and Finance via the [Registration Adjustment Request Form](#). This form is to be used by students as the first step in requesting a registration adjustment, which includes:

- Adding a course after the start of the semester (late add request)
- Requesting a section switch mid-semester
- Requesting a section switch for a linked course

This request should include the current section the student is registered for (for section switches), the section they would like to switch to or be added to (for section switch and late add requests), and the reason they are requesting this switch after the deadline. The Office of Social Work Student Services, Operations, and Finance will reach out to the student via email when a decision has been made or if additional information is needed.

Note: Submitting a request does not guarantee approval and the request will only be reviewed if there are extenuating circumstances. A decision will be made on a case by case basis and if there is space in the new/requested section.

Change of Program Criteria Policy

At the time of admission to the Master of Social Work program, the student will receive an admissions decision that indicates program criteria including: full-time or part-time status, online or mixed delivery, and start semester. Students may not change any program criteria without the formal, written approval of a social work advisor. Any change in program criteria could delay graduation or require the student to reapply to the MSW program. Readmission is not guaranteed.

To make a change to your academic plan (change of enrollment status, and/or change of delivery method), please fill out the [Change of Academic Plan form](#). If you have any questions about the process, please email msw@msudenver.edu.

Readmission Policy

Students who have not been in attendance for three consecutive semesters, including summer, must reapply to the University. Students requesting readmission must be in good academic standing and must submit their application for readmission to the master's program in which they have been enrolled.

MSW Program students who are eligible for readmission should contact msw@msudenver.edu for assistance getting readmitted.

Students who readmit into the MSW Program will be held to the policies and curriculum of the later term in which they officially restart the MSW Program. An approved readmit application is valid for one academic year from the readmit semester.

Students who are not in good academic standing are not eligible for the readmit application process and must fully apply to the MSW Program.

Life Experience Credit

No credit is given for learning gained through life experience and no life experience credit may be used toward the MSW degree.

Testing Out Policy

The Master of Social Work Program does not provide an option to test out of any Social Work coursework at the graduate or undergraduate level.

Time Limit on Completion of Degree

Students must complete the master's degree within six calendar years from the term they initially enroll. Students should check the program website and/or specific program section of the catalog to determine specific degree requirements.

Time Limit Waiver Request: MSW students who experience unexpected, life-changing events may request a waiver of this policy in writing to the Department of Social Work. Approval will be determined on a case-by-case basis and will be reviewed by the Chair, MSW Program Director, Director of Social Work Student Services and the student's faculty advisor. Requests must be submitted in writing to the Office of Social Work Student Services at maw@msudenver.edu

Transfer Student Admission Guidelines

MSU Denver Graduate Program Policies:

- No more than 9, graduate-level, transfer credits (semester hours or equivalent) will be accepted for any program. These credits must have been completed no longer than six years prior to the admission term and must be from a regionally accredited, U.S. institution or equivalent.
- Programs have discretion over acceptance of transfer courses. A minimum grade of "B" is required for each transfer course. Applicants should check the program website and/or contact a program advisor for details.

Departmental Transfer Process:

- Advanced Standing Program applicants will automatically receive a block of 30 graduate credits once the program has verified affirmative Council on Social Work Education accreditation status at the time the student graduated with their BSW degree.
- All graduate transfer credit requests, with the exception of the block of 30 credits automatically transferred for BSW graduates, must be reviewed by the Office of Social Work Student Services and the MSW Program Director.

- Requests for review may be facilitated through an advising appointment with the Office of Social Work Student Services or by emailing the request to socialwork@msudenver.edu.
 - In order to be reviewed for transfer, graduate courses must be from other CSWE accredited MSW Programs.
 - No undergraduate courses will be accepted as substitutions for graduate coursework.
 - The MSW Program does not guarantee the transfer of graduate-level Social Work courses from other schools.
- MSW students who received their BSW degree more than six years ago or are requesting the transfer of graduate social work courses from more than six years ago may be accepted conditionally on a case-by-case basis.
 - This status is typically reserved for those that can document substantial and on-going professional experience in the field of social work.

Electronic Communication Policy

Electronic communication (i.e., email and personal portal announcements) is a rapid, efficient and cost-effective form of communication. Consequently, reliance on electronic communication is expanding among students, faculty, staff and administration at MSU Denver. Because of this increasing reliance and acceptance of electronic communication, forms of electronic communication have become in fact the means of official communication to students, faculty and staff within MSU Denver. This policy acknowledges this fact and formally makes electronic communication an official means of communication for the University.

For more information, see the [Email and Electronic Communications Security Policy](#) page.

Course Load

Students may enroll in no more than 15 graduate-level credits per semester for fall and spring semesters without department approval.

Departmental Note: MSW students follow a specific plan that designates credit load. A full-time student takes 15 credits per semester and a part-time student takes between 6 and 9 credits per semester. Students should default to the University policy to define full-time or part-time status for financial aid purposes.

Duplicative Coursework

No course may count toward both the master's degree and the bachelor's degree.

Graduate Course Registration Eligibility

Only students who are formally accepted into the MSW program with degree-seeking or non-degree-seeking status may register for any graduate level social work course.

Residency Requirement

The University residency requirement for master's programs is the total number of semester hours required for the program minus 9.

GPA and Grade Requirements

MSW students must maintain a GPA of 3.0 in any academic term. Any student falling below a 3.0 in any given term will be placed on academic probation and be required to develop a plan for raising the GPA above 3.0. Students who fail to raise their GPA over 3.0 after 15 credits will be dismissed from the program.

No grade lower than a "B-" counts toward degree completion. Students who complete a course with a letter grade of "C+" or below will be given one additional opportunity to re-take the course as long as all GPA requirements can be met. Students may have a maximum of two withdrawals per course (notation of AW or W) with a maximum of three attempts per course. Students must be aware that the sequential coursework policy will often require students to take time off to repeat the course work.

Sequential Coursework Policy

All MSW coursework, including electives, must be completed and passed in the required sequential order as listed in the Advising Snapshots/Plan of Completion and student must maintain continuous enrollment. Students who fall out of sequence are no longer in good academic standing and must seek advising immediately with the Office of Social Work Student Services to continue in the program. A plan of completion will be determined in advising and the revised plan could delay graduation by a year or more. Students who fall out of sequence and do not seek advising for a new plan of completion will receive an automatic performance review.

Grades and Notations

MSW Program student should refer to the [Academic Policies and Procedures section of the Graduate Catalog](#) for a listing of all grades and notations including incompletes and withdrawals.

Withdrawal from a Course

Departmental Note: MSW students should NOT withdraw from a course without first contacting the Office of Social Work Student Services at maw@msudenver.edu. Withdrawal from a course is likely to affect a student's academic standing, course sequencing and degree plan.

Students should be aware that any kind of withdrawal can have a negative impact on some types of financial aid and scholarships. For further information, click on read the [Withdrawals page](#).

The Withdrawal (W) notation is assigned when a student officially withdraws from a course via the [Student Hub](#) after the drop deadline (census date) and before the withdrawal deadline posted in the [Academic Calendar](#). Deadlines differ proportionally for courses offered during part of a semester, including late-start and weekend courses. Students should refer to the Student Detail Schedule via the [Student Hub](#) to review drop and withdrawal deadlines for individual courses. When a student withdraws from a course, no academic credit is awarded. The course remains on the student's academic record with a "W" notation and counts toward the student's attempted hours. The course is not calculated in the student's GPA or quality points. After the withdrawal deadline, students may not withdraw from a course and will be assigned the grade earned based on the course syllabus.

For your drop/refund or Withdrawal dates logon to your [Student Hub](#) account and look at your Student Detail Schedule.

Administrative Withdrawal

The Administrative Withdrawal (AW) notation is assigned when a student, or representative, requests to be withdrawn from a course due to unforeseen or extenuating circumstances beyond the student's control. When the "AW" notation is assigned, no academic credit is awarded. The course remains on the student's academic record with an "AW" notation and counts toward the student's attempted hours. The course is not calculated in the student's GPA or quality points.

Students may request an administrative withdrawal from the [Office of the Registrar](#) after the drop deadline (census date) posted in the [Academic Calendar](#). Deadlines differ for courses offered during part of a semester, including late-start and weekend courses. Students should refer to the Student Detail Schedule via the [Student Hub](#) to review drop deadlines for individual courses.

Although requests are evaluated on a case-by-case basis, examples include the death of an immediate family member, serious illness or medical emergency, or other life-altering event. The student must provide supporting documentation to substantiate the request.

Incomplete Notation

A student who is concerned about the completion of a course may request a grade of Incomplete. It is up to the student to **FIRST** review the University incomplete policy (see below), seek advice about what an incomplete could mean for their academic plan from their academic advisor (msw@msudenver.edu), and request approval from the instructor prior to the end of the semester. **If the faculty grants the incomplete**, students and faculty must negotiate what work needs to be done and by what due date and complete the [University Incomplete Agreement Form](#). *Due dates for work could have implications for a student's enrollment the next semester, so please be sure to confirm the due dates make sense with the student's academic advisor.* Incompletes are not automatic; it is at the discretion of the faculty member whether to grant an incomplete in all circumstances.

Departmental Note: Any outstanding incomplete at the start of the following semester will initiate an automatic performance review and could result in an altered academic plan. MSW students are not allowed to have more than one outstanding "incomplete" at one time. This status will initiate an automatic performance review and the student will not be in good academic standing. Refer to the Sequential Coursework Policy and consult with Office of Social Work Student Services advisors (msw@msudenver.edu) to see how this may impact you. Faculty must realize they will follow up on the student progress and deadlines agreed upon until the grade is resolved from an "I" to the grade earned after the student does or does not complete the work.

University Policy: The Incomplete (I) notation may be assigned when a student who is achieving satisfactory progress in a course and **who has completed most class assignments** is unable to take the final examination and/**or does not complete all class assignments due to unusual circumstances**, such as hospitalization or disability. Incomplete work denoted by the Incomplete "I" notation must be completed within one calendar year or earlier, at the discretion of the faculty member. If the incomplete work is not completed within one year, the "I" notation will convert to an "F." Students must have completed at least 75% of the course work to qualify for consideration for an incomplete. The student must be passing the course in order to be granted an incomplete. The course counts toward the student's attempted hours, does not count toward earned hours, and is not calculated in the GPA or quality points.

Determination of eligibility does not guarantee that an incomplete will be granted. **Students who meet the qualifications may request an incomplete from the faculty member who is teaching the course.** The decision to grant an incomplete is up to the faculty member or at the department chair's discretion. The decision to grant an incomplete as an accommodation based on a student's disability shall be made by the faculty member or the department chair, if the faculty member is not available, in consultation with the Director of the Access Center.

If an incomplete is granted, the student and instructor should fill out and sign an Incomplete Agreement form to clarify what the student needs to do to complete the course.

Graduating seniors may not graduate with an "I" on their MSU Denver academic record if:

- The course in which the "I" was assigned is required for graduation, or
- a "D" or "F" assigned for that course would result in an overall GPA less than 2.00.

The "I" notation may not be given for a self-paced course. If a student does not complete a self-paced course within the semester that he or she enrolled in the course, he or she must re-enroll in the course in order to complete it.

If a student receives an "I" in an online class, the instructor should add the student to the online course roster so that the student will be able to logon to the course. This step must be done by the instructor each semester that the student continues to work on the course.

In order for an "I" to be changed to a letter grade, the incomplete work must be completed for the course for which the student originally registered. The student should NOT re-enroll for the same course, unless intending to retake the entire course. In this case, the student will pay tuition and fees.

Advising

Role of the Student

It is the student's responsibility to be in charge of one's own academic and professional career and seek out appropriate advising resources when necessary.

Role of the Department

The role of the Social Work Department in advising is to provide relevant and useful resources to the graduate student to foster academic and professional achievement. The MSW Program staff and faculty provide two types of advising to graduate students: 1) administrative/academic and 2) professional/personal development. In addition, the MSW Program strives to provide useful information on the program's website and information materials.

Administrative/academic advising is provided by the Office of Social Work Student Services and includes assistance in the understanding of admissions criteria and acceptance status, assistance in the understanding of program requirements, policies, and procedures including the development of admissions materials and supporting documents, and assistance in understanding and navigation of University services including the registration portal, university policies and procedures.

Professional/personal development advising is provided by graduate faculty and serves to assist the graduate student in areas regarding short and long-term educational and/or professional goals and is available to students to discuss personal issues as they impinge on the classroom or field placement. Students will be paired with a graduate faculty advisor after they have been formally accepted into the MSW Program.

Advising Resources

To supplement face-to-face advising sessions, and group information sessions, the MSW Program website holds Advising Snapshots for full-time and part-time students. The advising snapshot serves as a contract between the student and the department and cannot be altered without the approval of the Office of Social Work Student Services. Students wishing to change their status should contact the Office of Social Work Student Services. The Office of Social Work Student Services is designed to support students as they progress through the program, and advising snapshots should not take the place of face-to-face advising. For advising questions or concerns please utilize phone or in person advising appointments.

Advising Appointments

For prospective student questions about pre-requisites, the application process, or curriculum, students should meet with an Office of Social Work Student Services advisor. Once accepted into the program, students will be assigned a faculty advisor who is there to answer questions related to professional development and growth in the field of social work. Students will also be assigned a staff advisor from the Office of Social Work Student Services who can answer questions regarding academics, policy, and accessing resources. The best way to make an appointment with either a faculty or staff advisor is to call the Social Work Department at 303-615-0555.

Student Codes of Conduct

Student Support and Performance Process

The primary focus of the Department of Social Work at Metropolitan State University of Denver is the successful education and development of our students. As professional and accredited educational programs it is critical that we all adhere to the standards, ethics, and values of the Social Work profession. We also recognize that there are times in each person's life when meeting academic and professional standards may be difficult. The Student Support and Performance Process is designed to support students in being successful while maintaining programmatic and professional standards. For further description about our professional and academic standards please see our [Standards of Ethical and Professional Behavior](#) (See Appendix 1), [NASW Code of Ethics](#), [CSWE](#), [BSSW Student Handbook](#), [MSW Student Handbook](#), and the [Field Student Support Process](#) (see Appendix 2). Students who have applied to the MSW or BSSW Program have affirmed that they will adhere to the Standards of Ethical and Professional Behavior as part of the applications process, although we proactively engage in the Student Support and Performance Process with all potential and current social work students. Depending on the circumstances, a referral to higher or alternative processes of support is possible at any point in the process. Results of the Student Performance Review may include modifications to the student's plan of study and/or dismissal from the program. For concerns specifically related to performance in a field agency, students will follow the parallel Field Student Support Process, which can be found in the Field Manual.

The Department of Social Work is committed to anti-racist and anti-oppressive practice. The Student Support and Performance Process can be used to provide support for navigating issues related to diversity, equity, belonging, and/or inclusion, such as microaggressions or dynamics of structural oppression. An intersectional framework to understanding identity and power dynamics will be applied throughout this process, with special sensitivity if/when those involved identify as Black, Indigenous, or People of Color (BIPOC) and/or other marginalized identities. Further detail is included subsequently in this document about how we seek to engage in anti-racist and anti-oppressive practice throughout this process.

This process is intended to proactively address issues that may create obstacles to student success during any part of their academic program. Students, faculty, and staff are always entitled to utilize University policy and procedure to address their concerns. However, this process is offered to allow for students and faculty to address concerns in a way that supports a quick resolution and options for a minimally invasive approach. As the process continues or involves additional people, it may require additional time for resolution. This process is designed to provide opportunities for early, timely, and direct resolution of conflicts, congruent with our department mission and professional standards. This policy does not prevent students or Department members from pursuing alternative University supports or processes as needed; at times University policies may supersede the processes detailed here. This process is intended to work collaboratively with other University support systems and processes, not to replace existing other University policies and practices. (More information about these alternative processes are included following the discussion of the support process.)

Download the [Department of Social Work Student Support and Performance Process](#)

Metropolitan State University of Denver Student Code of Conduct

The Metropolitan State University of Denver Student Code of Conduct applies to all MSU Denver students, regardless of level. Students may access the Code of Conduct through the MSU Denver website located at <https://www.msudenver.edu/policy/student-code-of-conduct/>.

Standards of Professional and Ethical Behavior

The Department of Social Work at the Metropolitan State University of Denver is mandated by the Council on Social Work Education (CSWE) to foster and evaluate professional behavioral development for all students in the social work program. The Department of Social Work also bears a responsibility to the community at large to produce fully trained professional social workers who consciously exhibit the competencies, values, and skills of the profession of social work. The values of the profession are codified in the National Association of Social Workers (NASW) Code of Ethics and the Council on Social Work Education has ten core educational competencies that social workers must master. Given this context, the Social work Department has identified behaviors for the social work student to exhibit in the classroom, the online classroom, field placement, in the Social Work office, through email/phone conversations, and any other interaction in a professional/academic setting. This document does not include the complete NASW Code of Ethics or the CSWE Educational Policies, however it highlights particular ethics and competencies to serve as a framework of professional and ethical behaviors to abide by while a social work student at MSU Denver. Other aspects of the NASW Code of Ethics or the CSWE Educational Policies are evaluated academically throughout the program's curriculum. Please read the [Standards of Professional and Ethical Behavior](#).

Academic Integrity

As students, faculty, staff and administrators of Metropolitan State University of Denver, it is our responsibility to uphold and maintain an academic environment that furthers scholarly inquiry, creative activity and the application of knowledge. We will not tolerate academic dishonesty. We will demonstrate honesty and integrity in all activities related to our learning and scholarship. We will not plagiarize, fabricate information or data, cheat on tests or exams, steal academic material, or submit work to more than one class without full disclosure.

For further information see the [Academic Integrity](#) and [Academic Dishonesty](#) pages.

Prohibition on Sexual Misconduct

Metropolitan State University of Denver prohibits sexual misconduct in any form, including sexual assault or sexual abuse, sexual harassment, and other forms of nonconsensual sexual conduct, including stalking and electronic harassment. Forms of intimate partner violence, including dating violence and domestic violence, are also prohibited under this policy. Students, faculty, staff and visitors, should be able to live, study, and work in an environment free from sexual misconduct. It is the policy of MSU Denver that sexual misconduct in any form will not be excused or tolerated. Retaliation in any form for reporting such sexual misconduct or for cooperating in a sexual misconduct investigation is strictly prohibited and will be addressed as a separate violation of the Student Code of Conduct. This policy is promulgated under Title IX of the Education Amendments of 1972 (Title IX), 20 U.S.C. §§ 1681 et seq., and its implementing regulations, 34 C.F.R. Part 106; Title IV of the Civil Rights Act of 1964 (42 U.S.C. § 2000c).

For further information, see the [Title IX](#) page and refer to the [Student Code of Conduct page](#).

Criminal History Statement

Before applying to the program, students should make sure they have read, understood, and agreed to our [Criminal History Statement](#) which can be located on the Department of Social Work website.

Class Attendance

University Policy: Students are expected to attend all sessions of courses for which they are registered. Each instructor determines when a student's absences have reached a point at which they jeopardize success in a course. When absences become excessive, the student may receive a failing grade for the course. If students anticipate a prolonged absence, they should contact their instructors. The full University policy on class attendance, including policies related to class attendance on religious holidays, can be found at the [Participation Policy](#) website.

Department Policy: Attendance is expected in all classes. Failure to attend class reflects poor professional conduct and compromises knowledge acquisition. Students who miss class may seek assistance from their peers regarding missed material. Students are encouraged to review the syllabus for the instructor's additional policies on missed classes. A student missing more than two classes must contact the instructor and it is the discretion of the instructor as to what the consequence of absences will be. No student may miss 25% or more of any course. Attendance is defined by the instructor. It is the students' responsibility to know and follow instructors' attendance requirements. Students who miss 25% or more will receive a grade of "F" in the course. Students receiving an "F" must contact the Office of Social Work Student Services (msw@msudenver.edu) for a modified degree plan in advance of the start of the succeeding semester.

Class Attendance on Religious Holidays

Students at MSU Denver who, because of their sincerely held religious beliefs, are unable to attend classes, take examinations, participate in graded activities or submit graded assignments on particular days shall without penalty be excused from such classes and be given a meaningful opportunity to make up such examinations and graded activities or assignments provided that advance written notice that the student will be absent for religious reasons is given to the faculty members during the first two weeks of the semester.

For further information, see the [Class Attendance policies](#) page.

Accommodations to Assist Individuals with Disabilities

The Metropolitan State University of Denver is committed to making reasonable accommodations to assist individuals with disabilities in reaching their academic potential. If you have a disability which may impact your performance, attendance, or grades in this class and are requesting accommodations, then you must first register with the Access Center, located in the Plaza Building, Suite 122, 303-556-8387.

The Access Center is the designated department responsible for coordinating accommodations and services for students with disabilities. Accommodations will not be granted prior to your faculty member's receipt of your faculty notification letter from the Access Center. Please note that accommodations are never provided retroactively (i.e., prior to the receipt of your faculty notification letter.) Once your faculty has received your official Access Center faculty accommodation letter, they are happy to meet with you to

discuss your accommodations. All discussions will remain confidential. Further information is available by visiting the [Access Center](#) website.

Student Concerns Regarding Grades or Faculty

Students who have a concern about a course instructor or grade should contact the instructor to discuss and seek resolution regarding their concerns.

If a student needs further advice on the issue, they may discuss with their advisor or the program director. The advisor and program director do NOT have supervisory authority, so such a meeting would be to advise the student on steps and processes in place for problem-solving. In alignment with university policy, the student may take such matters directly to the chair, and should be aware the chair will probably (unless dealing with severe situations) ask what steps the student has taken before bringing the concern to their office.

Students are advised to review the university policy regarding [Grade Appeals](#).

If the concern regards unlawful discrimination, the student is advised to read and follow the complaint process through the [Office of Equal Opportunity](#).

Late Paper Policy

Students are responsible to:

1. Turn in the correct paper for the assignment due. If a student turns in a paper intended for another class, it will be graded based on the assignment due. If that student discovers his/her mistake, contacts the instructor and emails the correct paper to the Instructor, it will be graded as a late paper.
2. Turn in a paper in a file format that opens in Word. The instructor will notify the student and give the student a limited amount of time to resubmit the paper. It will be graded as a late paper.
3. Turn in assignments by the due date and submitted in the proscribed method. If a paper is late, it will be graded as a late paper. Each week a paper is late a 10% deduction will be given.
4. Discuss exceptions to the above with the instructor. On rare occasions where students know their paper will be late due a personal crisis, the instructor may modify the above policy.

APA Policy

All written communication in the classroom environment (online and on campus) will be in American Psychological Association (APA) sixth edition format.

Student Groups and Clubs

Overview

The MSW Program seeks to provide avenues of support to ensure graduate students have the means to organize.

Student Association of Social Workers (SASW)

The Student Association of Social Workers at the Metropolitan State University of Denver (SASW) is dedicated to making a difference in the lives of others in the community while enhancing the student experience of its members. As a group they strive to bring a strong awareness to social justice through dedication, compassion, and integrity. They are committed to bringing together their peers, their professors, and individuals from the community to promote health, wellness, family, friends, diversity, and equality to all persons. The student association includes both undergraduate and graduate students completing their respective degrees. Students who are interested in joining the organization can join via the Social Work Department website.

Phi Alpha

Phi Alpha is a national social work honor society. It offers membership to social work students, faculty, and practitioners. Eligibility for MSW students in the MSU Denver Epsilon Lambda Chapter is verified by the Office of Social Work Student Services after grades are posted for the Fall semester. Students are inducted the following Spring semester. A graduate student is eligible for membership after achieving the following requirements:

- Completion of 15 graduate level social work courses (Field Experience must be included)
- A GPA of 3.75 or higher

For more information on the membership process, visit the Social Work Department website.

Building Allies of Diversity (BAD) Student Group

The Building Allies of Diversity (BAD) Student Group strives to create a safe environment to have hard conversations about social justice, inclusivity, and diversity amongst the Metropolitan State University of Denver community of social work students, faculty, staff, and alumni. The group was formed on the foundation of CSWE core competencies with the goal of bringing students, faculty, alumni, and community members together to have conversations about current social, political, and cultural issues to encourage education and community involvement to create change. For more information on the group, visit the Social Work Department website.

Financial Assistance Programs

The Department of Social Work is pleased to announce the development of several financial assistance programs for graduate students:

Name of Award	Type	Award
Diversity Scholarship (2 awarded per academic year)	Scholarship	\$5000
Gerontology Scholarship (2 awarded per academic year)	Scholarship	\$5000
Bilingual Scholarship (1 awarded per academic year)	Scholarship	\$10,000
Child Welfare Stipend Program	Stipend	\$3,250 - \$13,000
HRSA Integrative Care Stipend Program	Stipend	\$10,000
CoAccess Scholars Program	Stipend	\$5000-BSSW \$8000- MSW
Behavioral Health Professional Preparation Project	Scholarship	\$5000
Graduate Research Assistance Program	Stipend	variable

For the most up-to-date information about financial assistance programs offered in the Department of Social Work, please visit our [website](#).

Diversity Scholarship

These awards were created by the faculty of the MSW Program in order to meet the community's needs for social workers from diverse backgrounds. This scholarship seeks applications from students from diverse backgrounds (persons from a historically underrepresented ethnic or racial group, persons who identify as LGBTQ, or persons with a disability) with a commitment to the profession and to our program's mission and who are academically prepared for graduate-level work.

Criteria:

- Acceptance to the MSW Program (MSW applicants are encouraged to apply, however only accepted students will be awarded)
- Overall undergraduate GPA of 3.0
- Overall graduate GPA of 3.5 (if have taken graduate courses)
- Diverse background
- Commitment to profession (essay)

- Strong writing and analytical skills (essay)

Contact the Office of Social Work Student Services (socialwork@msudenver.edu) for more information

Gerontology Scholarship

These awards were created by the faculty of the MSW Program in order to meet the community's need for social workers in working with older adults. This scholarship seeks applications from students who are interested in working in gerontological social work (i.e., working in a setting where you would have frequent contact with older adults and would require competence with older clients and their families) with a commitment to the profession and to our program's mission and who are academically prepared for graduate-level work.

Criteria:

- Acceptance to the MSW Program (MSW applicants are encouraged to apply, however only accepted students will be awarded)
- Overall undergraduate GPA of 3.0
- Overall graduate GPA of 3.5 (if have taken graduate courses)
- Commitment to working in gerontological social work (essay)
- Commitment to profession (essay)
- Strong writing and analytical skills (essay)

Contact the Office of Social Work Student Services (socialwork@msudenver.edu) for more information

Bilingual & Bicultural (Latino/a/Hispanic) Scholarship

This award was created by the faculty of the MSW Program in order to promote our mission to educate a diverse group of professional social workers. This scholarship seeks applications from students who are bicultural (Latino/a/Hispanic) and bilingual (fluent in Spanish and English) with a commitment to the profession and to our program's mission and who are academically prepared for graduate-level work.

Criteria:

- Acceptance to the MSW Program (MSW applicants are encouraged to apply, however only accepted students will be awarded)
- Overall undergraduate GPA of 3.0
- Overall graduate GPA of 3.5 (if have taken graduate courses)
- Bilingual fluency (written and oral) in Spanish and English
- Bicultural (Latino/a/Hispanic)
- Commitment to profession (essay)
- Strong writing and analytical skills (essay)

Contact the Office of Social Work Student Services (socialwork@msudenver.edu) for more information

Child Welfare Stipend Program

The Child Welfare Stipend Program in the MSU Denver Department of Social Work aims to support and grow a well-prepared workforce for child welfare in Colorado. The child welfare stipend is designed for BSSW and MSW students interested in pursuing a career as a Colorado county child welfare caseworker or supervisor. The stipend program is an excellent way for social work students to gain knowledge and

experience. Stipend recipients have a high rate of immediate employment post-graduation.

Stipend amounts range from \$3,250 - \$13,000/academic year. The stipend program is a competitive process. Learn more about Child Welfare Stipend [Eligibility & Requirements](#)

The Child Welfare Stipend Program is a statewide partnership between the Colorado Department of Human Services (CDHS), Colorado county departments of human services, Metropolitan State University of Denver (MSU Denver), and three additional Colorado-based universities:

- Colorado State University (CSU) Pueblo
- Colorado State University (CSU) Fort Collins
- University of Denver, Graduate School of Social Work (GSSW)

Contact the Child Welfare Stipend Coordinator, Lara Bruce, MSW (lbruce9@msudenver.edu) for more information

Colorado Access Scholars Program

For more information and to apply, [click here](#).

Through a partnership with Colorado Access, the MSU Denver Department of Social Work will launch an inaugural cohort in Fall 2023 to offer financial and programmatic support to students wanting to pursue a Bachelor of Science in Social Work (BSSW) degree followed by a Master of Social Work (MSW) degree via the MSU Denver Advanced Standing MSW Program. This initiative encourages dual degree completion by increasing financial access through two years of scholarship/stipend support, provides peer-to-peer community building and faculty mentorship, and prepares students to enter the mental and behavioral workforce through professional development, networking opportunities, and relevant field experience.

MSU Denver will support 20 students over two years of study, beginning in the final year of the BSSW Program and continuing through the single-year of the Advanced Standing MSW Program. Students will receive \$5,000 as an undergraduate student and \$8,000 as a graduate student. If a student chooses to pursue the Advanced Standing MSW Program part-time over two years, the funding would be split over the two years. Upon acceptance to the program at the end of their junior year of study, students will commit to 1) pursuing the Advanced Standing MSW Program at MSU Denver* and 2) two years of work in a medically underserved community in Colorado following MSW completion, focused on serving individuals on Health First Colorado/Medicaid.

*Note: Admission to the Advanced Standing MSW Program at MSU Denver is not guaranteed. Participants will still need to apply during the normal application cycle and submit a strong application for admission. For more information on applying to the MSW Program, please [click here](#).

If you are interested in working in mental and behavioral health settings for underserved or rural communities, we invite you to apply to become a CoAccess Scholar.

HRSA BHWET General Integrative Care Stipend Program

MSU Denver Department of Social Work and CSU School of Social Work are pleased to announce that we have received a New HSRA Behavioral Health Workforce Education and Training for Professionals Project (BHWET) grant. The grant is funded through the U.S. Department of Health and Human Services Health Resources and Services Administration (HRSA). The full grant award is for four years in the amount of \$1.92 million with \$479,999 awarded for each academic year. MSU Denver is excited to have continued participation with this project that positions MSW practitioners to be on the cutting edge of current practice trends as health care and behavioral health care become more integrated under the Affordable Care Act.

The nature of the grant is to:

- Provide \$10,000 field placement stipends to concentration year or advanced standing MSW students who are placed at agencies serving populations across the lifespan, including in rural and medically underserved areas.
- Provide students with specialized behavioral health training in how to work with populations across the lifespan, including in rural and medically underserved areas.
- Position stipend recipients to succeed in addressing the behavioral health needs of this vulnerable population with particular attention to addressing the needs of multi-cultural and multi-lingual clients and communities.
- Build a network of professionals and agencies which collaborate in providing interdisciplinary services to vulnerable, at risk, medically underserved, or rural populations and their families with particular attention to work within interprofessional teams and contexts with specific training in and with integrated primary care agencies.

For information about eligibility, the application, and student obligations, please visit our website at <https://msudenver.edu/socialwork/scholarshipsstipends/hrsabhwetgeneralintegrativecarestipendprogram/>

Please contact Jocelyn Galindo, Student Services Integration Coordinator, at jgalind4@msudenver.edu with any questions regarding this opportunity!

Graduate Research Assistant Program

The Graduate Research Assistant (GRA) Program facilitates opportunities for graduate students to participate in faculty research, scholarly, and creative endeavors. Work may include preparation of research materials, analysis of data, literature review, conference preparation, or other similar tasks associated with academic scholarship.

The GRA must be able to function in a fast-paced, demanding educational environment. The ideal candidate is someone who pays attention to detail, is thorough, organized, a quick-learner, works independently with little supervision, can make sound decisions, and is committed to supporting the mission and values of the Department of Social Work.

Applications are available online at

<https://msudenver.edu/socialwork/scholarshipsstipends/researchassistantprogram/>

Campus Resources

Access Center (Disability Support Services)

The Access Center provides leadership to the university community to ensure that qualified students with disabilities have equal access to University programs, services, and activities through academic accommodations and advocacy in order to advance MSU Denver's commitment to inclusive excellence. The Access Center is located in the Plaza Building, Suite 122.

Website: www.msudenver.edu/access

Phone: 303-615-0200

E-mail: accesscenter@msudenver.edu

Auraria Early Learning Center (Child Care)

The Auraria Early Learning Center serves children from 12 months to 6 years old. The center is a fully licensed program through the Colorado Department of Social Services. Each supervising teacher is Early Childhood Teacher-qualified, and each kindergarten teacher is fully certified through the state of Colorado. Services are available to the students, staff and faculty of the Auraria Campus. The Auraria Early Learning Center is located at 950 Ninth Street Park.

Website: <https://www.ahec.edu/services-departments/early-learning-center>

Phone: 303-556-3188

Auraria Library

The Auraria Library is a tri-institutional resource for the Auraria Campus. The library offers a variety of resources to students, faculty and staff including study spaces, print and online resources, and assistance guiding users to relevant content, services, and resources.

Website: <http://library.auraria.edu/>

Phone: 303-315-7700

Classroom to Career (C2) Hub

The Classroom to Career Hub, the latest innovative venture from Metropolitan State University of Denver, connects students and employers, facilitating real-world learning experiences and upskilling homegrown talent for Colorado's workforce pipeline. More than a traditional career center, the C2 Hub innovatively strengthens students' academic and professional acumen through strategic and robust partnerships with local industries and communities to ensure an equitable and prosperous future for all Coloradans.

Website: <https://www.msudenver.edu/classroom-to-career-hub/>

Phone: 303-615-1133

Email: C2Hub@msudenver.edu

Center for Equity and Student Achievement

The Center for Equity and Student Achievement's (CESA's) mission is to support and educate students throughout their MSU Denver journey and to advocate for a campus community that promotes equity and inclusion. CESA centers and programs include the Center for Multicultural Engagement and Inclusion (CMEI), Immigrant Services, EPIC Scholars, TRiO Student Support Services, First-Gen Initiatives, LGBTQ Student Resource Center, Veteran and Military Student Services, and the College Assistance Migrant Program (CAMP). Learn more by visiting their website.

Website: <https://www.msudenver.edu/center-equity-student-achievement/>

Phone: 303-615-0022

Email: cesa@msudenver.edu

Center for Multicultural Engagement and Inclusion

The Center for Multicultural Engagement and Inclusion (CMEI) supports students' sense of belonging in college and affirms their identities by building community through participation in student organizations (currently over 120 options), Met Media, fraternities and sororities (currently eight), racial equity and leadership programs, student travel and professional development funding, student gathering spaces, and campus events. CMEI is located in the Tivoli Student Union, rooms 305, 307, and 313.

Website: <https://www.msudenver.edu/multicultural-center/>

Phone: 303-605-7019

EPIC Scholars

The EPIC Scholars program provides academic and personal supportive services to students with experience in different systems of care (foster care, kinship care, legal guardianship, division of youth services), and students who self-identify as unaccompanied youth, emancipated minors, and independent students through the Financial Aid office. Our mission is to increase access in higher education and post-college careers while empowering students with independent identities to reach their goal of success. EPIC Scholars is located in the Tivoli Student Union, room 311.

Website: <https://msudenver.edu/epic-scholars/>

Food Assistance Program

At Rowdy's Corner, we create a welcoming space that offers holistic resources for our community. We seek to meet the need of our community with compassion and generosity. We hold space for growth and promote autonomy. We aim to serve every student with dignity and respect. We strive to continuously accommodate our community's changing needs. As students, we will implement sustainable practices to reduce food waste on the Auraria campus. We will create a healthy, beautiful community where no one is hungry.

Rowdy's Corner is working to reimagine food support and destigmatize the need for assistance and to help ensure there is Food for All.

Rowdy's Corner connects with the Student Care Center and is sponsored by Student Engagement and

Wellness, the Student Advocacy Council, and the MSU Denver Community. Aligning with these added resources, on and off campus, promotes the overall wellbeing of the students and assists students on every level of need.

Rowdy's Corner is committed to sourcing products from local and regional businesses and providing nutritious, culturally relevant food for all of MSU Denver students.

Rowdy's Corner strives to provide a range of food for those with dietary restrictions or allergies. Through our partnerships, we can offer students vegan, vegetarian, Halal, and Kosher options, as well as food from a multitude of cultures.

Website: <https://www.msudenver.edu/student-care-center/rowdys-corner/>

Phone: 303-615-0220

Gender Institute for Teaching and Advocacy

The mission of the Gender Institute for Teaching and Advocacy (GITA) is to serve as a hub for transformative education, programming, and advocacy on issues of gender equity and social inclusion. They aim to provide academic and holistic support for students targeted by sexism and other intersecting oppressions and are committed to inclusive excellence in academic programming and services. GITA is located in the Boulder Creek Building, room 132.

Website: <https://www.msudenver.edu/gender-institute-teaching-advocacy/>

Phone: 3003-615-2052

Health Center at Auraria

The Health Center at Auraria is a tri-institutional entity that provides medical services to all students, faculty, and staff of the Auraria Campus. The Health Center is staffed by Physicians, Physician Assistants, Nurse Practitioners, Medical Assistants, Allied Health Professionals, and Healthcare Administrators. In addition, Psychiatrists, Gynecologists, and Sports Medicine/Orthopedic physicians provide specialty medical care. The Health Center is located in the Plaza Building, Suite 150.

Website: <https://healthcenter1.com/>

Phone: 303-615-9999

Immigrant Services

The Immigrant Services Program at the Metropolitan State University of Denver is an academic and social support program that aims to increase enrollment, retention, and graduation of undocumented, DACA, immigrant, and refugee students. Through academic counseling, ESL support, scholarship application assistance, and access to campus and community resources, the program's mission is to address the most common challenges and barriers to education that this underserved, underrepresented student population faces. Simultaneously, the program aims to serve as a representative for undocumented, DACA, refugee, immigrant, and ESL students on campus, helping staff and faculty alike to support, empathize with, and effectively serve these student populations. Immigrant Services is located in the Jordan Student Success Building, room 237.

Website: <https://msudenver.edu/immigrant-services/>

Informational Technology Services (ITS)

Helpdesk Website: <https://msudenver.teamdynamix.com/TDClient/2313/Portal/Home/>

ITS for Students: <https://www.msudenver.edu/technology/students/>

International Student Support

International Student Support serves international students studying on an 'F' visa. While our main purpose is to ensure that you are able to maintain your legal status while studying at MSU Denver, we are also here to support your personal, academic, and career goals.

Website: <https://www.msudenver.edu/registrar/international-student-support/>

E-mail: intlsupport@msudenver.edu

LGBTQ Student Resource Center

The LGBTQ Student Resource Center is a tri-institutional office serving students, faculty, and staff of all genders and sexualities on the Auraria Campus. We are a resource for those experiencing issues with sexuality, gender identity, and discrimination or harassment. This program offers a variety of support, education, and advocacy services for the entire campus community. The LGBTQ Student Resource Center is located in the Tivoli Student Union, Room 213.

Website: <https://www.msudenver.edu/lgbtq/>

Phone: 303-615-3896

Office of Financial Aid and Scholarships

For information about financial aid and scholarship programs offered by MSU Denver, contact the Office of Financial Aid and Scholarships, located in the Student Success Building on the first floor.

Website: <https://www.msudenver.edu/financial-aid/>

Financial Aid Customer Service Phone: 303-556-8593

Scholarship Customer Service Phone: 303-556-4927

E-mail: finaid@msudenver.edu

Office of Diversity and Inclusion

The Office of Diversity and Inclusion serves as an agent and resource to provide leadership on issues related to diversity. Their goal is to support and promote diversity in all aspects of campus life. For more information on their programs, initiatives, projects, trainings, resources, and more, visit the Office of Diversity and Inclusion website.

Website: <https://www.msudenver.edu/diversity/>

Phone: 303-615-0066

Email: diversity@msudenver.edu

Office of the Bursar

The Office of the Bursar works to provide the best services to students by providing accurate billing, Perkins loans, and various payment options. The Office of the Bursar is located in the Student Success Building, Room 150.

Website: www.msudenver.edu/bursar

Phone: 303-615-0070

Email: bursar@msudenver.edu

Office of the Registrar

The Office of the Registrar works with students, faculty and staff to maintain a complete academic history for each current and former student, and interpret and enforce state, federal, and institutional policy. They can answer questions on transcripts, registering for classes, VA benefits, graduation, and more. The Office of the Registrar is located in the Student Success Building, Room 160.

Website: www.msudenver.edu/registrar

Phone: 303-556-3991

Email: regquery@msudenver.edu

Office of Testing Services

The mission and goal of the Office of Testing Services is to offer placement testing services to the Metropolitan State University of Denver student body. This include placement exams, test proctoring services, ACT residual testing, departmental testing (MFT, ISA, Senior Exit Exams, etc.), make-up examination services, and CLEP testing.

Website: <https://www.msudenver.edu/testing/>

Phone: 303-615-1700

Office of Transfer Services

The Office of Transfer Services helps students successfully transfer from other colleges into Metropolitan State University of Denver. The Office of Transfer Students is located in the Student Success Building.

Website: <https://www.msudenver.edu/transfer-student/>

Phone: 303-556-3774

E-mail: transferquestions@msudenver.edu

Phoenix Center at Auraria (Sexual Assault & Dating/Domestic Violence)

The Phoenix Center at Auraria's mission is to implement campus response services, provide education, and facilitate dialogue related to interpersonal violence in the Auraria community. The program provides free and confidential resources and assistance to survivors of interpersonal violence (relationship violence, sexual assault, and stalking), as well as their friends and family. The Phoenix Center is located in the Tivoli Student Union, Suite 259.

Website: www.thepca.org

Phone for Appointments: 303-556-6011

24/7 Free and Confidential Helpline: 303-556-CALL (2255)

Student Activities

The Office of Student Activities believes in each individual and the collective power of students to transform their communities. Collaboratively, we design opportunities for engagement and exploration by providing resources, programs, and services at MSU Denver. To explore the many activities offered at MSU Denver, visit the Student Activities website. The Office of Student Activities is located in the Tivoli Student Union, Room 305.

Website: <https://www.msudenver.edu/multicultural-center/learn-more-about-events/>

Phone: 303-615-0606

Student Care Center

The Student Care Center opened in the Fall of 2019 and houses MSU Denver's case management services. The Student Care Center provides holistic, non-clinical case management support to MSU Denver Students who are facing challenging life circumstances that may prevent them from otherwise pursuing their educational goal. The Student Care Center oversees the following initiatives: Case Management, Roadrunner Food Pantry, Student Emergency Retention Fund, Epic Scholars Program, and Public Benefit Assistance. The Student Care Center is located in the Tivoli Student Union, Room 343.

Website: <https://www.msudenver.edu/student-care-center/>

Phone: 303-615-0006

Email: studentcarecenter@msudenver.edu

Tivoli Station (Campus Bookstore)

Tivoli Station offers technology, MSU Denver spirit gear, textbooks, course supplies, and more. Tivoli Station is located in the Tivoli Student Union, Suites 105 and 205.

Website: <https://www.ahec.edu/services-departments/tivoli/tivoli-station>

Phone: 303-556-4286

Tutoring Center

Tutoring at MSU Denver is not only for students who are having difficulty with course material, but also for students who are looking to excel. Whether your goal is to **catch up, keep up, or do better** in your studies, the MSU Denver Tutoring Center will assist you in achieving that goal. They offer FREE one-on-one and group tutoring sessions in a variety of subjects. The Tutoring Center is located in the Student Success Building, Suite 220.

Website: <https://www.msudenver.edu/tutoring/>

Phone: 303-615-1919

Veteran and Military Student Services

Veteran and Military Student Services assists with the student veteran transition from military to student life. They provide information and assistance from the enrollment process through graduation and help students maximize the use of education benefits. They also work to remove barriers to retention for veteran and military students and work to inform the community about ways to support veteran/military students. Veteran and Military Student Services is located in the Tivoli Student Union, suite 215.

Website: <https://msudenver.edu/veterans/>

Phone: 303-615-0044

Email: veterans@msudenver.edu

Victim Assistance Program

If you have experienced interpersonal violence including stalking, sexual abuse, sexual assault, or domestic violence the Victim Assistance Program has been developed to provide students, faculty and staff with support and resources. Calls to the Victim Assistance phone line will be given priority and callers will be connected to a Health Center medical staff member.

Victim Assistance Phone Line: 303-615-9911

Writing Center

The Writing Center offers help at any stage of a writing project, from finding a topic to organizing the content to producing a final draft. They work with writers in all areas of study, at all levels, in all stages of their writing processes, and with all types of writing projects. To schedule an appointment, please visit the Writing Center website. The Writing Center has seven locations. The main office is located in the King Center, room 415.

Website: www.msudenver.edu/writectr

Phone: 303-615-1888