



**METROPOLITAN STATE UNIVERSITY**<sup>SM</sup>  
OF DENVER  
Department of Social Work

**MASTER OF SOCIAL WORK PROGRAM**

# Master of Social Work Program Student Handbook

*Revised Spring 2019*

## **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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## Letter from the Director

***“Your work is to discover your work  
and then with all your heart give yourself to it”***

Buddha

***To be a social worker ... the journey to fulfill a calling.*** 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.

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 reasons to continue your education with us:

***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, 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 practice in the field.

***The students*** – Our students are willing to grow, motivated to learn, and dedicated to the community and go on to become leading professionals in the field in the Denver Metro area, the state, and the region.

***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.

Come, journey with us. Realize your goal to make a difference in the world and become a Master's level social worker with MSU Denver, the university of THE transformative journey.

Best to you –

**Jo Daugherty Bailey, Ph.D., MSW**

MSW Program Director

Associate Professor

## Contact Information

### Faculty

Dr. Jessica Retrum <a href="mailto:jhaxton1@msudenver.edu">jhaxton1@msudenver.edu</a>	Department Chair and Associate Professor	Central Classroom 201, Suite W	303-615- 1051
Dr. Jo Daugherty Bailey <a href="mailto:jbaile61@msudenver.edu">jbaile61@msudenver.edu</a>	MSW Program Director and Associate Professor	Central Classroom 201, Suite V	303-615- 0146
MSW Faculty	Please visit our <a href="#">faculty page</a> on our website for a current list of all full-time and <a href="#">affiliate faculty</a> .		

### Office of Field Education ([field@msudenver.edu](mailto:field@msudenver.edu))

Susie Ryder <a href="mailto:sryder@msudenver.edu">sryder@msudenver.edu</a>	Director of Field Education	Central Classroom 202	303-615- 1091
Amanda Campbell <a href="mailto:acampb56@msudenver.edu">acampb56@msudenver.edu</a>	Assistant Director of Field Education	Central Classroom 202	303-615- 1835
Anne Kim <a href="mailto:akim24@msudenver.edu">akim24@msudenver.edu</a>	Assistant Director of Field Education	Central Classroom 202	303-615- 0555
Ann Sullivan <a href="mailto:asulli29@msudenver.edu">asulli29@msudenver.edu</a>	Clinical Field Faculty	Central Classroom 202	303-615- 0555

### Office of Social Work Student Services ([socialwork@msudenver.edu](mailto:socialwork@msudenver.edu))

Amy K. Middleton <a href="mailto:gienckea@msudenver.edu">gienckea@msudenver.edu</a>	Director of Social Work Student Services, Administration & Finance	Central Classroom 206	303-615- 0855
Bailee Bannon Murray <a href="mailto:bbannon1@msudenver.edu">bbannon1@msudenver.edu</a>	Associate Director of Social Work Admissions, Advising & Alumni	Central Classroom 206	303-615- 0158
Claire Alfus <a href="mailto:calfus@msudenver.edu">calfus@msudenver.edu</a>	Graduate Advising Services Coordinator	Central Classroom 206	303-615- 0112

To schedule an appointment or for general questions, please call 303-615-0555

# **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.

### **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.

## **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 have achieved a minimum TOEFL score of 540 (or a score of 76 on the internet version of the TOEFL)
- International students should also check with the Office of Admissions for any additional documents that may be required

### 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 12 units of course work in **social science** (sociology, psychology, economics, political science, anthropology, etc.)
- One course must be centrally organized around American government (not history)
- One course must be centrally organized around contemporary multicultural or diversity issues
- At least three units of course work in **written or oral communication**
- At least three units of course work in **arts and humanities** (english, art, music, foreign language, philosophy etc.)

- At least three units of course work in **human biology OR**  
At least six units of course work in **natural and physical science** (biology, chemistry, physics, anatomy etc.)
- At least three units in basic **statistics** (not research)

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 have achieved a minimum TOEFL score of 540 (or a score of 76 on the internet version of the TOEFL)
- International students should also check with the Office of Admissions for any additional documents that may be required

### **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 Provisions and/or Conditions:**

Students who are accepted with provisions and/or conditions into the program typically have additional obligations to fulfill. This could include, but is not limited to: course completion, low GPA, or other items that are not in compliance with program eligibility standards. A student who is admitted with conditions must complete specified criteria within the first six credit hours of enrollment or, in the case of course completion, before the applicant starts the MSW Program. In some cases, the 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 acceptance packet (electronic). Students who do not fulfill the obligations of conditional acceptance will be dismissed from the MSW Program.

Students will receive an acceptance packet from the Social Work Department including a welcome letter, a link to specific information about the conditions 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 into the program.

**Waitlisted:**

Students may be offered waitlist status.

**Denied Admission:**

The Admissions Committee reserves the right to deny acceptance of any applicant. Applicants who submit incomplete applications, including transcripts and additional 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)*
<b>TOTAL: 15 credits</b>	<b>TOTAL: 15 credits</b>

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)
<b>TOTAL: 15 credits</b>	<b>TOTAL: 15 credits</b>

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.

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

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

### Pathways

Students have the option of choosing a pathway which allows for a concentrated focus in a particular practice area. To earn a Pathway, students must take the electives specified for the Pathway. The following are the Pathways currently offered in the program:

- **Children and Families**
  - Students are prepared to work effectively with families and family systems in ways that promote healthy family functioning. They will learn to work with organizations and communities in ways to support youth and families. Students are also prepared to work with abused and neglected youth, their families and caregivers, supporting social service agencies, and the Department of Human Services child welfare delivery system.
- **Mental Health**
  - Students are prepared for effective multilevel practice with populations experiencing, or at-risk for, behavioral health/mental health and/or substance abuse concerns. Students learn specialized skills on how to practice directly with clients and client groups
- **Leadership and Management**
  - Students are prepared to take on leadership roles such program managers, agency directors, policy analysts, program evaluators, and community organizers. Students learn the skills needed to develop, administer, and enhance programs.

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.

<http://www.msudenver.edu/academics/catalog/>

## 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. To request a change of enrollment status, please contact [maw@msudenver.edu](mailto:maw@msudenver.edu).

Students may complete the MSW degree through the fully online or mixed traditional course delivery option. In the mixed traditional course delivery option, students may take courses on campus, hybrid and online. While we guarantee that there will be a spot in a section of all required courses for mixed traditional students, registration occurs on a first come, first served basis. In the fully online course delivery option, students take all of their courses online and are guaranteed a spot in online sections of all required courses. 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. To request a change of course delivery, please contact [maw@msudenver.edu](mailto:maw@msudenver.edu).

## 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: <http://msudenver.edu/events/academic/>). After this deadline, students must submit a request to the Office of Social Work Student Services, Administration, 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, Administration, 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](mailto: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 fill out the [Readmission After Leave of Absence form](#). If you have any questions about the process, please email [socialwork@msudenver.edu](mailto:socialwork@msudenver.edu).

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](mailto: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](mailto: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 [Electronic Communication](#) 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 units will be dismissed from the program.

No grade lower than a "B-" counts toward degree completion. Students receiving a "C+" or below will be required to repeat the course. Students must be aware that the sequential coursework policy will often

require students to take time off to repeat the course work. Students who do not successfully complete a social work course with a “B-” or better after the second attempt will be dismissed from the program.

## **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](mailto: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 (email [msw@msudenver.edu](mailto: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](mailto: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 contact the [Educational Technology Center](#), whose staff will 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 Performance Process

The Department of Social Work at Metropolitan State University of Denver has as their primary mission the successful professional education and development of our students for the field and profession of social work. Student success is our highest priority. Our primary concern is to ensure students' successful progression through either the BSSW or MSW program and readiness for the field. However, as professional and accredited educational programs, each program in the department is required to make sure that students adhere to the standards, ethics, and values of the profession. Therefore, students are continually assessed in terms of academic and professional performance.

We recognize that there are times in each person's life when meeting academic and professional standards may be difficult. The **Student Performance Process** is designed to support our students in being successful while maintaining programmatic standards. The process outlined here further builds upon the Department's **Standards of Professional and Ethical Behavior**. Students, faculty and staff are always entitled to utilize University policy and procedure to address their concerns. However, the following outlined process is the preferred process of the Department of Social Work. It should also be noted that, depending on the nature of the concern, a referral to higher levels of support is possible at any point in the process should the concern warrant (see serious vs. non-serious concerns). If, at any stage, the student refuses to engage in the process, the student may be referred to a Full Student Performance Review. For concerns specifically related to performance in a field agency, students will follow the parallel Field Student Performance Support and Problem Solving Process. Issues in field seminar will follow the policy noted below, as they would in any academic course.

This process is intended to address issues that may create obstacles to student success during any part of their academic program. It is important to note that the University prohibits discrimination and/or harassment against any employee or student based on the individual's race, color, gender, national origin, religion, disability, age, veteran or marital status, sexual orientation, gender identity and expression, or based on those aspects in an individual's relatives, friends or associates. Allegations of discrimination should be reported to the Office of Equal Opportunity at (303) 556-4746, SSB 440.

Allegations of sexual misconduct can be submitted to Student Conduct and Conflict Resolution Services at (303) 556-3559, Tivoli 311, or an individual can file a report online by visiting:

<http://www.msudenver.edu/studentengagementandwellness/studentconductandconflictresolution/services/reportanincident/>

Download the [Department of Social Work Student 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 <http://www.msudenver.edu/handbook/studentcodeofconduct/>

## 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 [http://www.msudenver.edu/handbook/academicpoliciesforstudents/#Class Attendance](http://www.msudenver.edu/handbook/academicpoliciesforstudents/#Class_Attendance)

**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](mailto: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: <http://www.msudenver.edu/access/>

## **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 appeals and concerns at <https://www.msudenver.edu/deanofstudents/studentcomplaintsappeals/>

If the concern regards unlawful discrimination, the student is advised to read and follow EO processes found here: <https://www.msudenver.edu/eoo/>

## **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

### Overview

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	Scholarship	\$5000
Gerontology Scholarship	Scholarship	\$5000
Bilingual & Bicultural (Latino/a/Hispanic) Scholarship	Scholarship	\$10,000
Child Welfare Stipend Program	Stipend	\$3,250 to \$13,000
HEALS Scholar Program	Stipend	\$4,000 + trip to policy and education event in DC
HRSA BHWET General Integrative Care Stipend Program	Stipend	\$10,000
HRSA BHWET SUD/ODU/MAT Integrative Care Stipend Program	Stipend	\$10,000
Graduate Research Assistant 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 at <https://msudenver.edu/socialwork/scholarshipsstipends/>.

### 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](mailto: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](mailto: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](mailto: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](mailto:lbruce9@msudenver.edu)) for more information

## **HEALS Scholar Program**

Social Work HEALS: Social Work Health Care Education and Leadership Scholars was created to develop the next generation of health care social work leaders. MSU Denver will select two masters students annually over a five-year period who will become Social Work HEALS Scholars. Each HEALS Scholar will commit to focused health care social work education, a health care-based field placement, and travel to a 1.5 day health care social work education and policy event in Washington, D.C.

Contact Lead HEALS Faculty Coordinator, Dr. Jessica Retrum ([jhaxton1@msudenver.edu](mailto:jhaxton1@msudenver.edu)) for more information

## **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/scholarshipstipends/hrsabhwetgeneralintegrativecaresstipendprogram/>

If you have further questions or need to submit electronic documents, please contact Guadalupe Vargas, HRSA Stipend Coordinator, at [gvargas7@msudenver.edu](mailto:gvargas7@msudenver.edu).

## **HRSA BHWET SUD/LOUD/MAT Integrative Care Stipend Program**

Metropolitan State University of Denver is pleased to participate in the supplemental HRSA BHWET stipend Program focusing in opioid and other substance abuse treatment. Through federal funding provided by the U.S. Department of Health and Human Services Health Resources and Services Administration (HRSA), we are able to offer 10 stipends to graduate students committed to serving in one of three sites: Colorado Coalition for the Homeless, Metro Community Provider Network, and Denver Health and Hospital.

The HRSA BHWET Stipend Program is designed to invest in the education of students in order to develop and expand the behavioral health workforce in the State of Colorado specifically addressing the opioid and other substance treatment needs.

The nature of the grant is to:

- Provide (10) \$10,000 field placement stipends to concentration year students who will be placed at one of three partnering health care agencies serving populations across the lifespan, including in rural and medically underserved areas.
  - Colorado Coalition for the Homeless
  - Metro Community Provider Network
  - Denver Health and Hospital
- Provide students with specialized integrated 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 opioid and other substance abuse treatment.
- 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/scholarshipstipends/hrsabhwetsudoudmatintegrativecaresstipendprogram/>

If you have further questions or need to submit electronic documents, please contact Guadalupe Vargas, HRSA Stipend Coordinator, at [gvargas7@msudenver.edu](mailto:gvargas7@msudenver.edu).

## **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 & Testing Services (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](http://www.msudenver.edu/access)

Phone: 303-615-0200

Email: [accesscenter@msudenver.edu](mailto: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: [www.tivoli.org/earlylearning/index.html](http://www.tivoli.org/earlylearning/index.html)

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: 303-315-7763

### **Counseling Center**

Balancing the demands of college life can be difficult. The Counseling Center staff can help you to find ways to manage difficult times and provide you with a comforting place to examine your life and learn more about yourself so you can realize your potential. The Counseling Center is staffed by qualified mental health professionals, including psychotherapists, psychologists, and graduate student interns. The Counseling Center is located in the Tivoli Student Union, Room 651.

Website: [www.msudenver.edu/counsel](http://www.msudenver.edu/counsel)

Phone: 303-615-9988

## **Food Bank**

The MSU Denver Food Bank was established to address the growing concern of poverty and hunger among students at MSU Denver. A limited amount of nonperishable food is available to every MSU Denver student on a weekly basis, as availability permits. Students interested in using the Food Bank simply need to visit the Food Bank, present a valid MSU Denver ID, and complete a basic registration process. The Food Bank is located in the Tivoli Student Union, Room 145A.

Website: [www.msudenver.edu/studentengagementandwellness/foodbank](http://www.msudenver.edu/studentengagementandwellness/foodbank)

Phone: 303-615-0220

## **Lesbian, Gay, Bisexual, Transgender and Queer (LGBTQ) Student Resource Center**

The LGBTQ Student Resource Center is a tri-institutional office on the Auraria Campus. They are available to all Auraria students, staff and faculty as a resource for exploring issues of sexual orientation and gender identity. 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: [www.glbts.org](http://www.glbts.org)

Phone: 303-615-0515

## **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: [www.msudenver.edu/healthcenter](http://www.msudenver.edu/healthcenter)

Phone: 303-615-9999

## **Gender Institute for Teaching and Advocacy (GITA)**

Our mission is to serve as a hub for transformative education, programming, and advocacy on issues of gender equity and social inclusion. We aim to provide academic and holistic support for students targeted by sexism and other intersecting oppressions. At GITA, we are committed to inclusive excellence in academic programming and services. The Institute is located at 1059 Ninth Street Park.

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

Phone: 303-615-2052

## **International Student Admissions**

For information on how to apply to MSU Denver as an international student, please visit the International Student Admissions page on the MSU Denver website. An international student is classified as any student who will attend MSU Denver while holding a valid nonimmigrant visa. If you have more questions, you can contact the International Admissions Counselor.

Website: [www.msudenver.edu/admissions/apply/internationalstudents](http://www.msudenver.edu/admissions/apply/internationalstudents)

## **International Student Support**

International Student Support serves MSU Denver's F-1 and J-1 student population, providing immigration support, as well as employment advising, cultural support, and ongoing programming. As an F-1 or J-1 student at MSU Denver, ISS should be your main resource for any questions you may have as an international student.

Website: <https://msudenver.edu/sas/internationalstudentsupport/>

Email: [intlsupport@msudenver.edu](mailto:intlsupport@msudenver.edu)

## **Office of Career Services**

The Office of Career Services provides high-quality, student-focused services to support all aspects of career exploration by encouraging students and alumni to develop self-knowledge, identify career goals, and build job-search skills to empower a life-long career journey.. The Office of Career Services is located in the Admin Building at 1201 5th Street, Room 270.

Website: [www.msudenver.edu/career](http://www.msudenver.edu/career)

Phone: 303-615-1133

## **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 Jordan Student Success Building on the first floor.

Website: [www.msudenver.edu/financialaid](http://www.msudenver.edu/financialaid)

Phone: 303-556-8593

E-mail: [finaid@msudenver.edu](mailto:finaid@msudenver.edu)

## **Office of Diversity and Inclusion**

At MSU Denver, diversity is one of our core values. The Office of Diversity and Inclusion serves as an agent and resource to provide leadership on issues related to diversity. Our goal is to support and promote diversity and inclusion in all aspects of campus life through the development of initiatives that encourage diversity and “Inclusive Excellence.”

Website: [www.msudenver.edu/diversity](http://www.msudenver.edu/diversity)

## **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. If you have questions about tuition or payment, contact the Office of the Bursar, located in the Student Success Building, Room 150.

Website: [www.msudenver.edu/bursar](http://www.msudenver.edu/bursar)

Phone: 303-615-0070

Email: [bursar@msudenver.edu](mailto: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](http://www.msudenver.edu/registrar)

Phone: 303-556-3991

Email: [regquery@msudenver.edu](mailto:regquery@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](http://www.thepca.org)

Phone for Appointments: 303-315-7250

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: [www.msudenver.edu/studentactivities](http://www.msudenver.edu/studentactivities)

Phone: 303-615-0606

## **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: [www.tivolistation.com](http://www.tivolistation.com)

Phone: 303-556-4286

## **Veteran and Military Student Services**

Veteran and Military Student Services is appreciative of your service to our country and is happy to assist you with your transition and continuous stay at MSU Denver. Located in Tivoli Room 215

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

Phone: 303-615-0044

## **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](http://www.msudenver.edu/writectr)

Phone: 303-615-1888