



BSSW Program Student Handbook

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Letter from the Director

“If you don’t like the way the world is, you change it. You have an obligation to change it. You just do it one step at a time.”

Marian Wright Edelman

I share these words that have been meaningful to me by way of welcoming you to the BSSW Program in Social Work here at Metropolitan State University of Denver.

In my mind, Marian Wright Edelman’s words represent the spirit of the social work profession. They prompt us to remember that we are not powerless to make change in our social environment. Indeed, as anthropologist Margaret Mead reminds us, we should “never doubt that a small group of thoughtful, committed citizens can change the world; indeed, it’s the only thing that ever has.” Furthermore, we have an obligation to work to make this world a better place for individuals, families, organizations, and communities. In light of ongoing social inequalities based on race, ethnicity, class, gender identity and expression, sexual orientation, ability status, age, immigration status and beyond, it is our obligation as social workers to work to ameliorate these inequalities and enhance well-being for vulnerable populations. Social change is not magical or ineffable, but is the product of hard work that is strategic, evidence-based, and incremental. The aim of social work education is to provide us the tools to facilitate this change.

Our departmental mission is to provide an inclusive, inspiring environment for undergraduate, graduate and community education in social work, that is value driven, research informed, culturally responsive, academically rigorous and which links theory and practice. Our diverse faculty members bring a wealth of social work practice experiences into face-to-face and online classes. We have worked hard to build a BSSW program that supports students’ diverse needs, that is rigorous and intellectually challenging, and that ultimately prepares students to step into professional social work positions and create lasting change in our communities.

In my role as BSSW Program Director, my job is to support BSSW students in this program and beyond. I meet with frequently with students on topics such as:

- Discussing ideas for how to navigate challenging classroom or life situations
- Hearing your feedback on about how to improve the BSSW program
- Answering questions about Departmental or University policy
- Providing advice about professional next steps

I’m here for you as BSSW students, and I’m eager to meet each of you and do what I can to make sure you have your best possible learning experience.

With this in mind, I invite you to learn more about the BSSW Program here at Metropolitan State University of Denver. Check out the resources available here on [our website](#). If you’re new to MSU Denver, send us a question via email at socialwork@msudenver.edu or give us a call at (303) 615-0555. Attend an [information session](#) to learn more about our programs. Visit our [Facebook](#), [Twitter](#), and [Instagram](#) pages. Or come visit our offices in Central Classroom, Suite 201. I look forward to talking with you further about our BSSW Program, and beyond.

My door is open.



K Scherrer, PhD, LCSW, MA

BSSW Program Director

Professor

Contact Information

Faculty

Located in Central Classroom Building room 201

Dr. Jessica Retrum, LCSW jhaxton1@msudenver.edu	Department Chair and Associate Professor	303-615-1051
Dr. K Scherrer, MA, LCSW kscherr3@msudenver.edu	BSSW Program Director and Professor	303-615-1121
Dr. Julie Clockston, LCSW, Cert Ed jack109@msudenver.edu	Assistant Professor	303-605-7604
Dr. Kristin Danhoff, MSW kdanhoff@msudenver.edu	Assistant Professor	303-615-0331
Prof. Barbara Decker, MSW bdecke10@msudenver.edu	Lecturer in Social Work	303-615-0161
Prof. Olivia Hunte, MSW ohunte@msudenver.edu	Lecturer in Social Work	303-615-0555
Dr. Ann Obermann, LCSW aoberma1@msudenver.edu	Associate Professor	303-615-0103
Dr. Jessica Ritter, MSSW jritter9@msudenver.edu	Professor	303-615-0555

Office of Field Education

Located in Central Classroom Building room 202

Questions? Email field@msudenver.edu

Susie Ryder, LCSW, LAC sryder@msudenver.edu	Director of Field Education	303-615-1091
Dr. Amanda Marsh Baranski, LCSW amarsh29@msudenver.edu	Clinical Field Faculty, BSSW Program	303-605-7285

Office of Social Work Student Services, Administration and Finance

Check in for appointments in Central Classroom Building room 201

Questions? Email bssw@msudenver.edu

Bailee Bannon Murray, MA bbannon1@msudenver.edu	Associate Director of Social Work Admissions, Advising, and Alumni	303-615-0158
Liz De La Rosa, MA edelaro1@msudenver.edu	Undergraduate Advising Services Coordinator	303-605-7325

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

Bachelor of Science in Social Work at Metropolitan State University of Denver

Overview

Social Work is an exciting academic major, preparing students for professional entry-level work in the social and human services. Students in the major engage in the exploration of ways to ameliorate personal, interpersonal, and societal problems and learn skills and techniques in order to create change and make a difference in people's lives. Social Work is a valuable degree as many employers recognize it as preparing graduates to utilize a variety of tools to work with diverse populations on multiple issues and goals. Employment of social workers is expected to grow by 13 percent from 2019 to 2029, much faster than the average for all occupations (Bureau of Labor Statistics, Aug. 2021). Bachelor-level social workers are employed in a variety of settings, including schools, prisons, non-profit and for-profit private agencies, and governmental agencies. They work with individuals, families, groups, and communities as intake staff, resource and referral specialists, case workers, case managers, program coordinators, project directors, community organizers, and more.

Department of Social Work Mission Statement

Our mission is to provide an inclusive, inspiring environment for undergraduate, graduate, and community education in social work that is value driven, research informed, culturally responsive, academically rigorous, and which links theory with practice.

Accreditation

The BSSW Program has been continuously accredited since 1997 by the Council on Social Work Education, the sole accrediting body for social work programs 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. Many of our programmatic requirements are based on requirements from our accrediting body.

BSSW Program Core Competencies

- Demonstrate ethical and professional behavior
- Engage diversity and difference in practice
- Advanced 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

Student Support Services

Advising Services

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 student to foster academic and professional achievement through academic advising and professional/personal development advising. In addition, the BSSW Program strives to provide useful information on the program's website and information materials.

Academic Advising

Academic advising is provided by the Office of Social Work Student Services (OSWSS). OSWSS advisors are here to help students understand program requirements, course sequencing, navigating University services, and to make sure students are successfully progressing through the coursework requirements.

Professional/Personal Development Advising

Professional/Personal Development advising is provided by BSSW Program faculty. Students in the BSSW Program are assigned a faculty advisor after admission to the BSSW Program. They are available to discuss short term and long term educational and/or professional goals or personal issues that may be affecting the student in the classroom or field placement. Students can also connect with other faculty members for professional and personal development support.

Advising Resources

The Office of Social Work Student Services hosts advising and student support resources, including advising snapshots, course planning resources, and forms and policies, on their website – [click here](#) to access these resources

Website: <https://www.msudenver.edu/social-work/oswssfa/>

Phone: 303-615-0555

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 located in the Tivoli Student Union, Room 651 and is staffed by qualified mental health professionals.

Website: www.msudenver.edu/counsel

Phone: 303-615-9988

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 main office is located in the King Center, room 415. They also have locations across campus, including in Central Classroom Building (in the Department of Social Work – rooms 201 and 206). Visit their website to see when they will be at their various locations and to book an appointment.

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

Phone: 303-615-1888

Bachelor of Science in Social Work Program Admissions

Declaration of Major

When a student applies to MSU Denver and is planning on majoring in social work, they are admitted into the Undeclared Seeking Social Work (UNSW) major. In order to become a Social Work (SWK) major, students must complete all required BSSW Program prerequisites and apply to the major. Admission to the BSSW program is not guaranteed. When a student is admitted to the BSSW program, their major will then be declared as Social Work (SWK).

Admission Deadlines

Students are accepted into the BSSW Program once a year. Students should plan on applying to the BSSW Program the spring before the fall in which they intend to start the BSSW Program.

Credit for Life Experience

No credit is given for learning gained through life experience and no life experience credit may be used toward the BSSW Major. This policy is required by the Council on Social Work Education (CSWE), the accrediting body for the BSSW Program.

Transfer Students

Students transferring to Metropolitan State University of Denver must first apply as a transfer student through the Office of Admissions. Once they have been accepted into MSU Denver and have had their transcripts evaluated, they will be advised regarding remaining General Studies and other prerequisite requirements that must be fulfilled. Transfer students are also expected to meet the BSSW Program's prerequisite requirements. For more information about transferring, please visit our [Transfer Student Guide](#).

Social Work Course Transfer Policy

Incoming students who have taken Social Work courses at another college or university may have the coursework reviewed to apply for Social Work credit for the courses. To be considered, coursework must have been completed at a college or university accredited by a regional accreditation body (see MSU Denver website for additional information). In addition, certain coursework must have been completed within a program accredited by the Council on Social Work Education to be considered for transfer into the BSSW Program. To be considered for credit, students must provide documentation that includes the course description, course syllabus, and other course requirements. This documentation will be reviewed by the BSSW Program Director who will determine course equivalency.

Admission Requirements

Program Eligibility

- Have a cumulative GPA of 2.0 or higher
- Have completed or are enrolled with intent to complete the required prerequisite courses (indicated below) before the program begins
- Have completed or are enrolled with intent to complete the introductory social work courses (indicated below) before the program begins
- Completion of the BSSW Program application

MSU Denver Graduation Requirements

These courses are required to complete the 120 credits required for a Bachelor's Degree. These are not prerequisite course for the Social Work program, but it is recommended that they be completed prior to starting the program:

Course Name	Credits
Any course that fulfills the Written Communication general studies requirement (1 of 2) <i>(ENG 1010 fulfills this requirement)</i>	3
Any course that fulfills the Written Communication general studies requirement (2 of 2) <i>(ENG 1020 fulfills this requirement)</i>	3
Any course that fulfills the Oral Communication general studies requirement <i>(COMM 1010 or COMM 1100 fulfills this requirement)</i>	4
Any course that fulfills the Quantitative Literacy (College-Level Math) general studies requirement	3
Any course that fulfills the Historical general studies requirement	3
Any course that fulfills the Arts and Humanities general studies requirement (1 of 2)	3
Any course that fulfills the Arts and Humanities general studies requirement (2 of 2)	3
Any course that fulfills the Natural and Physical Science general studies requirement (1 of 2) <i>(BIO 1000, BIO 1030, or BIO 1080+90 fulfills this requirement)</i>	3
Any course that fulfills the Natural and Physical Science general studies requirement (2 of 2)	3
Any course that fulfills the Social & Behavioral Science general studies requirement (1 of 2) <i>(PSC 1010 fulfills this requirement)</i>	3
Any course that fulfills the Social & Behavioral Science general studies requirement (2 of 2) <i>(PSY 1001 fulfills this requirement)</i>	3
Any course that fulfills the Global Diversity general studies requirement	0-3
Any course that fulfills the Multicultural graduation requirement <i>(SWK 3120 fulfills this requirement)</i>	0-3
General Electives	21-24

BSSW Program Prerequisites (21 credits)

The following courses must be completed with a C- or better prior to entry into the BSSW Program, many of which overlap with MSU Denver General Studies Requirements

Course Name	Credits	General Studies Overlap
ENG 1010 Composing Arguments	3	Written Communication (1 of 2)
ENG 1020 Research & Argument Writing	3	Written Communication (2 of 2)
Choose One: COMM 1010 Presentational Speaking (CAS 1010) OR COMM 1100 Fundamentals of Oral Communication (CAS 1710)	3	Oral Communication
BIO 1000 Human Bio for Non Majors (BIO 1030 or BIO 1080+1090 are accepted alternatives)	3	Natural & Physical Science (1 of 2)
PSC 1010 American National Government	3	Social & Behavioral Science (1 of 2)
PSY 1001 Intro to Psychology	3	Social & Behavioral Science (2 of 2)
Choose One: SOC 1010 Intro to Sociology OR ANT 1310 Cultural Anthropology OR ANT 2330 Cross-Cultural Communication	3	Can count as Social & Behavioral Science if needed
SWK 1010 Intro to Social Work	3	Can count as Social & Behavioral Science if needed
SWK 1600 Community Engagement & Civic Responsibility	3	Can count as Social & Behavioral Science if needed

BSSW Program Application

All students who wish to apply for the BSSW Program must complete and submit the application. All application materials must be submitted at the same time. The applicant is responsible for ensuring that all items are complete. Complete packets are necessary for consideration into the program. Incomplete applications will not be reviewed.

[BSSW Application](#)

Please be sure you read our Criminal History Statement and our Standards of Professional and Ethical Behavior:

[Criminal History Statement](#)

[Standards of Professional and Ethical Behavior](#)

Admissions Process

The BSSW Application Review period runs from February through April. Check with the Office of Social Work Student Services or the Departmental website for updated dates and deadlines. Students will be notified via their university email of their admissions decision along with any conditions of acceptance.

Students will not be able to register for upper division majors-only social work courses until their application has been processed and their major changed to social work (SWK). Applications are processed and reviewed on a rolling basis as they are received.

Degree Requirements

Program Orientation

All students accepted into the BSSW Program are required to successfully complete the online BSSW Junior Orientation within a specified timeframe announced at the time of admission. Students who do not successfully complete the online BSSW Junior Orientation will be dropped from their core Social Work courses and must wait until the following academic year to take the orientation and to begin the BSSW program.

BSSW Requirements

Junior Year (24 credits)	
Fall Semester (12 credits)	Spring Semester (12 credits)
SWK 3410 Generalist Practice I (3)	SWK 3420 Generalist Practice II (3)
SWK 3350 Social Work Exp., Practice, & Comm. (3)	SWK 3120 Privilege, Oppression & Power (3)*
SWK 3050 Human Behavior & the Social Environ. I (3)	SWK 3060 Human Behavior & the Social Environ. II (3)
SWK 3090 Philosophy of Social Work (3)	SWK 3780 Social Welfare Policy (3)
Senior Year (18 credits)	
Fall Semester (9 credits)	Spring Semester (9 credits)
SWK 4300 Research Methods (3)	SWK 4310 Research Statistics (3)
SWK 4400 Generalist Practice III (3)	SWK 4410 Generalist Practice IV (3)
SWK 4500 Professional Field Experience I (3)	SWK 4510 Professional Field Experience II (3)

Upper Division Social Work Electives (12 credits)
Students must take 12 credits of Upper Division Social Work Electives prior to graduation. A list of approved upper division electives can be found on our website. Students can take these courses at any point in time alongside the junior and senior year coursework, during the summer, or prior to entering the BSSW Program.

* Fulfills the Multicultural graduation requirement

Please refer to the [Advising Snapshot](#) located on our website for a more detailed course sequence layout, including a part-time plan.

BSSW Program Course Delivery Information

Courses in the BSSW Program are available on campus, fully online, and in hybrid formats. **Please note that you will be required to utilize online course management systems like Canvas in all social work courses, including on campus courses**

On campus delivery means you will only have face-to-face class sessions on campus. We offer a mix of day, night, and weekend on campus courses.

Hybrid delivery means that you will have a combination of face to face and online class sessions in the same course. This schedule is specific to your course so make sure you are aware of the dates that require face to face or synchronous online learning. When you are in a hybrid course, please see course notes to check the requirements for your hybrid course. For example, a hybrid course may meet every other week on campus and the weeks it does not meet on campus students will have online requirements. Alternatively, a course could meet every week on campus for a reduced time and students would have online requirements every week to supplement the in-class time.

Fully online delivery means you will be taking your courses in an online format, which may include **both synchronous and asynchronous activities**. When you are in an online course, please see the course note and the course schedule to check required synchronous date and times for your online course. **All social work major courses (except electives) have a required synchronous component.** Your instructor will provide the final schedule of required synchronous activity.

- **Asynchronous activities** are activities, readings, assignments, videos, and other tasks required in your course that you do on your own time while meeting the expected due dates and times.
- **Synchronous activities** are activities that occur with others at a scheduled time but that are accessible to you online. This means that you will use meeting software such as Zoom, Skype, Google Hangout, and/or other platforms to communicate and meet with your class and instructor at a specified time. This may be meeting with your whole class and the instructor, meeting individually with your instructor, meeting with a group of students, or meeting with one other student in order to complete required course expectations. Synchronous learning in online education has been demonstrated to increase student outcomes, sense of community, and overall student satisfaction with online learning. When you are in an online course, make sure to check the synchronous requirements for your class to make sure you understand the time and day you are required to attend via Zoom, Teams, etc. Your instructor will let you know the exact requirements when class starts.

Whether fully online or hybrid, online learning requires you as a student to effectively manage your time, plan ahead, communicate openly and timely, present yourself professionally, and to fully understand the expectations of your course. You need to be assertive and communicate immediately with your instructor when you have questions or need clarification in assignments. Online and hybrid course delivery options require you to be active in Canvas multiple times a week (e.g., discussion boards, presentations, assignments, peer interactions, course material, etc.), to read all emails and announcements (as they are not reinforced in face to face class), and complete all required material in the weekly modules.

Though you don't have a physical class, you still need to schedule time for yourself to complete course assignments and learning time, not just course reading. Online does not mean less time or less rigorous. You should schedule the equivalent time of a face to face class (approx. 3 hours) each week in order to learn the course material through participation in discussion and completion of your learning modules in addition to reading, homework, and assignment time required for "out of class" time.

Professional Field Experience

Social Work Field Experience takes place during the fall and spring semesters of the student's senior year. In order to integrate classroom knowledge with practice and to experience the role and requirements of a professional social worker, the student is placed in an approved social work agency for approximately 400+ hours over both semesters. Students will complete a set number of agency fieldwork hours (a minimum of 200 hours per semester is required by CSWE accreditation standards). The total number of hours will be determined by the Office of Field Education and informed by agency, programmatic, societal, environmental, and/or policy related factors. The student remains in the same agency for both semesters, progressing from orientation to beginning professional competence. Additional information about field experience, including eligibility, application, and securing a field site, can be found on the [Department of Social Work website](#).

GPA and Grades Requirement

A student must maintain a 2.0 overall cumulative MSU Denver GPA and a 2.67 Social Work course GPA to remain in good standing in the Social Work Program. Students failing to meet the minimum GPA requirements will be placed on departmental academic probation until they achieve the grades necessary to raise their GPA. Please see the Department of Social Work website for further information.

Students must receive a "C-" or better in all social work courses. Students earning a grade of less than "C-" must meet with their social work advisor before the start of the next semester.

Advanced Standing in Graduate School

Students who graduate with a bachelor's degree from an accredited social work program may apply for advanced standing (where available) in Masters-level social work graduate programs. Depending upon the graduate program, advanced standing students are able to complete their MSW in an accelerated course of study. Students are urged to contact graduate programs for their policies on advanced standing.

Policies and Procedures

Inclusion Statement

The Metropolitan State University of Denver BSSW Program strives to create and maintain an inclusive environment in which all members of the social work community are treated with dignity, decency, and respect. We hold on another to the same standards as we seek on behalf of our clients in striving to end discrimination, oppression and other forms of social injustice. People in our program should be able to work and learn in an environment that is equitable, supportive, emotionally brave and intellectually challenging.

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](#).

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 competences, 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.

Actions contrary to the Department of Social Work Standards of Professional and Ethical Behavior will result in corrective action in a variety of ways (e.g., through classroom assignment feedback, advising sessions, or written documentation of the event).

The Department of Social Work reserves the right to terminate a student's participation in the program on the basis of professional non-suitability if the Department determines that a student's behavior has constituted a significant violation or patterns of violations of any of the Department of Social Work Standards of Professional and Ethical Behavior listed in this document. In such cases, a Performance Review will be initiated. [Click here](#) to view the full Student Performance Process procedure.

Please download and read the full [Standards of Professional and Ethical Behavior](#) from our website.

Student Performance Process Policy

The Department of Social Work at Metropolitan State University of Denver has as its 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, and it is intended to address issues that may create obstacles to student success during any part of their academic program. The process builds upon the Department's [Standards of Professional and Ethical Behavior](#) which can be found on the BSSW Policies and Procedures page at the MSU Denver Social Work BSSW Program website. If a student is unsatisfied with the outcome of the Department's [Student Performance Process](#), the

student can engage broader [University policies and procedures](#), such as the grievance process, to address their concerns. The Student Performance Process Policy and associated process can be found on the BSSW program [website](#) or by visiting the BSSW Policies and Procedures page at the MSU Denver Social Work BSSW Program website.

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

GPA and Grades Requirement

A student must maintain a 2.0 overall cumulative MSU Denver GPA and a 2.67 Social Work course GPA to remain in good standing in the Social Work Program. Students failing to meet the minimum GPA requirements will be placed on departmental academic probation until they achieve the grades necessary to raise their GPA. Please see the Department of Social Work website for further information.

Students must receive a “C-“ or better in all social work courses. Students earning a grade of less than “C-“ must meet with their social work advisor before the start of the next semester.

Incomplete Notations

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 bssw@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. Refer to the Sequential Coursework Policy and consult with Office of Social Work Student Services advisors (bssw@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.

Sequential Coursework Policy

Prior to entering the program, students are required to take specified prerequisites in the liberal arts and social work. Upon entering the program, students are required to take courses in a specified order. This course sequencing is mandatory and ensures necessary preparation for students to successfully complete courses throughout the program. Please note: Students who fail to follow the required course sequencing may delay their graduation by a year or more. In addition, students who take courses out of order may not receive credit for those courses and may be required to retake those courses.

APA Policy

All written communication in the classroom environment (online and on-campus) will be in American Psychological Association (APA) seventh edition format. As a part of the social work program, students are required to purchase the APA manual. There are several resources available to support students in successfully using APA format. All students have access to the [MSU Denver Writing Center](#) for assistance with their writing; see the Campus Resources section at the end of this handbook for information on the Writing Center. Additionally, students may wish to visit the APA [website](#) for specific information on using APA style.

Some tips regarding writing in the social work program and the use of APA include:

Make a plan before you begin to write a paper. Sometimes, asking yourself questions can be helpful, such as: Who is the audience for my paper? Why is the topic important to me? What are the necessary components to include in the paper as outlined in the assignment rubric? How and where am I going to include research in the paper? Completing an outline and a rough draft can often be helpful, and then stepping away from the rough draft for a period of time so that when you get back to it your mind will be clear and you can see errors, areas that need to be rewritten, and if the paper is understandable, clear, and informative.

Ensure the paper is formatted according to any instructions in the course assignment and/or syllabus, and be sure to cite references for any material that is not your own. Anytime you use direct quotes or paraphrase source material in your writing, you should include the source in the text of the paper as well as in the bibliography or reference section. For papers related to client or case information, always change names or other identifying information in order to protect a client's identity.

Academic Dishonesty Policy

Metropolitan State University of Denver defines [academic dishonesty](#) (including plagiarism) as any of the following:

Cheating	<ul style="list-style-type: none"> • Use of any unauthorized assistance in taking quizzes, tests, or examinations • Dependence upon the aid or sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems or carrying out other assignments • Acquisition, without permission, of tests or other academic material belonging to a member of the University faculty, staff or other student
Collaboration	<ul style="list-style-type: none"> • Unauthorized collaboration on an assignment (e.g., project or homework) without permission from the instructor
Fabrication	<ul style="list-style-type: none"> • Intentional or unauthorized falsification or invention of any information, data or citation in an academic exercise
Facilitation of Academic Dishonesty	<ul style="list-style-type: none"> • Intentionally or knowingly helping or attempting to help another to commit an act of academic dishonesty
Multiple Submissions*	<ul style="list-style-type: none"> • Submission of written work assigned for one course to a second course without having received prior permission from both instructors
Plagiarism**	<ul style="list-style-type: none"> • Use by paraphrase or direct quotations, of the published or unpublished work of another without full and clear acknowledgment • Unacknowledged use of materials prepared by another person or agency that may or may not be engaged in the selling of term papers or other academic material

* The Department of Social Work BSSW Program includes the submission of “all or part of” written work assigned for one course to a second course without having received permission from both instructors.

** The Department of Social Work BSSW Program uses APA-7 formatting for all acknowledgement

Students who engage in academic dishonesty will receive sanctions as determined by their instructor. Sanctions will be dependent on the level of the offense and will also take into account previous incidents of academic dishonesty. The instructor will inform and seek the support of the Program Director when determining the level of the offense and the appropriate sanctions. The Program Director will keep record of incidents of academic dishonesty and will inform the Department Chair of incidents on an as needed basis. The incident may also be reported to the Dean of Students, depending on the level of the offense.

The following table provides examples of possible outcomes for various levels of academic dishonesty. This list is not meant to be inclusive of all possible offenses and sanctions.

<p>Level One Offenses Examples include:</p> <ul style="list-style-type: none"> • Incomplete or missing citations • Copying a section of a paper or assignment 	<p>Level One Sanctions Examples include:</p> <ul style="list-style-type: none"> • Failing assignment
<p>Level Two Offenses Examples include:</p> <ul style="list-style-type: none"> • May have prior Level One offenses • Plagiarism of entire assignment • Sharing or reusing assignments 	<p>Level Two Sanctions Examples include:</p> <ul style="list-style-type: none"> • Failing the course • Revised plan of completion • Triggers a Departmental Level Three Performance Review

<p>Level Three Offenses Examples include:</p> <ul style="list-style-type: none"> • May have had multiple Level One or Level Two offenses 	<p>Level Three Sanctions Examples include:</p> <ul style="list-style-type: none"> • Dismissal from the BSSW program • Triggers a Departmental Level Four Performance Review
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Policies and Procedures for Online Course Components

All courses offered in the Department of Social have an online component, as course materials (e.g., syllabus, policies) are contained on Canvas, our University’s learning management system. Therefore, although much of this statement pertains to courses that are delivered online, this policy is also relevant for students taking face-to-face classes.

In the service of accessibility for students, all of the courses required for a BSSW major/minor can be taken in an online format (courses are also offered in face-to-face and hybrid formats). Online course delivery, whether it is fully online or hybrid, is a common method of educational delivery across the country. The BSSW Program at Metropolitan State University of Denver strives to provide quality online and hybrid courses to social work students. We adhere to the standards of practice for the use of technology as outlined in the NASW, Technology Standards. These standards say that,

“The roles for social workers are changing and they may need to adjust to the new demands for practice in the information age. Social workers should acquire adequate skills that use technology appropriately and adapt traditional practice protocols to ensure competent and ethical practice” (NASW, Technology Standards, 2017).

A full list of these standards can be found at:

<https://www.socialworkers.org/LinkClick.aspx?fileticket=lcTcdsHUcng%3d&portalid=0>

Student Expectations:

- ALL students must complete the online BSSW Junior Orientation. A link will be sent to you from the Office of Social Work Student Services before you begin the program and should be completed before beginning fall coursework. The orientation will provide you an opportunity to learn more about the BSSW Program and the ways that we use Canvas and other technologies to facilitate student learning. Students are responsible for the content delivered in the online BSSW Junior Orientation.
- It is expected that students will participate fully in online and hybrid courses just as they would in campus courses. This includes weekly participation in all course activities, which could include discussion boards, group projects, activities and assignments.
- Students should “come to class” prepared to engage with others and have the appropriate equipment. See subsequent section on recommended equipment. It is the student’s responsibility to have the appropriate equipment for their courses.
- Nobody wants it, but sometimes technology fails. Here are some strategies to prevent that from occurring:
 - Students should save their work in two places, including a flash drive or virtual data storage, in case your computer crashes.
 - If Canvas is not working or you are having difficulty uploading an assignment, it is the student’s responsibility to submit an [ITS Help Desk ticket](#) (24/7 Over the Phone Assistance: 303-352-7548) and email proof of submission of the ticket to your instructor. This allows you to receive the help you need and for your instructor to be aware of the issue and have documentation of the technological failure.
 - **Not submitting an assignment because technology failed is not a valid excuse for lateness**
 - As with other policies, this policy may be modified by instructors in their course syllabi, so please default to your course syllabus for any discrepancies.
- In courses with online components it is especially important to communicate clearly and treat one another with respect. This can be described as netiquette. The following are examples of appropriate classroom netiquette.

- **Identify yourself.** Begin messages with a salutation and end them with your name. Use a signature (a footer with your identifying information) at the end of a message
- **Include a subject line.** Give a descriptive phrase in the subject line of the message header that tells the topic of the message (not just "Hi, there!").
- **Avoid sarcasm.** People who don't know you may misinterpret its meaning.
- **Respect others' privacy.** Do not quote or forward personal email without the original author's permission. When learning in a synchronous environment, make sure to have headphones on or learn in a private location so what is said in the virtual classroom is not heard by those in your home. This is also true for your own privacy when learning. If able, be in a quiet, private location.
- **Acknowledge and return messages promptly.**
- **Copy with caution.** Don't copy everyone you know on each message.
- **No spam (a.k.a. junk mail).** Don't contribute to worthless information on the Internet by sending or responding to mass postings of chain letters, rumors, etc.
- **Be concise.** Keep messages concise—about one screen, as a rule of thumb.
- **Use appropriate language.** Avoid coarse, rough, or rude language. Observe good grammar and spelling.
- **Professional.** Attend all live course sessions wearing appropriate clothing with no background distractions (e.g., children, pets, background noise, or multi-tasking).
- **Microaggressions.** Please take care in how you are communicating with your classmates and instructors to avoid microaggressions and othering. "Call in" your classmates and instructors when they use language that is intentionally or unintentionally harmful, othering, discriminatory, or aggressive. Be open to others "calling" you in as well in the same type of circumstances. Consult with your instructor if you need help.

Faculty Expectations:

You can expect your instructors to engage in best practices for online teaching. This includes responding to emails, course messages or questions within 48 (working day) hours, grading assignments in a timely manner, providing detailed feedback on assignments, and being available to students in virtual and face-to-face office hours.

Required Equipment:

The following list of technology is required for you to be successful in the BSSW program at MSU Denver. If you do not have these resources in the form of a computer, laptop, or tablet, they are available in the [computer labs](#) on campus for your use. For online learning, you must also have reliable internet connection (see network connections below), webcam, and mic in order to meet synchronous meeting and video discussion/recording requirements. If away from campus, public libraries have computers and reliable internet for public use so connect with your local public library for availability.

- **Operating System:** Windows 7/8, 32 or 64 bit (Windows XP and Windows Vista are not recommended) or Macintosh OSX 10.9 or higher
- **Processor Speed:** Intel Core I series and above.
- **Memory:** 3-6 GB Ram
- **Hard Drive:** 10-20 GB of available hard drive space
- **Accessories:** Webcam and USB Mic/Headset
- **Network requirement:** DSL or cable ISP with upload/download speeds of at least 768 Kbps up / 1.5 MB down. You can verify your actual broadband speed by running a speed test at: <http://speedtest.uen.net/>
- **Software:** Microsoft office including Excel, Word and Power Point ([download for free from the ITS webpage](#)).
- **Additional technology and/or apps:** [Zoom](#), [Flipgrid](#), [Hypothes.is](#), and others. Individual instructors will let you know apps or other technology you will use in class.

Support for Canvas and other technological needs:

Use this link for more information about 24-7 technological support: <https://www.msudenver.edu/technology/helpdesk/>

Canvas Support Line

If you are having problems logging in or need live, over-the-phone Canvas support, please contact the 24-7 ITS Service Desk at 303-352-7548. Make sure you select the correct option in the phone tree to be connected with technicians best equipped to assist you!

Social Work Program Attendance Policy

IMPORTANT: This attendance policy is relevant whether the course is delivered in a face-to-face, online or hybrid format.

Attendance and participation in your BSSW coursework is a critical component in becoming a competent, well-prepared and professional social worker. To this end, students are expected to attend and participate every class. However, we recognize that life is unpredictable and illnesses and other life emergencies may occur. In each course, one week's worth of attendance is "forgiven," with no penalty to a student's grade. (For example, if a course meets once a week, absence from one class is forgiven. If the course meets twice a week, two class absences are forgiven.) This policy applies to all students enrolled in social work courses (e.g., majors, minors). The BSSW Attendance Policy may be modified by instructors in their course syllabi.

No student may miss more than 25% of any course (based on a 16-week semester). So if the course meets once a week, you will FAIL this course if you miss *more than four* (4) weeks' worth of classes. This includes ALL absences (even those that are "forgiven" or if you make-up the points missed for one of the classes). If the course meets every other week (for example, field seminar), you will FAIL the course if you miss *more than two* (2) weeks' worth of classes.

Absence penalty: If a student must miss more than one class a semester it will negatively impact their course grade. Each absence (past the first "forgiven" absence) will penalize your final grade by 5%. So if your final grade in a course, based on assignments, is a 93% (A-), your final recorded grade in the course will be an 88% (B+). If a student misses four classes over the course of the semester (their first absence is "forgiven"), their final grade will be lowered by 15% unless your instructor offers the option to make up a second absence.

Some instructors offer the option of completing an assignment to make up a second absence and avoid a 5% penalty on their final grade. Please check with your instructor to see if making up a second absence is an option. It is the student's responsibility to discuss options for make up work with the instructor.

Course delivery method: In online courses or in hybrid online weeks, attendance and participation is most frequently assessed by participation in discussion boards, although individual instructors will specify how they assess attendance and participation in their course. Meaning, if you do not participate in discussion board, scheduled synchronous sessions, or other online requirements, you may be considered absent counting towards your total absence allowance. It is your responsibility to understand how attendance is calculated in your online and hybrid courses and to keep track of how many classes you have missed. Your instructor will monitor and keep track of your participation as well.

In face-to-face courses, instructors take attendance most frequently by using an attendance sheet that is circulated at the beginning of every class session. It is your responsibility to sign the attendance sheet at the beginning of class and to keep track of how many classes you have missed. Even if you have discussed your need for tardiness with your instructor, missing more than 15 minutes of class, for instance by arriving late to class, leaving early, or being late after a break, will be considered to be a tardy. Three tardies will be recorded as an absence. **Regardless of the reason for an absence or tardiness, we expect that out of professional courtesy you will let the instructor know in advance of any anticipated absence.**

Remember: The BSSW Attendance Policy may be modified by instructors in their course syllabi. When in doubt, check your syllabus!

The full University policy on class attendance, including policies related to class attendance on religious holidays, can be found on [the MSU Denver website](#).

Late Assignment Policy

The BSSW policy for late assignments is as follows:

- Students are responsible for turning in assignments by the due date. After the due date has passed, there will be a 10% deduction for work turned in within the first week after the deadline and an additional 10% for each additional week the assignment is late. Late work will only be accepted for up to three weeks after the deadline.
- Students must turn in the correct assignment in the prescribed format (e.g. Word, PDF, Excel, etc.) and through the prescribed method (e.g. in class, via Canvas, via email, etc.). If an assignment is submitted incorrectly, the instructor may notify the student and give the student a limited amount of time to resubmit the assignment. It may be graded as a late assignment at the instructor's discretion.
- Discuss exceptions to the above with the instructor. On rare occasions where students know their assignment will be late due a personal crisis, students should communicate with the instructor in advance of the due date, and instructors may modify the above policy.
- This policy may be modified by individual instructors and included in the course syllabus. When in doubt, check your syllabus!

Student Concerns Regarding Grades or Faculty/Staff

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 faculty advisor or the BSSW Program Director. The faculty 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 of the Department of Social Work, 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/>

Student Involvement

Overview

The BSSW Program seeks to provide multiple avenues to ensure students have the means to organize in their interests, extend their professional development and contribute to the BSSW Social Work Program.

Student and Professional Organizations

Students are welcome to organize formal and informal student groups and clubs around their interests. Outlined here are existing student and professional organizations with which students may engage.

[Student Association of Social Workers \(SASW\)](#) | Student Organization

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](#) | Student Organization

Phi Alpha is a national social work honor society. It offers membership to social work students, faculty, and practitioners. Eligibility for BSSW 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. An undergraduate student is eligible for membership after achieving the following requirements:

- Declared social work as a major
- Completion of at least 9 credits of required 3000/4000-level social work coursework
- Achieved a minimum MSU Denver overall GPA of 3.5
- Achieved a minimum Social Work GPA of 3.75

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

[Building Allies of Diversity \(BAD\)](#) | Student Organization

Building Allies of Diversity (BAD) 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.

[Association of Black Social Workers](#) | Professional Organization

The National Association of Black Social Workers, Inc., comprised of people of African ancestry, is committed to enhancing the quality of life and empowering people of African ancestry through advocacy, human services delivery, and research.

National Association of Black Social Workers, Inc. will work to create a world in which people of African ancestry will live free from racial domination, economic exploitation, and cultural oppression. In collaboration with national, international, and other appropriate groups, NABSW will continue to leverage its collective expertise to strategically develop capacity of people of African ancestry to sustain and flourish. NABSW's vision is guided by the Principles of the Nguzo Saba, which

are Unity, Self-determination, Collective Work and Responsibility, Cooperative Economics, Purpose, Creativity, and Faith, and the Seven Cardinal Virtues of Ma'at, which are Right, Truth, Justice, Order, Reciprocity, Balance, and Harmony.

[Colorado Society for Clinical Social Work \(CSCSW\) | Professional Organization](#)

The purpose of the Colorado Society for Clinical Social Work is to provide a collegial association that advances the profession by providing opportunities for education, setting practice standards, promoting public recognition of the profession and advocating for protection of clinical social workers and their clientele.

[National Association of Social Workers – Colorado Chapter \(NASW-CO\) | Professional Organization](#)

Founded in 1955, the National Association of Social Workers (NASW) is the largest membership organization of professional social workers in the world, with more than 120,000 members. NASW works to enhance the professional growth and development of its members, to create and maintain professional standards, and to advance sound social policies.

Student Feedback on the BSSW Curriculum

Students' voices are invaluable to our process of assessing and improving the BSSW Program. To this end we engage in soliciting student feedback in multiple ways. For example, all students are surveyed about their experience in the program immediately following graduation (e.g., Alumni survey). Students' feedback is solicited following all professional advising appointment utilizing a follow-up survey. Students in online courses have been surveyed to better understand their experiences in online courses. In addition, students with ideas or concerns about the BSSW curricula are encouraged to reach out to the BSSW Program Director directly.

Student Representation in Programmatic Decisions

The MSU Denver Department of Social Work seeks to involve students in decision making processes that pertain to their academic experience. For instance, BSSW students created the existing BSSW Attendance Policy. Students who are willing to serve in this capacity should reach out directly to the BSSW Program Director for opportunities to contribute to Programmatic Policy and Procedure.

Awards and Financial Assistance Programs

Social Work Student Awards

Each spring, the students, faculty, and staff of the Department of Social Work nominate students for the Social Work Student Awards. From these nominations, students are selected to receive the following awards:

- **Social Work Scholar Award** – This award is for a student who demonstrates excellence in research and writing. One award will be granted to a BSSW student and one award will be granted to an MSW student.
- **Social Work Leadership Award** – This award is for a student who has made a significant contribution to the Department of Social Work, as well as potentially, to the college, university, and/or local or global communities. One award will be granted to a BSSW student and one award will be granted to an MSW student.
- **Social Justice Advocate Award** – This award is for a student who has made a significant contribution in the advancement of human rights, peace, justice, or equality within the university, local or global communities. This award acknowledges students' contributions towards the alleviation of social inequalities for marginalized communities, particularly based on race, class, sexuality, gender, ability status, and nationality. One award will be granted to a BSSW student and one award will be granted to an MSW student.

Financial Assistance Programs Overview

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

Name of Award	Type	Award
Colorado Child Welfare Scholars Consortium	Stipend	\$3,500 - \$9,000
HRSA BHWET Paraprofessional Funding Program	Stipend	\$3,000

Colorado Child Welfare Scholars Consortium (CCWSC)

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

Through federal and state funding provided by the Title IV-E of the Social Security Act and the Colorado Department of Human Services, we are able to offer a limited number of stipends to undergraduate students committed to working with families who use public child welfare services. This program is designed to invest in the education of students in order to attract qualified social workers to the field for child welfare. Students who elect to receive a Child Welfare Stipend commit to working in one of the Colorado County Department of Human Service agencies for a period of one year post graduation for each year they receive a stipend.

Academic Requirements:

- Students must complete the following courses BEFORE beginning their senior year. These courses are offered in the Spring and Summer semesters:
 - SWK 3100 Child Welfare and the Law
 - SWK 3150 Social Work and Child Maltreatment
- Students must also meet the same non-social work prerequisites and multicultural perspective requirements as all other social work majors.
- Students must complete a full academic year field placement at a County Department of Human Services. A portion of the field placement hours will take place in the required state fundamentals training.

BSSW students may defer work payment for up to two years if they are:

1. Accepted into the MSW Advanced Standing Program, and
2. Complete any required child welfare courses or trainings, and
3. Apply for a Second Year Stipend

Applications are available to students during December and January of their junior year. If you have any questions, please contact CCWSC at childwelfarescholars@msudenver.edu.

HRSA BHWET Paraprofessional Funding Program

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

MSU Denver Department of Social Work and Department of Human Services and Counseling are pleased to announce that we have received a new HRSA Behavioral Health Workforce Education and Training for Professionals Project (BHWET) grant. Each academic year, this grant will support a limited number of financial awards to undergraduate and certificate-seeking students committed to working with substance use/dependency and/or high-risk youth in rural and medically underserved Colorado communities. We are able to offer a limited number of financial awards to certificate-seeking individuals who are committed to obtaining their CAC I or II and working with substance use/dependency in rural or medically underserved communities in Colorado.

If you have any questions, please contact Guadalupe Vargas, HRSA Grant Coordinator, at gvargas7@msudenver.edu

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 Pantry

The Roadrunner Food Pantry serves to fight hunger on campus by providing basic nutritional food for students in times of need. The Food Pantry is available to all MSU Denver students and provides snacks and pantry items for meal preparation. The Roadrunner Food Pantry is aligned with additional resources on and off campus that promote the overall well-being of the students. The Roadrunner Food Pantry is part of the Student Care Center and sponsored by Student Engagement & Wellness, the Student Government Assembly, and the MSU Denver community. The Roadrunner Food Pantry is an agency partner of Food Bank of the Rockies. The Roadrunner Food Pantry is located in the Tivoli Student Union, Room 262.

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

Phone: 303-615-0006

Email: studentcarecenter@msudenver.edu

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/TDCClient/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: intlstudent@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://temp.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 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://tivolystationbookstore.bncollege.com/>

Phone: 303-556-4286

TRiO Student Support Services

TRiO Student Support Services (SSS) is committed to creating a campus community where students' goals are nurtured through individualized support and the development of an inclusive culture. They provide academic support and guidance, tutorial assistance, peer mentoring, skill-building workshops, graduate school and career preparation, social and cultural events, leadership development, and more. TRiO SSS is located in the Jordan Student Success Building, room 240.

Website: <https://msudenver.edu/trio-sss/>

Phone: 303-615-0022

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 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