



Grad Lab Work-Shop: Academic Progress Monitoring & Management

Reimagine possible

April 8th , 2022



In this Work-SHOP the Grad Lab team will review the 2022-23 Graduate Catalog to highlight relevant academic standing and academic progress policies. The team will share a brief history of MSW Program academic policy development and how those policies work in support of Office of Graduate Studies policies. We invite all graduate programs to bring their own specific academic policies to the Work-SHOP to be able to reflect on their own procedures and practices designed to monitor student progression. The MSW Program will share what systems and tools they utilize and invite other programs to collaborate on promising practices.

Graduate Programs at MSU Denver

Are new! Even those of us who are "old" are still very young. Building from scratch is hard, and this is where we are collectively at this stage.

The [Graduate Catalog](#) is new to all of us – let's make sure our policies align.

Policy development is an important part of your program development. Not only does it need to be accurate, but it will contribute to the culture of your graduate program.



1

Review the
Academic Policies in
the 2022-23
Graduate Catalog

2

Identify where
programmatic
policy/procedure
may be needed

3

Review/Share
programmatic
policies/procedures
and collaborate!

OGS Catalog

For the purposes of this presentation, we will zero in on academic policy as it relates to academic standing and students' academic progression.



Course Load

Students may enroll in no more than 15 credits per semester for fall and spring semesters without department approval. The maximum load for a two-week Winterim or Maymester term is 3 semester hours, excluding short-term study abroad courses. *(found in the Academic Policy and Procedures section)*

Students who wish to take more than 15 semester hours (12 in the summer semester) must have a minimum GPA of 3.00, have approval from the graduate program director, and have approval from the Associate Vice President of Graduate Studies. *(found in the Registration and Records section.)*

- Considerations during curriculum/sequencing design.
- A form/process for when students request



Credit Limitations

No more than 6 semester hours of independent study credit may be applied toward a master's degree.

Individual Course Requirements

No grade lower than C- will count toward a graduate degree or certificate (regardless of cumulative GPA).

What will you do if a student does not pass?

What will you communicate to the student?

How will you identify this and track it?

Does your program want a higher standard?



Repetition of Graduate Courses

A graduate student who has completed a graduate course for credit may attempt to repeat that course to improve the grade, but only once and only with the written approval of the Graduate program director using the Request to Repeat a Graduate Course form. All course registrations on record beyond published drop dates for each semester or session appear on the student transcript and GPA computations are carried out according to Metropolitan State University of Denver policy.

Departmental process needed.

Note this means a student only has 2 attempts before being dismissed.

What is your communication/dismissal process?



Academic Performance

A fundamental requirement for satisfactory academic performance is that, with very limited exceptions, students with a cumulative grade point average (GPA) below 3.00 are ineligible for graduation from a graduate degree or certificate program. Students with a cumulative GPA that drops below 3.00 at any time should consult with their advisory or Graduate Program Coordinator for advice and possible options.

Cumulative GPA Requirement All students admitted to the Office of Graduate Studies, including degree and certificate students and nondegree-seeking students, must meet the cumulative GPA requirements described in this section. A student admitted to the Office of Graduate Studies must maintain a minimum cumulative GPA of 3.00, *including transfer courses*. If the cumulative GPA is below 3.00 at the end of an enrolled semester (including summer), the student is placed on probation. At the end of the next enrolled semester (including summer), the Office of Graduate Studies reviews the student's progress and takes one of the following actions:

- Remove the student from probation if the cumulative GPA is 3.00 or above.
- Continue the student on probation if the cumulative GPA is below 3.00 and the semester GPA is 3.00 or above. Students may continue on probation for an unlimited number of semesters but will be ineligible for graduation if their cumulative GPA is below 3.00 at the end of their graduation semester. Students should consult their advisor or the Graduate Program Coordinator for advice and possible options.
- May dismiss the student from their graduate program and Metropolitan State University of Denver if the cumulative GPA is below 3.00 and the semester GPA is below 3.00, depending on program requirements. Students who are dismissed are administratively withdrawn from their courses and cannot register for classes until they are either reinstated to the graduate program or readmitted to the Office of Graduate Studies. Students who request reinstatement and are granted reinstatement to the program within 30 calendar days are not required to reapply to the Office of Graduate Studies. A new online application and application fee is required after 30 days, or when a student's request for reinstatement is denied.

In each case, the Office of Graduate Studies informs the graduate program via e-mail. The graduate student works through this process with the guidance of a graduate program representative.

What is the department's monitoring process? A student should not get all the way to graduation to find out they are not graduating.

Programs need to understand/have a formula for how to get students back on track for graduation. Does the program have a higher standard? I.e. cumulative GPA must be 3.0 within X number of credits.

Lots of work needed here: OGS and Program partnerships



Academic Performance at Graduation

All students enrolled in a degree or certificate program must meet the following academic performance requirements at the end of their final (graduation) semester: (1) cumulative GPA requirement, (2) program GPA requirement, and (3) individual course requirements. Failure to meet these requirements will result in dismissal.

Students may appeal their dismissal only in the situation in which they meet both of the following conditions:

- They changed graduate programs after their initial admission to the Office of Graduate Studies.
- Their semester GPA was 3.00 or above in all semesters (including summers) after their change of graduate programs.

In each case, the appeal will be carefully reviewed by the Office of Graduate Studies and the timeliness of the appeal will be considered.

Feedback on this one?
What does it mean to you?
What program procedures would you put in place to make sure a student does not get dismissed at graduation?



Application of Credit Already Applied to a Graduate Certificate

A graduate certificate is viewed by some programs as an intermediate accomplishment or stepping stone between a baccalaureate degree and a master's degree. The Office of Graduate Studies therefore allows graduate credit (but not undergraduate credit) earned at Metropolitan State University of Denver and previously applied to meet the requirements of a Metropolitan State University of Denver graduate certificate to also be applied to meet the requirements of a Metropolitan State University of Denver master's degree. Relevant or applicable graduate coursework completed at Metropolitan State University of Denver can be applied to graduate degree requirements if a student wishes to pursue a graduate degree.



Choice of Graduate Catalog

A student enrolled in a graduate degree or certificate program may choose to meet the requirements for that program as defined in any annual edition of the Metropolitan State University of Denver Graduate Catalog in effect after the student is admitted to the program by the Office of Graduate Studies. Students may not elect to follow a catalog that was used prior to their admission into a graduate program at Metropolitan State University of Denver. Changing catalog may incur additional coursework and/or requirements.



Adjustment of Academic Requirements

The Metropolitan State University of Denver Graduate Catalog chosen by a student determines the program requirements that must be met by the student. The specific courses that have been approved by the Office of Graduate Studies as meeting those program requirements are known as the academic requirements for the student. A student may request a change in academic requirements only by submitting an Academic Adjustment Requirements form to the Office of Graduate Studies for review and approval.

I think this is referring to a PDE and we have a process in place at MSU Denver for this.
Other thoughts?



Time Line on Degree Completion

Master of Arts in Teaching, Master of Social Work, and 4+1 MPAcc students must complete the master's degree within six calendar years from the term they initially enroll. 3+2 MPAcc students must complete both degree requirements within 7 calendar years of being accepted to the MPAcc program. Students should check the program website and/or specific program section of the catalog to determine specific degree requirements. (found in Academic Policies and Procedures)

The minimum duration of study for the master's degree is one academic year after admission to the graduate program. All requirements for a master's degree (including transfer courses) must be started and completed within a single continuous interval of no more than six (6) years. This single continuous interval includes summers and any semesters in which the student is not enrolled. In addition, it must encompass all courses applied to the degree, including transfer courses. (found in Regulations for Graduate Programs)

2 policies...
Advising considerations
Programming/sequencing considerations
No waiver process – item for further discussion.



Duplicative Coursework

A graduate program may choose not to include credits counted in an undergraduate program. If they so choose, then a maximum of 32 percent of graduate level credits from the master's degree may count for both bachelor and master programs. Approval must be granted by the graduate program.

This is new!
Fiscal considerations
Curriculum planning
considerations



Readmission

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.

Important consideration in admissions and advising. Our students fully reapply, but GPA may still be an issue (Fresh Start discussions)



Residency Requirement

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

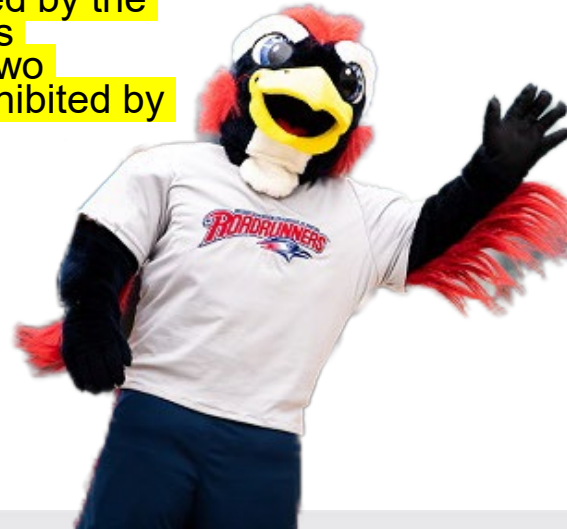
Relates to the 9 credit hour transfer policy.
Advising and admissions considerations



Simultaneous Enrollment

Simultaneous enrollment in more than one graduate degree program is prohibited by the Office of Graduate Studies. Simultaneous enrollment in a graduate degree program and a graduate certificate program is permitted. Because of the fundamental requirement that at least two-thirds (2/3) of the total credit requirement for a certificate must be earned after admission to the certificate program, graduate degree-seeking students who are interested in acquiring a graduate certificate as an intermediate step should promptly apply to the certificate program. Simultaneous enrollment in two graduate certificate programs is permitted. Simultaneous enrollment in more than two graduate certificate programs is prohibited by the Office of Graduate Studies. Simultaneous enrollment in graduate degree and 2 or two graduate certificate programs is also prohibited by the Office of Graduate Studies.

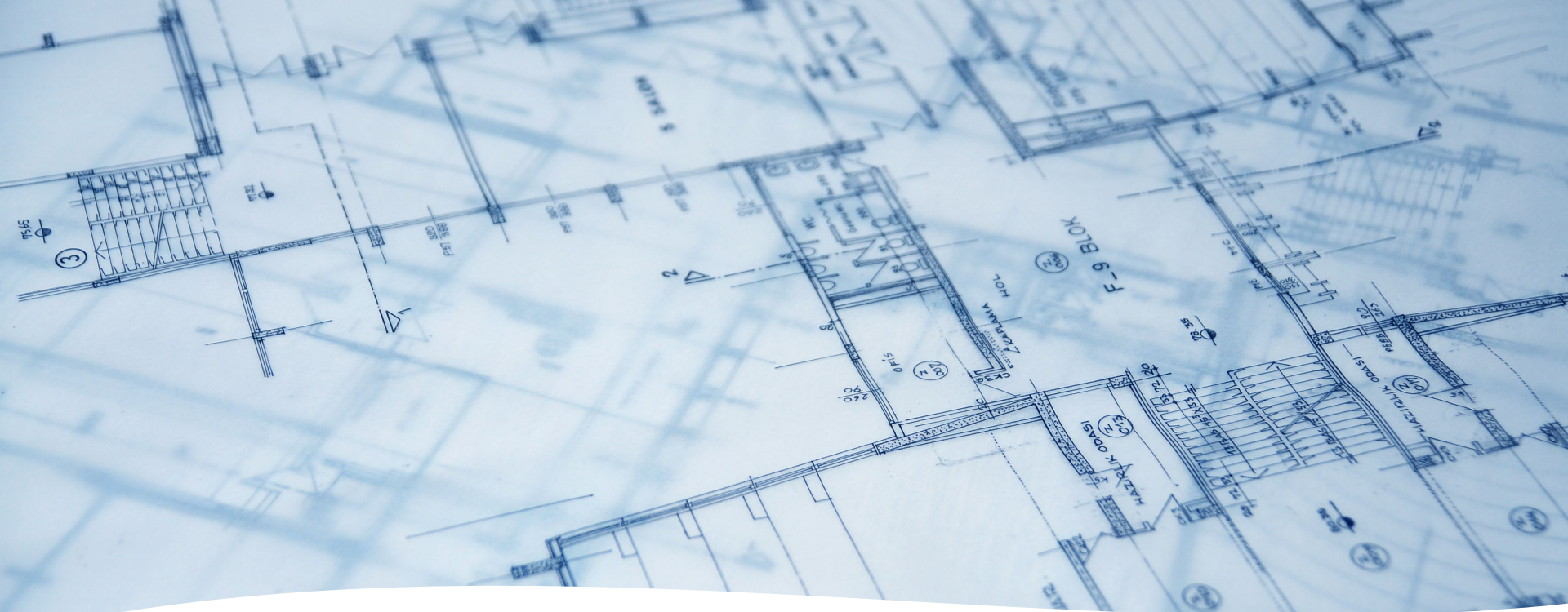
Dual degree programs would be something different.
Advising/admissions considerations



Last/Best Grade Stands

This policy does not exist
at the graduate level!



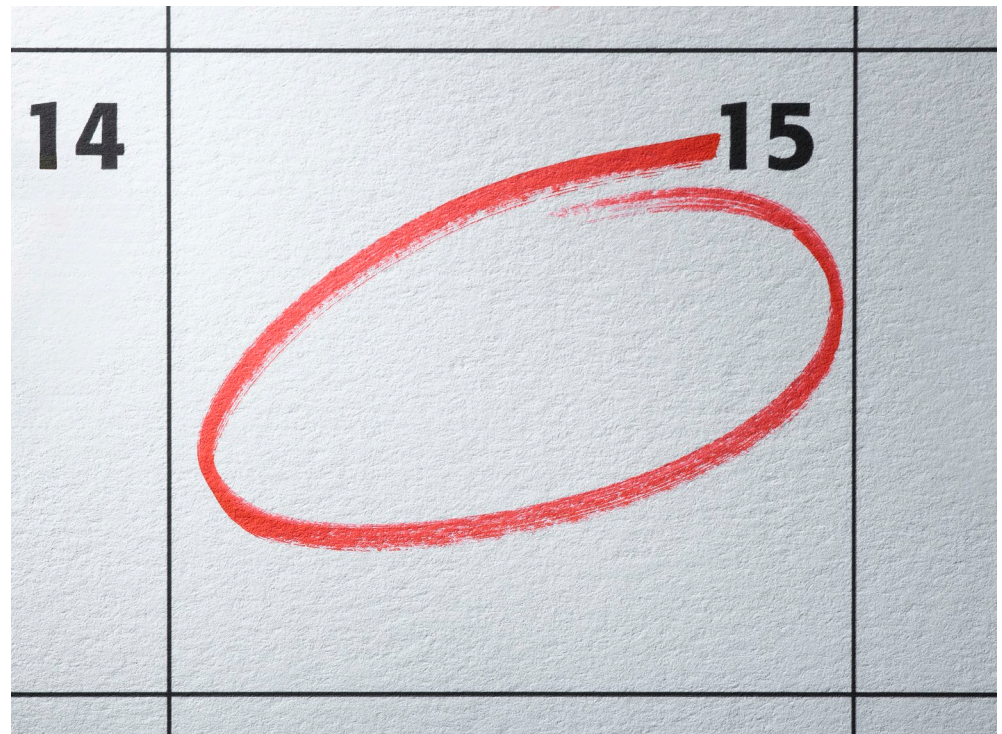


Now that we
have our
foundation,
we can build
the house!

- Program policy can be more rigorous than catalog policy.
- Consider a strategy for policy development that includes faculty, staff and student voices.
- Revisit often, revise when needed.
- Document policy and procedure development well.
(Policy/procedure roundup)

Recommended Timeline

- Throughout the academic year
 - Have a shared place to document issues and ideas.
 - Collect feedback from students, faculty and staff.
- Summer
 - Long meeting to audit grad catalog, program handbook, and list.
 - Update everything you can that does not require curriculum changes.
- Fall
 - Submit any curriculum changes through the process.



Sequential Coursework Policy

FALL - Year 1

SWKM 5400 Human Behavior and the Social Environment (3)

SWKM 5425 Privilege, Oppression, and Power (3)

SWKM 5450 Social Policy Analysis (3)

TOTAL: 9 CREDITS

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.

Low Grade Policy - Revision

Old: 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.

Please note: A notation of Withdrawal (W) or Administrative Withdrawal (AW) is considered an attempt.



Revisited policy during COVID as we saw many students taking multiple withdrawals -- sometimes from the same course.



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

Please note: A notation of Withdrawal (W) or Administrative Withdrawal (AW) is considered an attempt.

No Credit for Life Experience and Testing Out Policy

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

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.

NO

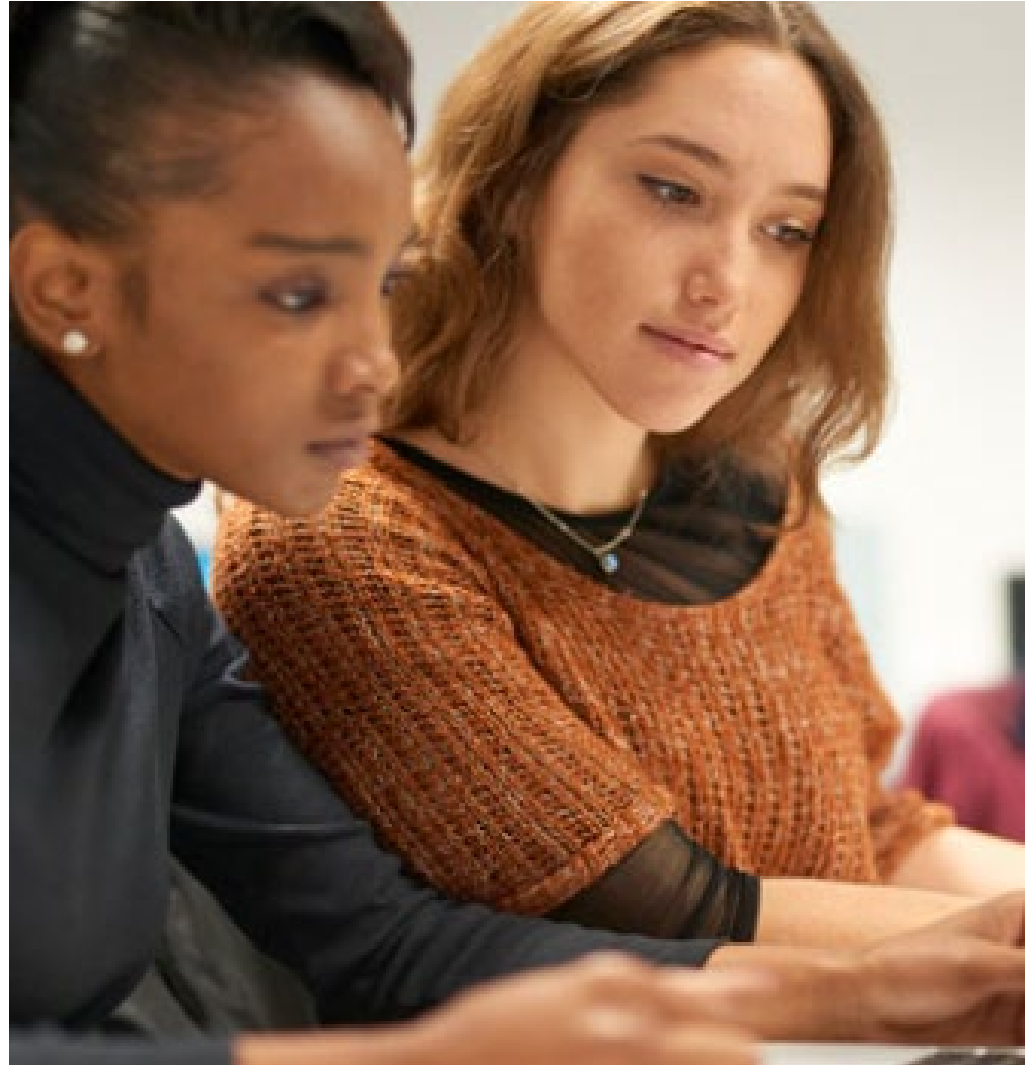
Change of Program Policy

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.

Communicating Programmatic Policy and Procedure to Students

- Website
- OGS Student Handbook (template in chat/Teams)
- Orientation events
- Meetings with advisors and faculty
- Supporting and reinforcing other policies (Registrar, Financial Aid, etc.)



Monitoring Student Progression

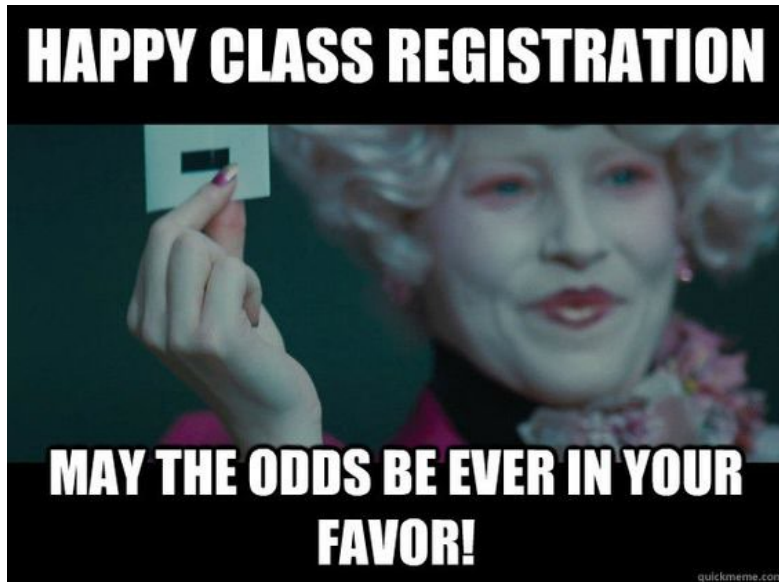
Registration Audit Process

APR/DPR Process

Program Academic
Standing Status

Administrative Steps for
Dismissals

Registration Audit Process



Gives us an accurate picture of registration and allows us to adjust enrollments based on student needs.

Also allows us to ensure students are registered for the correct courses to be in compliance with the sequential coursework policy

APR/DPR Process

Review of students' courses completed every semester

- Note B- through F grades, I's, and W's
- Have all acceptance requirements been met?
- Track student progress and assign academic standing
- Create revised academic plans as needed

Master of Social Work

COMPLETE

Credits required: 60 Credits applied: 60 Catalog year: 2019-2020 GPA: 4.00

Major Requirements

Blocks included in this block

[Major in Social Work](#)

Major in Social Work

COMPLETE

Credits required: 60 Credits applied: 60 GPA: 4.00

No grade lower than a 'B-' will count toward degree requirements. Students may not enroll in more than 15 master's level

	Course	Title
MSW FOUNDATION COURSEWORK (FIRST YEAR)		
Human Behavior in the Social Environment	SWKM 5400	HBSE
Power, Oppression, and Privilege	SWKM 5425	Power, Oppression, & Privilege
Social Policy Analysis	SWKM 5450	Social Policy Analysis
Legal Issues in Social Work Practice	SWKM 5475	Legal Issues in SWK Practice
Research Methods in Social Work	SWKM 5500	Research Methods in SWK
Groups, Teams, and Leadership	SWKM 5575	Groups, Teams, & Leadership
Generalist Practice I	SWKM 5600	Generalist Practice I
Field Experience I	SWKM 5625	Field Experience I
Generalist Practice II	SWKM 5650	Generalist Practice II
Field Experience II	SWKM 5675	Field Experience II

MSW
Program
Academic
Status

Good Standing

Academic Alert

Academic Probation

Dismissal

Administrative Steps for Dismissals

Send	Send dismissal email to student from Department Chair and add to student's App Xtender file
Place	Place advising hold on student's account
Add	Add note in SPACMNT addressing dismissal
Request	Request deactivation of student's account by emailing OGS (graduateadmission@msudenver.edu)
Complete	Complete any additional department-specific steps (ex: moving student from active list to historical list)



Discussion

Does your department have policies you've created to build upon foundational University and OGS policies?

or...

Do you have a different approach to a similar policy, and why?