

# MSW Program Student Handbook

2025 – 2026 Academic Year

*It is important that every MSW Program student be aware of the MSW Program Handbook and its contents to be a responsible and engaged student.*

*You can find the same information contained in the handbook on the MSW Program [website](#).*

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## MSW Faculty Contact Information

Dr. Jessica Retrum <a href="mailto:jhaxton1@msudenver.edu">jhaxton1@msudenver.edu</a>	Department Chair and Associate Professor	Central Classroom 201	303-615-1051
Dr. Kris Atkinson <a href="mailto:katkin13@msudenver.edu">katkin13@msudenver.edu</a>	Assistant Professor	Central Classroom 201	303-605-5930
Dr. Amanda Baranski, LCSW <a href="mailto:amarsh29@msudenver.edu">amarsh29@msudenver.edu</a>	Lecturer in Social Work	Central Classroom 201	303-605-7285
Dr. Erin Boyce <a href="mailto:eboyce3@msudenver.edu">eboyce3@msudenver.edu</a>	Assistant Professor	Central Classroom 201	303-605-7245
Dr. Bianca Brandon, LCSW <a href="mailto:bbrando1@msudenver.edu">bbrando1@msudenver.edu</a>	Lecturer in Social Work	Central Classroom 201	303-615-1849
Dr. Julie Clockston, LCSW <a href="mailto:jjack109@msudenver.edu">jjack109@msudenver.edu</a>	Assistant Professor	Central Classroom 201	303-605-7604
Dr. Perri Corvino, LCSW, LAC <a href="mailto:pcorvino@msudenver.edu">pcorvino@msudenver.edu</a>	Senior Lecturer in Social Work	Central Classroom 201	303-605-5927
Dr. Shawna Farrell <a href="mailto:sfarre12@msudenver.edu">sfarre12@msudenver.edu</a>	Lecturer in Social Work	Central Classroom 201	303-605-5926
Dr. Tanya Greathouse, LCSW <a href="mailto:Tgreath1@msudenver.edu">Tgreath1@msudenver.edu</a>	Associate Professor & T-SIB Coordinator	Available Online Only	303-615-0498
Stacie Hanson <a href="mailto:shanso24@msudenver.edu">shanso24@msudenver.edu</a>	Lecturer in Social Work	Central Classroom 201	303-615-0555
Dr. Christian Itin <a href="mailto:citin@msudenver.edu">citin@msudenver.edu</a>	Professor	Central Classroom 201	303-615-0616
Laura Montero <a href="mailto:lmontero@msudenver.edu">lmontero@msudenver.edu</a>	Lecturer in Social Work	Available Online Only	303-615-0850
Brad Palmertree <a href="mailto:bpalmert@msudenver.edu">bpalmert@msudenver.edu</a>	Lecturer in Social Work	Central Classroom 201	303-615-0850
Dr. Eileen Starr <a href="mailto:estarr3@msudenver.edu">estarr3@msudenver.edu</a>	Associate Professor	Central Classroom 201	303-615-0326
Dr. Ann Sullivan <a href="mailto:asulli29@msudenver.edu">asulli29@msudenver.edu</a>	Lecturer in Social Work	Central Classroom 201	303-605-5928
Madeha Sunzeri <a href="mailto:msunzeri@msudenver.edu">msunzeri@msudenver.edu</a>	Lecturer in Social Work	Central Classroom 201	303-615-0555
Dr. Adrianna Taylor, LCSW <a href="mailto:adtaylor@msudenver.edu">adtaylor@msudenver.edu</a>	Assistant Professor	Available Online Only	303-615-0257
Dr. Kate Trujillo, LCSW <a href="mailto:ktrujj21@msudenver.edu">ktrujj21@msudenver.edu</a>	Professor	Central Classroom 201	303-615-1255

To review faculty bios check out the [Social Work Faculty website](#). To find faculty office hours or their preferred contact method, check out your class syllabus.

## Office of Social Work Internships (OSWI)

Susie Ryder, LCSW LAC <a href="mailto:sryder@msudenver.edu">sryder@msudenver.edu</a>	Director, Office of Social Work Internships, Professor	Central Classroom 202	303-615-1091
Amanda Campbell, LCSW <a href="mailto:Acampb56@msudenver.edu">Acampb56@msudenver.edu</a>	Associate Director, Office of Social Work Internships	Central Classroom 202	303-615-1835
Stevie Noll, MSW <a href="mailto:Snoll3@msudenver.edu">Snoll3@msudenver.edu</a>	Assistant Director, Office of Social Work Internships	Central Classroom 202	303-615-0555
Karina Benabe, MSW <a href="mailto:Kpacker3@msudenver.edu">Kpacker3@msudenver.edu</a>	Clinical Field Faculty	Central Classroom 202	
Monica Bies, LCSW <a href="mailto:mbies@msudenver.edu">mbies@msudenver.edu</a>	Clinical Field Faculty	Central Classroom 202	
Merissa Shayler, LCSW <a href="mailto:mshayler@msudenver.edu">mshayler@msudenver.edu</a>	Clinical Field Faculty	Central Classroom 202	
Krystal Gutierrez, MSW <a href="mailto:Kgutie13@msudenver.edu">Kgutie13@msudenver.edu</a>	Program Manager	Central Classroom 202	303-605-5729
Monica Simpson <a href="mailto:Msimps29@msudenver.edu">Msimps29@msudenver.edu</a>	Office Administrator	Central Classroom 202	

To learn more about the Office of Social Work Internships, visit their [website](#).

## Office of Social Work Student Services (OSWSS)

Claire Alfus, MA <a href="mailto:calfus@msudenver.edu">calfus@msudenver.edu</a>	Associate Director of Student Services & Enrollment Management; MSW Program Advisor	Central Classroom 206	303-615-0112
Laura Brundage, MSW <a href="mailto:labrundage@msudenver.edu">labrundage@msudenver.edu</a>	Outreach & Events Coordinator	Central Classroom 206	
Bridget Douglas <a href="mailto:brdouglas@msudenver.edu">brdouglas@msudenver.edu</a>	Finance & Hiring Manager	Available Online Only	303-615-0451
Jocelyn Galindo <a href="mailto:jgalind4@msudenver.edu">jgalind4@msudenver.edu</a>	Student Services Manager & Pre-Social Work Advisor	Central Classroom 201	303-615-1247
Samantha Montague, MSE <a href="mailto:samontague@msudenver.edu">samontague@msudenver.edu</a>	Director, Office of Social Work Student Services, Operations & Finance, BSSW Program Advisor	Central Classroom 201	303-605-5027
Ernie Navarette, BAS <a href="mailto:Enavare1@msudenver.edu">Enavare1@msudenver.edu</a>	Pre-Social Work Academic Advisor	Available Online Only	
Tisha Townsend <a href="mailto:Ttownse6@msudenver.edu">Ttownse6@msudenver.edu</a>	Recruitment & Admissions Manager, Retention Advisor	Central Classroom 201	303-605-5393
Sam Tufts <a href="mailto:satufts@msudenver.edu">satufts@msudenver.edu</a>	Finance & Outreach Assistant	Central Classroom 206	303-615-0172

Learn more about the Office of Social Work Student Services team and schedule an advising appointment on the Social Work Student Services [website](#).

# Welcome from the MSW Program Director

Dr. Kris Atkinson, Ph.D., MSW

**“You cannot change any society unless you take responsibility for it, unless you see yourself as belonging to it and responsible for changing it.” – Grace Lee Boggs, Author & Social Activist**

Dear Future Social Worker,

Welcome! Welcome to MSU Denver, to the Department of Social Work, to the beginning of an incredible journey. On behalf of our faculty and staff, I am so thrilled to invite you to our graduate program in Social Work! Here you will find a vibrant community dedicated to compassion, justice, and transformative change.

Your decision to pursue a career in social work is both courageous and deeply meaningful. It speaks to your commitment to stand with those whose voices have been silenced, to challenge systems of oppression and inequity, and to foster healing for individuals, families and communities. In essence, it speaks to your sense of responsibility for the world around us. And while our path in social work is rarely easy, it is always of value.

As you begin this new chapter, I hope you will find connection and community. After all, you are surrounded by peers who share your passion, mentors eager to guide you, and a program designed to equip you with the knowledge, skills, and resilience needed to thrive within our profession. Here, you will be challenged to grow intellectually, emotionally, and ethically. You will build your capacity to navigate complexity with empathy, to lead with integrity, and to advocate with courage.

Along the way, you can count on talented and knowledgeable faculty and staff to guide you. Our faculty bring diverse backgrounds and a wide range of practice expertise to the classroom. They are well-positioned to engage and challenge you through compelling course material and innovative pedagogy. Our staff include a professional advising team and internship office who will work closely with you to plan your studies. They understand the complex lives students lead and the importance of balancing graduate studies with other responsibilities. Our Department Chair and Directors care deeply about your success and are dedicated to leading with care and compassion. Together, our intention is to ensure you leave MSU Denver prepared for transformative, culturally relevant, anti-oppressive social work practice.

The work you are preparing to do has the power to change lives, including your own. Each class, internship and conversation you engage in will shape you into the social worker you are meant to become. And, as Angela Davis eloquently reminds us, “It is in collectivities that we find reservoirs of hope and optimism.” We are honored to walk alongside you on this collective journey as you develop your social work self.

With warmth and solidarity,



**Kris Atkinson, Ph.D., MSW, Graduate Program Director | Assistant Professor | Department of Social Work at MSU Denver**

# Social Work Department at MSU Denver

## Overview

**MSU Denver *Department of Social Work* prides itself on a richly talented faculty comprised of teacher-scholars who are highly dedicated to support students in growing as social work scholars, practitioners, and leaders in a multitude of settings.**

MSU Denver social work faculty and staff have expertise in culturally responsive practice that is relationally based. We regularly interrogate our programming and practices while educating our students to provide effective social work practice with diverse communities in micro, mezzo and macro settings serving vulnerable and underserved populations. [MSU Denver's](#) student population consists of nearly 50% first generation students and over 55% students of color. We are a designated Hispanic Serving Institution and the third largest institution of higher education in Colorado and the only one with an open access mission, MSU Denver is a model university for today's college students. Forty percent of our MSW students are individuals of color and 44% of our May 2025 graduates were first-generation in their family to obtain a college degree.

MSU Denver Department of Social Work aspires to create an equitable learning and working environment in concert with individuals who consistently demonstrate commitment to equity and inclusion. We greatly value the diverse identities and perspectives of our students, faculty, and staff and recognize that to achieve a just and equitable society, diversity must go beyond simple representation.

## Accreditation

The MSW Program was accredited in 2011 by the Council on Social Work Education (CSWE), the sole accrediting body for social work program in the U.S. Accreditation assures that professional standards are met in curriculum content and delivery. Our undergraduate program has been accredited since the 1990's. Accredited programs undergo rigorous review every eight years by CSWE to ensure compliance with educational standards. Both the undergraduate (BSSW) and graduate (MSW) programs recently received confirmation of Reaffirmation of Accredited Status. Letters dated March 2025 Reaffirmed CSWE Accreditation for 8 Years, until February 2033. CSWE accreditation-related program evaluation information is reported regularly on [our website](#).

## Department of Social Work Mission & Vision

Our Mission:

MSU Denver's Department of Social Work prepares social workers to engage in skillful, ethical, justice-oriented, and effective practice in their communities. We accomplish this by:

- Educating and training students to work with individuals, families, groups, organizations, and communities, including those who are members of historically excluded populations

- Building community centered and strategic partnerships with organizations, co-creating relationship-centered learning and working environments to foster growth and collaboration
- Utilizing the NASW Code of Ethics to inform teaching and practice, while adapting to changes in the field and world, drawing from a vast knowledge base informed by multiple perspectives

Our Vision:

We are nationally recognized leaders transforming the wellness of Coloradans by educating and empowering innovative Social Work professionals who value human relationships, belonging, and a deep connection with the communities they serve.

Learn more about the Department of Social Work's [mission and vision](#).

## Guiding Principles

The MSU Denver Department of Social Work is guided by the following principles. Our work is rooted in the concept of "Ubuntu" or "I am because we are", that the benefits and burdens of the community must be shared. We believe:

Embracing a relationship-centered approach to our work with faculty, staff, and students, leads to:

- Program accessibility
- Academic excellence
- Student-centered work
- Professional success

Centering anti-racism, diversity, equity, and inclusion (ADEI) in our implicit and explicit work (in-classrooms, in curriculum, in teams, in personal interactions), leads to:

- Spaces of belonging
- Trauma informed and supportive environment
- Equity, justice, and dismantling systemic barriers
- Improved program quality and student outcomes

Being community focused when identifying priorities for our work on social issues and with students, leads to:

- Increased engagement
- Calls to action
- Collaboration across disciplines and systems, with consideration of the micro, mezzo, and macro levels
- Participatory engagement for improved outcomes in communities

Prioritizing organizational health & wellness, leads to:

- Reflective and continuous assessment of department culture and resources

- Sustainable growth for individuals
- Teams and program innovation
- Each member of our community will thrive and not just survive

## Commitments & Agreements

We intentionally form and maintain relationships across the social work department. Our community is a vast network of tenured, non-tenured, and affiliate faculty, dedicated staff, students, and community organizations. We are invited to “REACH”, which represents a collection of community agreements. Within our relationships, all the agreements are founded. These practices remind us to support and nurture ourselves and our community.

### **Relationship-Centered Community**

We strive to maintain an equitable balance between the support needs of staff, faculty, and students. By shifting our focus from student-centered to relationship-centered, we prioritize the well-being of all members, valuing and attending to the needs of each group. We foster a supportive environment, ultimately benefiting everyone involved in the teaching and learning process.

### **Equity & Social Justice**

We are conscious of our diverse, intersectional identities and commit to engaging across differences with curiosity and humility. We participate in the critical analysis of how power differentials, both role-based and identity-based, may impact our interactions with each other. We are inclusive of all faculty and staff voices as we make decisions and are transparent about our process.

### **Accountability & Integrity**

As members of the department community, we are accountable for our actions and their influence on others. We honor our commitments and are prepared and present in our obligations. We align our actions with our intentions and values as we interact with others.

### **Conflict-Consciousness**

We understand that conflict is natural in any thriving community. When conflicts arise, we agree to remain open to diverse perspectives, examine our own part in the conflict, lean into our own discomfort, treat others with respect, and be willing to address issues as they arise.

### **Harmony & Balance**

We honor that the way we work together will change over time, depending on individual needs, and agree to be adaptable to change. We believe that all voices matter, and as such, are open to new perspectives and ideas. We recognize that “showing up” looks different for different people on different days. We will create space for “no” or “not right now” to honor the manageable capacity and work/life balance that we seek for all within our department.

## Standards of Professional & Ethical Behavior

The Department of Social Work at Metropolitan State University of Denver is mandated by the Council on Social Work Education ([CSWE](#)) to foster and evaluate the professional development of all students enrolled in the BSSW and MSW programs. In accordance with the [2022 Educational Policy and Accreditation Standards \(EPAS\)](#) and grounded in the values codified by [the National Association of Social Workers \(NASW\) Code of Ethics \(2021\)](#), the Department of Social Work has identified specific behavioral expectations that all students are required to uphold. These [Standards of Professional & Ethical Behavior](#) are designed to ensure that students are prepared for the ethical, justice-oriented, and professional demands of the social work profession.

**All students who are accepted and enroll in our programs explicitly agree to follow social work professional and ethical behavior standards as part of our programming.**

The Social Work Department's Standards of Professional & Ethical Behavior consist of key Social Work values:

- Service
- Social Justice
- Dignity and Worth of a Person
- Importance of Human Relationships
- Integrity
- Competence

As well as the following CSWE Professional Competencies:

1. Demonstrate Ethical and Professional Behavior
2. Advance Human Rights and Social, Racial, Economic, and Environmental Justice
3. Engage Anti-Racism, Diversity, Equity, and Inclusion (ADEI) in Practice
4. Engage in Practice-Informed Research and Research-Informed Practice
5. Engage in Policy Practice
6. Engage with Individuals, Families, Groups, Organizations, and Communities
7. Assess Individuals, Families, Groups, Organizations, and Communities
8. Intervene with Individuals, Families, Groups, Organizations, and Communities
9. Evaluate Practice with Individuals, Families, Groups, Organizations, and Communities

As members of a values-based profession, social work students are expected to demonstrate a commitment to human dignity, social justice, integrity, and service—not only in formal learning environments, but in all interactions within and beyond the university. The behavioral standards apply across multiple domains of student activity: in the classroom (in-person and online), in internships, in interactions with peers, faculty, and staff, in all forms of written and verbal communication, and in community contexts where students represent the Department.

The Department is committed to supporting all students in the professional formation of students and to provide clear guidelines for conduct that reflect the responsibilities of social work practitioners. These Standards are enforceable and exist to protect the integrity of the learning environment, the safety and dignity of all community members, and the public trust in the

profession. Students are held accountable to these Standards at all times during their enrollment, and failure to meet them may result in a grievance that will be addressed by the [Informal or Formal Resolution](#) process. Possible resolution outcomes may include a warning, academic sanction, or disciplinary consequences as outlined by department and university policy. These standards are binding regardless of whether a student has signed an acknowledgment form.

All students must review the Department of Social Work's complete Standards of Professional & Ethical Behavior located in the student handbook and department website.

# Master of Social Work (MSW) Program at MSU Denver

## Overview

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

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

### Goals

- Prepare students to uphold social work core values.
- Prepare students to be ethical and competent practitioners.
- Prepare students to be scientifically-informed and ethical leaders in clinical and community practice.
- Prepare students for evidence-based, systems-oriented, culturally-responsive, social justice-oriented practice.

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

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

## MSW Program Mission

Our mission is to shape transformative social workers who passionately promote racial, social, environmental and economic justice through culturally responsive and context relevant practice. The MSW program focuses on nurturing diverse advocates, leaders, and clinicians who address critical social problems and enhance human and community well-being.

## MSW Program Competencies

All MSW Programs accredited by CSWE are competency based. There are nine core competencies that our curriculum addresses in both the foundation and concentration years.

**Competency 1:**

Demonstrate Advanced ethical and professional decision making and behavior

**Competency 2:**

Provide leadership and/or collaboration in advancing Human Rights and Social, Racial, Economic, and Environmental Justice

**Competency 3:**

Engages in and collaboratively leads advanced integrative practice which reflects diversity, equity, inclusion, and anti-racist and liberatory practice.

**Competency 4:**

Utilize and conduct Practice-Informed Research and Research-Informed Practice

**Competency 5:**

Engage in advanced integrative policy practice

**Competency 6:**

Engage in Advanced Integrative Practice with Individuals, Families, Groups, Organizations, and Communities

**Competency 7:**

Assess Individuals, Families, Groups, Organizations, and Communities using an Advanced Integrative Practice lens.

**Competency 8:**

Intervene with Individuals, Families, Groups, Organizations, and Communities from an Advanced Integrative Practice Perspective

**Competency 9:**

Evaluate Advanced Integrative Practice with Individuals, Families, Groups, Organizations, and Communities

## MSW Program Options: Regular Program and Advanced Standing

The MSW degree has two plans of study: Regular Program and Advanced Standing. Both program options can be completed online, on-campus or a blend of both.

### Regular Program

- For students who do NOT have a bachelor's degree in social work
- Requires 60 credit hours of study: 30 credit hours in foundation coursework, and 30 credit hours in concentration coursework
- Can be completed full-time in two academic years (15 credits per semester) or part-time over 4 academic years
- One annual start date in fall (August)
- Requires completion of 800 hours of internship experience  
*Equivalent to 200 hours per semester or 13-14 hours per week*

### Advanced Standing

- For students who have a CSWE accredited bachelor's degree in social work
- Requires 36 credit hours of study: 6 credit hours in summer and 30 credit hours of

concentration coursework

- Can be completed full-time in one academic year (6 credits in summer, 15 credits per semester) or part-time in two academic years
- One annual start date in summer (June)
- Requires completion of 400 hours of internship experience

*Equivalent to 200 hours per semester or 13-14 hours per week*

## MSW Program Start Dates

As indicated above, the MSW program at MSU Denver has only one admissions cycle per year. All Regular Program students begin their study in the fall semester (August), and all Advanced Standing students begin their study in the summer semester (June).

## MSW Program Full-Time and Part-Time Options

Whether you're following the Regular Program or Advanced Standing option, you can complete your degree full-time or part-time. Given the high volume of academic coursework and required internship, some students find it hard to work full-time and go to school full-time.

We encourage you to work closely with your academic advisor to plan your registration each semester as your obligations vary. Your Internship Navigator can also help you identify a placement that works with your schedule, and if possible, utilize your current employment for internship placement.

Part-time Student: 6-9 credit hours per semester (2-3 classes)

Full-time Student: 15 credit hours per semester (5 classes)

See course plans in the [MSW Curriculum Section](#).

Did you know for financial aid purposes being "full-time" only requires 6 credit hours in fall or spring. When we say full-time we mean 15 credit hours in fall and spring.

## Online Completion Options

The MSW Program at MSU Denver is available fully online, on-campus, or a blend of both to maximize access to a quality, accredited Social Work education. The curriculum, requirements, and post-graduation outcomes are the same regardless of how you choose to learn!

When opting to complete your degree fully online, keep the following in mind:

- All online classes in the MSW Program have a set start and end date that follows the traditional fall, spring, and summer semesters.
- All online classes follow the University's Academic Calendar for add, drop, and withdrawal dates.
- All online classes require student participation and have assignments and due dates.
- Online classes are available asynchronously, synchronously, and hybrid. Review descriptions of online course types [here](#).

- Most MSW program online courses are offered synchronously. This means you don't need to be on-campus but you will need to login to your class at a specific time. (See your academic advisor for registration support.)

## Internship Requirements

It is an expectation from CSWE and our program that students complete internship hours in an approved agency to complete their MSW. Social Work Internship is the signature pedagogy of social work education. It is focused on experiential learning and the integration of theory and practice through a trauma-informed and culturally responsive perspective. Through the internship and class, students will continue to develop and demonstrate ethical professional practice behaviors as outlined by the NASW Code of Ethics.

The structure of Social Work Internships is that students who are in their Foundation and Concentration Year are in internships (part time students are in Social Work Internships in their second and fourth year of their program) and in a Field Experience class. They receive support from the Office of Social Work Internships and their Field Experience professors to be successful in their internship. There is a clear guideline for how to access the Social Work Internship Students support process at anytime. In order to move on in the MSW program, students need to pass their internship and the Field Experience Class.

Students meet with Social Work Internship Navigators to discuss what kinds of agency settings and what kinds of populations they are interested in for their internship. Navigators support them in a holistic view of their internships in regards to their career goals. Students can also plan for if they need to be out of state for their internship (in certain situations) or they require virtual internship opportunities. Navigators will also support them in the variety of internship options such as unpaid, Employment-based, stipend and grant opportunities.

Please refer to the [Office of Social Work Internship Manual](#) for more details about Social Work

## Internships. Career Outcomes and Licensure

All graduates with an MSW degree are eligible to pursue licensure in any state. Each state has unique requirements and pathways to licensure. To learn more about LSW and LCSW Licensure in Colorado, please visit our [website](#) and consult with our faculty and office of internships with the latest changes in Colorado's licensure process.

The Department and Office of Social Work Internships provides a training by NASW Colorado every year which reviews the most up-to-date information on social work licensure. A recording of this talk is available on our website. Through a grant called the [Front Porch Initiative](#), there is also an opportunity for some students to receive additional training and licensure supervision post-master's degree.

## Cost of Attendance

The MSW Program at MSU Denver is priced competitively and strives to remain as affordable as possible. To ensure you are seeing the most up to date information, refer to the [Bursar's website](#) for

- Explanation of [tuition and fees](#) and cost of attendance

- [To pay tuition](#)
- [Graduate Tuition Appeal](#)

The MSW Program Costs below are effective Fall 2025, Spring 2026, & Summer 2026

<b>Advanced Standing (36 credit hours)</b>	
Resident Tuition	Non-Resident Tuition
\$22,016.58	\$29,720.58
<b>Regular Program (60 credit hours)</b>	
Resident Tuition	Non-Resident Tuition
\$36,327.44	\$49,167.44

See the [MSW Program Cost Information Sheet](#) for additional details.

# Admission to the MSW Program

## MSW Program Eligibility

**To be eligible for either Regular Program or Advanced Standing in the MSW Program, you must:**

- Have a cumulative undergraduate GPA of 3.0 or higher\*
- Meet [minimum admission requirements](#) as determined by MSU Denver Graduate Studies
- Have completed, or will complete, a bachelor's degree from a regionally accredited college or university prior to the summer or fall semester in which you start the MSW Program
- Complete [MSU Denver's Domestic Graduate Application](#) and submit all other required materials.

*\* Applicant's with a GPA below a 3.0 are encouraged to apply and will be considered based on the whole of their application materials*

**If applying as Regular Program you must also:**

- Demonstrate completion, or plan to complete prior to the start of the MSW program, the following liberal arts pre-requisite coursework with a grade of C- or higher:
  - At least 3 credits of course work in **social and behavioral sciences** centrally organized around **contemporary multicultural or diversity issues**.
  - At least 3 credits of course work in **social and behavioral science** centrally organized around **American Government**.
  - At least 3 credits of course work in **human/general biology OR**  
At least 6 credits of course work in **natural and physical science** (chemistry, physics, geology, etc.)
  - At least 3 credits of course work in basic **statistics**

The undergraduate course content areas listed above must be present on the student's official transcript but will not be officially transferred to MSU Denver. Course equivalency will be determined by the Office of Social Work Student Services. Further guidance on these requirements available on the [MSW FAQ website](#).

**If applying as Advanced Standing you must also:**

- Hold a degree (obtained within the last six years) from a baccalaureate social work program accredited by CSWE, hold a degree recognized through CSWE's International Social Work Degree Recognition and Evaluation Service\*, or hold a degree from a program that is covered under a memorandum of understanding with international social work accreditors\*.

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

## Application Timeline & Requirements

The MSW Program Application for domestic students can be found here:

### MSW Program Application Timeline:

- September: Application opens, information sessions begin
- September to Late October: Encourage working on application for priority deadline
- Late October to Early November: Priority deadline
- Early January: Final push to work on application for final deadline
- Mid-January: Final Deadline
- Mid-January: Acceptance, waitlist, or denial notifications for priority applicants
- Mid-March: Final acceptance or denial notifications
- April-May: Complete MSW Program New Student Orientation in Canvas, meet with your Academic Advisor, and register for summer or fall classes
- June or August: Begin classes for Advanced Standing and Regular Program students, respectively
- Mid-August: Attend Fall Assembly On-campus or Online

## Required Application Materials

### Required Application Materials for All MSW Applicants

- **Completed MSU Denver Graduate Program Application**  
May include a \$50 application fee, request a waiver through the Social Work department.
- **Three Recommendations**  
Recommendations are facilitated through the application process. Applicant's need to seek recommender approval, and then submit their contact information when applying.
- **Personal Statement**  
Prompts for the personal statement can be found on the [application walkthrough](#). This is a critical part of your application.
- **Official Transcripts**  
For the application process, unofficial transcripts are sufficient. Once admitted, official transcripts must be submitted.

For additional details and answers to frequently asked questions, check out the [MSW Application Walkthrough website](#).

### Additional Application Materials for Advanced Standing ONLY:

- Case Study (submitted electronically, prompts will be provided)  
IMPORTANT: We will not accept a case study completed for another purpose or class. Be sure you complete the case study as provided in the [MSW Program Application](#).
- Petition for Advanced Standing (required only if undergraduate social work degree was conferred between December 2015 and November 2019)

## Application Requirements & Materials for International Applicants

Per the MSU Denver Graduate Catalog, international applicants may apply for admission as graduate students if they have earned, from an accredited institution, the equivalent of a U.S. four-year baccalaureate degree or a higher degree. International students must complete the same admission requirements as domestic students in addition to the International Student requirements.

Applying as an international student requires additional time and planning. For a complete list of requirements for international admission to MSU Denver, visit the [Graduate Catalog](#). Here you'll find information on:

- Where to submit transcripts
- Requirements for evaluation of any transcripts earned outside the United States
- Required financial documentation
- English-language proficiency requirements and documentation

## Transfer Student Admission & Transfer Credit

Transfer credit is academic credit that is awarded to a student by another college or university and is approved for application to the requirements of a graduate certificate or degree at Metropolitan State University of Denver. Visit the [MSU Denver Graduate Catalog](#) to review the graduate transfer credit policy.

## Department of Social Work Transfer Credit Process

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

All graduate transfer credit requests, with the exception of the block of 30 credits automatically transferred for BSW graduates, must be submitted in writing to the [Office of Social Work Student Services](#) (OSWSS) and the [MSW Program Director](#) with the course syllabi of each course.

### **Please note:**

- For transfer credit to be reviewed for equivalence to any MSW Program core requirement, courses must be from a CSWE-accredited Master of Social Work Program.
- For transfer credit to be reviewed for equivalence to any MSW Program elective requirement, courses must be from a graduate program at a regionally accredited college or university.
- No undergraduate courses will be accepted as substitutions for graduate coursework. The MSW Program does not guarantee the transfer of graduate-level Social Work courses from other schools.
- The MSW Program does not guarantee the transfer of graduate-level Social Work courses from other schools.

## Time Limit on Graduate Transfer Credits

MSW students who received their BSSW degree more than six years ago or are requesting the transfer of graduate social work courses from more than six years ago may be accepted conditionally on a case-by-case basis.

- This status is typically reserved for those that can document substantial and on-going professional experience in the field of social work.

## Admissions Process

The majority of the MSW program admission process occurs within the Department of Social Work. However, MSU Denver Graduate Studies maintains university level guidelines and policies, and facilitates parts of the application and admission processing.

After the final deadline for applications, all admission packets are reviewed for completeness. **Only complete applications received by the final deadline will be reviewed, without exception.**

Examples of incomplete applications are an application with only two letters of recommendation instead of the required three, or an application missing the Personal Statement and/or Case Study. Please see the [MSW Application Walkthrough](#) website for instructions on how to ensure your application is complete. Admission review is conducted by the MSW Admissions Committee, which is comprised of MSU Denver social work faculty members.

The MSW Admissions Committee reviews applications and final admission decisions are made by the Department of Social Work Chair and the MSW Program Director. Applicants are notified of their admission status by email sent to the email address listed on their application.

Once admitted to the MSW Program, official communication from the Department of Social Work and MSU Denver will be sent to your MSU Denver email address. It is imperative that you check your MSU Denver email once admitted. Review the [Electronic Communication Policy](#).

## Acceptance Status & Notification

Applicants may receive one of the following admission statuses:

- accepted
- accepted with requirements
- waitlisted
- denied admission

In some cases, the MSW Admissions Committee may require an interview with the applicant before an acceptance decision can be made. Students should check the [MSW Program website](#) for admission timelines, admission process walk-through, and more details!

## **Explanation of Admission Status Types**

### **Accepted:**

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

### **Accepted with Requirements:**

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

Students who do not fulfill the obligations of their requirements will be dismissed from the MSW Program.

Students will receive an admission decision notification (electronic) from the Social Work Department including a welcome letter, program criteria (program, course delivery, and enrollment status), a link to specific information about the stipulations that must be met, and a link to the new student pages containing next steps, information about the internship placement process and an advising snapshot of the academic program they have been accepted into. The advising snapshot serves as a contract between the student and the department and cannot be altered without the approval of an advisor.

### **Waitlisted:**

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

### **Denied Admission:**

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

## **Electronic Communication Policy**

Electronic communication (i.e., email and personal portal announcements) is a rapid, efficient and cost-effective form of communication. Consequently, reliance on electronic communication is expanding among students, faculty, staff and administration at MSU Denver. Because of this increasing reliance and acceptance of electronic communication, forms of electronic

communication have become in fact the means of official communication to students, faculty and staff within MSU Denver. This policy acknowledges this fact and formally makes electronic communication an official means of communication for the University.

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

## Confirmation of Enrollment

All students accepted or accepted with requirements must complete a Confirmation of Enrollment form to officially confirm their place in the program. The confirmation of enrollment form also requires accepted students to confirm their program criteria such as online or in-person learning, full-time or part-time. The Confirmation of Enrollment form and process is given to students in their admission letter, and they will receive reminders to complete the confirmation of enrollment from the Office of Social Work Student Services.

## Admissions Deferral

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

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

## Change of Program Criteria Policy

To ensure every student stays on track to graduate and has the classes required in the modality they need, MSW program students are required to visit with an advisor before changing any of the following program specifics:

- Change in status as full-time or part-time
- Change in course modality: fully online or blend of both
- Change in enrollment that deviates from the student's plan of study

## Administrative Handling of Admission Documents

Per the [MSU Denver Graduate Catalog](#), MSU Denver Graduate Studies coordinates graduate admission processes and can provide additional information and answer questions. All documents received by Metropolitan State University of Denver in conjunction with an application for admission become the property of the University. These documents will be duplicated only for use in admission decisions and student advising at the University. Moreover, the original documents will neither be returned to the applicant nor forwarded to any individual unaffiliated with Metropolitan State University of Denver or forwarded to any other agency, organization, college, or university.

## Readmission Requirements & Procedures

Review the [MSU Denver Graduate Catalog](#) for the University policy on 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](#) with the university and the Social Work Department, and must submit their application for readmission to the master's program in which they have been enrolled.

Per the Department of Social Work, MSW Program students who are eligible for readmission should contact [msw@msudenver.edu](mailto:msw@msudenver.edu) for assistance.

**Please note:** students who took MSW classes more than six (6) years ago will need to have their coursework reviewed and may be required to retake certain classes.

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

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

## Non-Degree Seeking Admission & Guidelines

Review the [MSU Denver Graduate Catalog](#) for the University policy on non-degree seeking student admission.

### Department of Social Work Policy for Non-Degree Seeking Students

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

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

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

Students who wish to apply for non-degree seeking status and take MSW Program coursework

should follow the procedures and timeline outlined on the [MSW Program website](#).

## School-Based Social Work

Social workers with an MSW degree from a Council on Social Work Education (CSWE) accredited program may take **SWKM 6635 – School-Based Social Work Practice** as a non-degree seeking student upon acceptance.

## Auditing MSW Classes

Students who meet MSU Denver’s admissions requirements may audit a class with the permission of the instructor and department chair, if space is available. Academic credit is not awarded for an audited course. The cost for auditing a course is based on the applicable tuition and fees.

To learn more about auditing a class, see the [Admissions FAQ](#) and the [Audit Approval form](#).

MSU Denver also offers the [Meritus Scholars Program](#) which allows persons aged 60 and older may audit courses at no cost. However, graduate classes are not eligible for the Meritus Scholars program.

# MSW Program Curriculum

## Overview

The MSW Program curriculum is divided into two distinct parts referred to as Foundation and Concentration courses. Advanced Standing students begin the MSW Program in concentration courses, whereas Regular Program Students begin in foundation courses which must be completed before moving onto concentration courses.

## Foundation & Concentration Courses

### Foundation Courses

MSW Regular Program students begin by taking 30 credits of foundation coursework. Requires 13-14 hours per week of internship placement. Foundation year coursework must be completed before taking concentration year classes.

FALL – Year 1	SPRING – Year 1
SWKM 5400 Theoretical Inquiry: Social Work Theories Over Time (3) <sup>∞</sup>	SWKM 5475 Legal Issues Impacting Social Work Practice (3) <b>OR</b> SWKM Elective (3)
SWKM 5425 Exploring the Foundations of Justice (3) <sup>∞</sup>	SWKM 5500 Integrating Research and Evaluation into Social Work Practice (3)
SWKM 5575 Groups and Teams: Collective Action for Change (3)	SWKM 5450 Deconstructing Social Policy: Critical Analysis for Change (3)
SWKM 5600 Co-creating Change with Individuals and Families (3)	SWKM 5650 Organizational Transformation: Empowering Communities (3)
SWKM 5625 Field Experience I (3)*	SWKM 5675 Field Experience II (3)*
<b>TOTAL: 15 credits</b>	<b>TOTAL: 15 credits</b>

**Note: Foundation Internship Placement consists of 13-14 hours/week (200 hours/semester, 400 hours/year)**

<sup>∞</sup> SWKM 5400 and SWKM 5425 are prerequisites for all required courses in the MSW Program and must be taken first.

\* Linked courses, student must enroll in the same section for both fall and spring semesters

± Courses designated under the Choose 2 category must be taken prior to or alongside SWKM 6700, 6725, 6750, and 6775.

## Concentration Courses

MSW Program students who have completed the foundation year or are Advanced Standing students who have completed the Summer Bridge course, begin concentration year coursework. Requires 16-17 hours per week of internship placement.

FALL – Year 2	SPRING – Year 2
<b>Choose 2 ±</b> SWKM 6425 Advancing Justice in Organizations and Communities (3) SWKM 6450 Advanced Application of Clinical Social Work (3) SWKM 6475 Advanced Policy Advocacy Practice (3) SWKM 5475 Legal Issues Impacting Social Work Practice (3)	<b>Choose 2 ±</b> SWKM 6425 Advancing Justice in Organizations and Communities (3) SWKM 6450 Advanced Application of Clinical Social Work (3) SWKM 6475 Advanced Policy Advocacy Practice (3) SWKM 5475 Legal Issues Impacting Social Work Practice (3) <b>OR</b> SWKM Elective (3)
SWKM Elective (3)	SWKM Elective (3)
SWKM 6700 Developing the Capstone Project (3)*	SWKM 6750 Implementing the Capstone Project (3)*
SWKM 6725 Field Experience III (3)*	SWKM 6775 Field Experience IV (3)*
<b>TOTAL: 15 credits</b>	<b>TOTAL: 15 credits</b>

**Note: Concentration Field Placement consists of 16-17 hours/week (250 hours/semester, 500 hours/year)**

- ∞ SWKM 5400 and SWKM 5425 are prerequisites for all required courses in the MSW Program and must be taken first.
- \* Linked courses, student must enroll in the same section for both fall and spring semesters
- ± Courses designated under the Choose 2 category must be taken prior to or alongside SWKM 6700, 6725, 6750, and 6775.

## Summer Bridge for Advanced Standing

The Summer Bridge Seminar is required for all MSW Program Advanced Standing students.

As an Advanced Standing Student, the Bridge Seminar is designed to augment your background knowledge, values, and skills in social work, and provide an overview of major subject areas in graduate level social work. This course offers a review of the key areas of practice, theory, research and policy to ensure students' readiness for concentration year graduate-level course work. This course requires students to be independent and self-directed in their work.

## Required Electives & Pathways

Both Advanced Standing and Regular Program students are required to complete three social work electives. Our electives are flexible and designed for students to take throughout their program. Advanced Standing students can take all electives, regardless of category, and Regular Program students have the option to integrate electives across their foundation and concentration years. Please note that not all electives are eligible during the foundation year and that certain electives require additional prerequisite coursework.

*\* Indicates an elective with additional prerequisite coursework*

## Foundation or Concentration Electives

To take these classes, Regular Program students must have completed SWKM 5400 and SWKM 5425

- SWKM 6085 – Fundraising & Grant Writing
- SWKM 6207 – International Social Work
- SWKM 6630 – Social Work in Health and Integrated Practice
- SWKM 6635 – School-Based Social Work
- SWKM 6645 – Organizational Development and Change\* (requires completion of SWKM 5650 – Organizational Transformation: Empowering Communities before taking)
- SWKM 6650 – The DSM for Social Work
- SWKM 6655 – Therapeutic Use of Groups\* (requires completion of SWKM 5575 – Groups and Teams before taking)
- SWKM 6660 – Experiential Practice
- SWKM 6665 – Adventure & Wilderness-Based Practice
- SWKM 6670 – Trauma-Informed Social Work Practice
- SWKM 6680 – Vital Skills for Late Life Populations
- SWKM 6685 – Couples and Family Therapy\* (requires completion of SWKM 5600 – Co-creating Change With Individuals and Families before taking)
- SWKM 6710 – SWK with GLBTQAI+ People
- SWKM 6715 – Human Trafficking
- SWKM 6730 – Anti-Racist Social Work Practice
- SWKM 690L - Deconstructing the Oppressive Narratives of Disability in Social Work
- SWKM 690O – Animals as Partners in Healing

## Concentration Only Electives

To take these classes, Regular Program students must have completed all 5000-level courses

- SWKM 6095 – Social Work and Addiction
- SWKM 6625 – Crisis Intervention and Response to Interpersonal Violence
- SWKM 6640 – Social Work Supervision
- SWKM 6675 – Chronic and Serious Illness: Advanced Practice Skills
- SWKM 6695 – Social Documentary and Social Work
- SWKM 6705 – Justice, Equity and the Law in Child Welfare\* (requires completion of SWKM 5475 – Legal Issues before taking)
- SWKM 6720 – Maternal and Infant Mental Health
- SWKM 690K – Advanced Ethics in Social Work

# MSW Program Academic Plans

## Regular Program: Full Time Academic Plan

### Required Foundation Coursework

FALL – Year 1	SPRING – Year 1
SWKM 5400 Theoretical Inquiry: Social Work Theories Over Time (3) <sup>∞</sup>	SWKM 5475 Legal Issues Impacting Social Work Practice (3) <b>OR</b> SWKM Elective (3)
SWKM 5425 Exploring the Foundations of Justice (3) <sup>∞</sup>	SWKM 5500 Integrating Research and Evaluation into Social Work Practice (3)
SWKM 5575 Groups and Teams: Collective Action for Change (3)	SWKM 5450 Deconstructing Social Policy: Critical Analysis for Change (3)
SWKM 5600 Co-creating Change with Individuals and Families (3)	SWKM 5650 Organizational Transformation: Empowering Communities (3)
SWKM 5625 Field Experience I (3)*	SWKM 5675 Field Experience II (3)*
<b>TOTAL: 15 credits</b>	<b>TOTAL: 15 credits</b>

**Note: Foundation Field Placement consists of 13-14 hours/week (200 hours/semester, 400 hours/year)**

<sup>∞</sup> SWKM 5400 and SWKM 5425 are prerequisites for all required courses in the MSW Program and must be taken first.

\* Linked courses, student must enroll in the same section for both fall and spring semesters

± Courses designated under the Choose 2 category must be taken prior to or alongside SWKM 6700, 6725, 6750, and 6775.

### Required Concentration Coursework

FALL – Year 2	SPRING – Year 2
<b>Choose 2 ±</b> SWKM 6425 Advancing Justice in Organizations and Communities (3) SWKM 6450 Advanced Application of Clinical Social Work (3) SWKM 6475 Advanced Policy Advocacy Practice (3) SWKM 5475 Legal Issues Impacting Social Work Practice (3)	<b>Choose 2 ±</b> SWKM 6425 Advancing Justice in Organizations and Communities (3) SWKM 6450 Advanced Application of Clinical Social Work (3) SWKM 6475 Advanced Policy Advocacy Practice (3) SWKM 5475 Legal Issues Impacting Social Work Practice (3) <b>OR</b> SWKM Elective (3)
SWKM Elective (3)	SWKM Elective (3)
SWKM 6700 Developing the Capstone Project (3)*	SWKM 6750 Implementing the Capstone Project (3)*
SWKM 6725 Field Experience III (3)*	SWKM 6775 Field Experience IV (3)*
<b>TOTAL: 15 credits</b>	<b>TOTAL: 15 credits</b>

**Note: Concentration Field Placement consists of 16-17 hours/week (250 hours/semester, 500 hours/year)**

<sup>∞</sup> SWKM 5400 and SWKM 5425 are prerequisites for all required courses in the MSW Program and must be taken first.

\* Linked courses, student must enroll in the same section for both fall and spring semesters

± Courses designated under the Choose 2 category must be taken prior to or alongside SWKM 6700, 6725, 6750, and 6775.

## Regular Program: Part Time Academic Plan

### Required Foundation Coursework

FALL – Year 1	SPRING – Year 1
SWKM 5400 Theoretical Inquiry: Social Work Theories Over Time (3) <sup>∞</sup>	SWKM 5450 Deconstructing Social Policy: Critical Analysis for Change (3)
SWKM 5425 Exploring the Foundations of Justice (3) <sup>∞</sup>	SWKM 5500 Integrating Research and Evaluation into Social Work Practice (3)
SWKM 5575 Groups and Teams: Collective Action for Change (3)	SWKM 5475 Legal Issues Impacting Social Work Practice (3) <b>OR</b> SWKM Elective (3)
<b>TOTAL: 9 credits</b>	<b>TOTAL: 9 credits</b>

FALL – Year 2	SRING – Year 2
SWKM 5600 Co-creating Change with Individuals and Families (3)	SWKM 5650 Organizational Transformation: Empowering Communities (3)
SWKM 5625 Field Experience I (3)*	SWKM 5675 Field Experience II (3)*
<b>TOTAL: 6 credits</b>	<b>TOTAL: 6 credits</b>

**Note: Foundation Field Placement consists of 13-14 hours/week (200 hours/semester, 400 hours/year)**

<sup>∞</sup> SWKM 5400 and SWKM 5425 are prerequisites for all required courses in the MSW Program and must be taken first.

\* Linked courses, student must enroll in the same section for both fall and spring semesters

± Courses designated under the Choose 2 category must be taken prior to or alongside SWKM 6700, 6725, 6750, and 6775.

### Required Concentration Coursework

FALL – Year 3	SPRING – Year 3
<b>Choose 2: ±</b> SWKM 6425 Advancing Justice in Organizations and Communities (3) SWKM 6450 Advanced Application of Clinical Social Work (3) SWKM 6475 Advanced Policy Advocacy Practice (3) SWKM 5475 Legal Issues Impacting Social Work Practice (3)	<b>Choose 2: ±</b> SWKM 6425 Advancing Justice in Organizations and Communities (3) SWKM 6450 Advanced Application of Clinical Social Work (3) SWKM 6475 Advanced Policy Advocacy Practice (3) SWKM 5475 Legal Issues Impacting Social Work Practice (3) <b>OR</b> SWKM Elective (3)
SWKM Elective (3)	SWKM Elective (3)
<b>TOTAL: 9 credits</b>	<b>TOTAL: 9 credits</b>

FALL – Year 4	SPRING – Year 4
SWKM 6700 Developing the Capstone Project (3)*	SWKM 6750 Implementing the Capstone Project (3)*
SWKM 6725 Field Experience III (3)*	SWKM 6775 Field Experience IV (3)*
<b>TOTAL: 6 credits</b>	<b>TOTAL: 6 credits</b>

**Note: Concentration Field Placement consists of 16-17 hours/week (250 hours/semester, 500 hours/year)**

<sup>∞</sup> SWKM 5400 and SWKM 5425 are prerequisites for all required courses in the MSW Program and must be taken first.

\* Linked courses, student must enroll in the same section for both fall and spring semesters

± Courses designated under the Choose 2 category must be taken prior to or alongside SWKM 6700, 6725, 6750, and 6775.

## Advanced Standing: Full Time Academic Plan

### Required Concentration Coursework

SUMMER – Year 1	
SWKM 6400 Bridge Seminar (3)	
SWKM Elective (3)	
<b>TOTAL: 6 credits</b>	

FALL – Year 1	SPRING – Year 1
<b>Choose 2:</b> ± SWKM 6425 Advancing Justice in Organizations and Communities (3) SWKM 6450 Advanced Application of Clinical Social Work (3) SWKM 6475 Advanced Policy Advocacy Practice (3) SWKM 5475 Legal Issues Impacting Social Work Practice (3)	<b>Choose 2:</b> ± SWKM 6425 Advancing Justice in Organizations and Communities (3) SWKM 6450 Advanced Application of Clinical Social Work (3) SWKM 6475 Advanced Policy Advocacy Practice (3) SWKM 5475 Legal Issues Impacting Social Work Practice (3)
SWKM Elective (3)	SWKM Elective (3)
SWKM 6700 Developing the Capstone Project (3)*	SWKM 6750 Implementing the Capstone Project (3)*
SWKM 6725 Field Experience III (3)*	SWKM 6775 Field Experience IV (3)*
<b>TOTAL: 15 credits</b>	<b>TOTAL: 15 credits</b>

**Note: Concentration Field Placement consists of 16-17 hours/week (250 hours/semester, 500 hours/year)**

± Courses designated under the Choose 2 category must be taken prior to or alongside SWKM 6700, 6725, 6750, and 6775.

\* Linked courses, student must enroll in the same section for both fall and spring semesters

## Advanced Standing: Part Time Academic Plan

### Required Concentration Coursework

SUMMER – Year 1	
SWKM 6400 Bridge Seminar (3)	
SWKM Elective (3)	
<b>TOTAL: 6 credits</b>	
FALL – Year 1	SPRING – Year 1
<b>Choose 2:</b> ± SWKM 6425 Advancing Justice in Organizations and Communities (3) SWKM 6450 Advanced Application of Clinical Social Work (3) SWKM 6475 Advanced Policy Advocacy Practice (3) SWKM 5475 Legal Issues Impacting Social Work Practice (3)	<b>Choose 2:</b> ± SWKM 6425 Advancing Justice in Organizations and Communities (3) SWKM 6450 Advanced Application of Clinical Social Work (3) SWKM 6475 Advanced Policy Advocacy Practice (3) SWKM 5475 Legal Issues Impacting Social Work Practice (3)
SWKM Elective (3)	SWKM Elective (3)
<b>TOTAL: 9 credits</b>	<b>TOTAL: 9 credits</b>
FALL – Year 2	SPRING – Year 2
SWKM 6700 Developing the Capstone Project (3)*	SWKM 6750 Implementing the Capstone Project (3)*
SWKM 6725 Field Experience III (3)*	SWKM 6775 Field Experience IV (3)*
<b>TOTAL: 6 credits</b>	<b>TOTAL: 6 credits</b>

**Note: Concentration Field Placement consists of 16-17 hours/week (250 hours/semester, 500 hours/year)**

± Courses designated under the Choose 2 category must be taken prior to or alongside SWKM 6700, 6725, 6750, and 6775.

\* Linked courses, student must enroll in the same section for both fall and spring semesters

# University & Graduate Studies Policies & Procedures

As a student in the MSW Program, you are also a graduate student at MSU Denver and are expected to be familiar with policies and procedures located in the MSU Denver Graduate Catalog.

To ensure you are receiving the most accurate information we have provided a list of relevant policies, with a direct link to the most recent 2025-2026 Graduate Catalog.

## MSU Denver Academic Policies and Procedures

Review the [MSU Denver Graduate Catalog](#) for details on the following policies and procedures:

- [Course Credit](#)
- [Course Load](#)
- [Credit Limitations](#)
- [Duplicative Coursework](#)
- [GPA Requirements](#)
- [Grade Appeals](#)
- [Grade Changes](#)
- [Last Date of Attendance](#)
- [Posthumously Awarded Degrees](#)
- [Residency Requirement](#)
- [Time Limit on Completion of Degree](#)
- [Voluntary Withdrawal from and Readmission to Graduate Programs](#)

## Additional Academic Policies and Procedures

Below are additional resources and policies that are relevant to you as an MSW Program student at MSU Denver.

- [Academic Calendar](#)
- [Administrative Withdrawal](#) (Registrar's office)
- [Grade Notations](#)
- [Incomplete Grades](#)
- [Mandatory Participation Verification](#)

## General University Policies

Review the [MSU Denver Graduate Catalog](#) for details on the policies listed below:

- Academic Considerations for Students Who Nurse After Childbirth
- Children in Classrooms and Workplaces Policy
- Health Insurance Requirement
- Immunizations

## Graduate Academic Regulations

Review the [MSU Denver Graduate Catalog](#) for details on the policies listed below:

- Language Requirement
- Simultaneous Enrollment
- Academic Performance
- Academic Performance at Graduation
- Program GPA Requirement
- Individual Course Requirements
- Repetition of Graduate Courses
- Application of Credit Already Applied to a Graduate Certificate
- Choice of Graduate Catalog
- Adjustment of Academic Requirements
- Culminating Activity

## Student Rights & Responsibilities

Review the [MSU Denver Graduate Catalog](#) for details on the policies listed below:

- Policies & Procedures
- Definition of a Student
- Academic Integrity, Responsibilities, Rights, & Rigor
- Crime Awareness and Campus Safety
- Equal Opportunity & American Disabilities Act
- Equal Access for Students with Disabilities
- FERPA
- Freedom of Speech
- Respect for Right of Others
- Right of Appeal
- Student Code of Conduct
- Student Complaint Policy
- Student Rights
- University-Wide Student Attendance Policy

## Student Code of Conduct

Students in the Social Work department must adhere to the Standards of Professional and Ethical Behavior and are also held to the University's Student Code of Conduct.

Review the [Student Code of Conduct](#) policy.

## Dean of Students

The [Dean of Students office](#) at MSU Denver is responsible for maintaining and administering the Student Code of Conduct policy including student conflict resolution services.

Review the new Academic Misconduct policy and process including guidance for students and faculty, on the [Academic Integrity Resources website](#) for the Dean of Student's office.

# Department of Social Work, MSW Program Policies & Procedures

## Academic Standing and Program Dismissal

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

No grade lower than a “B-” counts toward degree completion. Students who complete a course with a letter grade of “C+” or below will be given one additional opportunity to 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.

See the MSU Denver Graduate Catalog for the university policy on [Academic Performance](#).

## APA Policy

All written communication in the classroom environment (online and on campus) will be in American Psychological Association (APA) style and it is the responsibility of the student to become familiar with APA style requirements. Students are advised to purchase a copy of the most current edition of the APA Publication Manual and become familiar with the style. Instructors are not responsible for teaching the requirements.

## Class Attendance

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

## Credit for Life or Work Experience Policy

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

## Ethical Engagement with AI in Social Work

Artificial intelligence (AI) is no longer a futuristic concept—it is here, shaping the way we work, learn, and interact with the world. As a social worker and student, AI will influence your practice, whether through client interactions, research, administrative tasks, or policy advocacy. It is not a question of whether AI should be used but how it should be engaged with ethically, responsibly, and in alignment with the core values of social work.

AI has the potential to enhance service delivery, improve efficiency, and increase access to critical information. However, it also presents ethical challenges, including issues of bias, misinformation, and professional integrity. Social workers must develop competency in using AI responsibly—ensuring transparency, maintaining accountability, and upholding the dignity and worth of every person.

Additionally, the ethical use of AI extends beyond its immediate application in practice. The environmental impact of AI cannot be ignored. The energy consumption required for AI models, the extraction of resources for hardware, and the resulting electronic waste all raise concerns about sustainability. Ethical social work practice includes recognizing these broader implications and making informed decisions about technology use.

The following questions are designed to guide your engagement with AI in ways that uphold social work values, including service, integrity, competence, and social justice. They are not rigid rules but reflective prompts to help you navigate the situational complexities of AI use—considering your needs, your clients' needs, and the broader social and environmental impacts.

### **Ethical Framework for the use of AI in social work**

1. Are you using AI to better the profession or your ability to excel as a social worker?
2. Did you acknowledge any AI use to ensure accountability and professional integrity?
3. Did you verify that the references provided are current, relevant, and accurate?
4. Are you ensuring the information you use or upload is free from bias
5. Are you consistently working to make AI accessible to your clients if they choose to engage with it?

## GPA and Grade Requirements

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

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

## Graduate Course Registration Eligibility

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

## Incomplete Grades

The University policy on incomplete grades can be found [here](#).

In rare occasions, student face an unusual circumstances that prevents them from completing course work in time. Incompletes are NOT guaranteed and are approved only by the faculty member teaching the course and must be approved by the chair of the department. These should be given in rare situations when students are experiencing a crisis or situation beyond their control. Students must have already completed a large proportion of work in the course before it can be approved. See the full university incomplete policy and process for requesting an incomplete [here](#) and below.

### **Incomplete Policy**

The Incomplete notation indicates that a student is achieving satisfactory progress in a course but is unable to complete all class assignments due to extenuating circumstances, such as documented illness, military leave, disability, internships that fall outside traditional semester timeframes, or circumstances beyond their control. The Incomplete notation is composed of an “I” (noted on the student’s transcript) and the student’s default grade (A, A-, B+, B, etc.), which is the grade the student has earned at the time course grades are first entered for the course.

An Incomplete notation may be assigned only if the student meets all these minimum requirements:

- The student has participated in an academically-related activity after the 60% mark of the course’s part of term. Academically-related activity involves active participation by a student in an instructional activity related to the student’s course of study as defined by the last date of attendance.
- The student has completed more than 50% coursework and/or course contact hours, as determined by the faculty member or department chair if the faculty member is not available.

Incomplete grade notations are offered at the faculty member’s discretion, or at the discretion of the department chair if the faculty member is not available. Satisfying the minimum university requirements for an Incomplete notation does not guarantee that one will be awarded.

Departments and programs may establish higher minimum standards for awarding Incomplete notations. Incomplete notations based upon accommodations related to a student's documented disability should be determined in consultation with the Director of the Access Center or their designee.

When an Incomplete notation is awarded, the following process applies:

- When entering final course grades, the faculty member registers the Incomplete notation, the student's default grade, and the student's last date of attendance.
- The faculty member and student submit the Incomplete Agreement Form to the Office of the Registrar. This form establishes the outstanding work that the student may/should submit within a designated timeframe.
- The faculty member and student finalize additional Incomplete notation requirements established by their department or program, if any exist.
- The maximum timeframe for a student to submit remaining coursework is the end of the subsequent full term (i.e., the end of the next Fall or Spring semester). However, faculty members may require a shorter timeframe for submission of incomplete coursework, which will be documented on the Incomplete Agreement Form.
- When all remaining course work has been submitted and evaluated, when the student indicates that they have submitted all work they will be able to within the timeframe the faculty member will enter a change of grade form.
- If the work designated on the Incomplete Agreement Form is not completed within the established timeframe, the "I" notation will convert to the default grade submitted by the faculty member.

Deadlines vary according to course's formal schedule, also known as "part of term." Students should refer to the [Part of Term](#) dates published by the [Office of the Registrar](#) to review part of term date ranges, withdrawal deadlines, and such.

Students 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
- The default grade assigned for that course would result in an overall GPA less than 2.00.

## Late Paper Policy

Students are responsible to:

- Per department standards, all courses address late work policies in the canvas course shell and students must be aware of the general guidelines and individual instructors late paper policy.
- Turn in the correct paper for the assignment due. If a student turns in a paper intended for another class, it will be graded based on the assignment due. If that student discovers his/her mistake, contacts the instructor and emails the correct paper to the instructor, it will be graded as a late paper.

- Turn in a paper in a file format that opens in Word. The instructor will notify the student and give the student a limited amount of time to resubmit the paper. It will be graded as a late paper.
- Turn in assignments by the due date and submitted in the proscribed method. If a paper is late, it will be graded as a late paper. Each week a paper is late a 10% deduction will be given.
- Discuss exceptions to the above with the instructor. On rare occasions where students know their paper will be late due a personal crisis, the instructor may modify the above policy.

## Leave of Absence

If you need to take a leave of absence from the MSW Program, please let your academic advisor know or email [msw@msudenver.edu](mailto:msw@msudenver.edu). We will make sure everything is in order for your leave so that you come back to a fresh re-start.

## Registration Adjustment - Late Add and Section Switch Requests

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

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

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

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

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

## Sequential Coursework Policy

All MSW coursework, including electives, must be completed and passed in the required sequential order as listed in the [MSW Curriculum maps](#), and students must maintain continuous enrollment. Students who fall out of sequence may incur delays to graduation and must reach out to the Office of Social Work Student Services. A revised academic plan will be created between the student and their academic advisor. Students who fall out of sequence and do not seek advising for a new plan of completion will receive an automatic [Student Success Assessment](#).

## Student Concerns Regarding Grades or Faculty

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

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

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

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

Depending on the nature of the concern, the Social Work department may initiate the [Informal or Formal Review process](#) to facilitate resolution. The student and the department should also be aware of university policies related to [Student Complaint Policy](#), [Student Code of Conduct](#), as well as [Student Rights](#).

## Testing Out Policy

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

## Time Limit on Completion of Degree

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

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

## Withdrawing from a Course

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

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

# Standard of Professional & Ethical Behavior

The Department of Social Work at Metropolitan State University of Denver is mandated by the Council on Social Work Education ([CSWE](#)) to foster and evaluate the professional development of all students enrolled in the BSSW and MSW programs. In accordance with the [2022 Educational Policy and Accreditation Standards \(EPAS\)](#) and grounded in the values codified by the [National Association of Social Workers \(NASW\) Code of Ethics \(2021\)](#), the Department of Social Work has identified specific behavioral expectations that all students are required to uphold. These Standards of Professional & Ethical Behavior are designed to ensure that students are prepared for the ethical, justice-oriented, and professional demands of the social work profession, and are grounded by the [mission and vision](#) of the Social Work department at MSU Denver.

As members of a values-based profession, social work students are expected to demonstrate a commitment to human dignity, social justice, integrity, and service—not only in formal learning environments, but in all interactions within and beyond the university. The behavioral standards articulated in this document apply across multiple domains of student activity: in the classroom (in-person and online), in internships, in interactions with peers, faculty, and staff, in all forms of written and verbal communication, and in community contexts where students represent the Department.

The purpose of this document is to support the professional formation of students and provide clear guidelines for conduct that reflect the responsibilities of social work practitioners. These expectations are enforceable and exist to protect the integrity of the learning environment, the safety and dignity of all community members, and the public trust in the profession. Students are always held accountable to these Standards during their enrollment, and failure to meet them may result in a grievance that will be addressed by an [Informal or Formal Resolution](#) process. Possible resolution outcomes may include a warning, academic sanction, or other disciplinary consequences as outlined by department and university policy. These standards are binding regardless of whether a student has signed an acknowledgment form.

## Social Work Values

The social work profession is grounded in a set of core values that form the basis for ethical and professional behavior. These values are articulated in the **NASW Code of Ethics (2021)** and are reflected throughout the **2022 CSWE Educational Policy and Accreditation Standards (EPAS)**. Students in the MSU Denver Department of Social Work are expected to internalize these values and demonstrate them consistently in the classroom, in internships, and in the community.

These values are not aspirational ideals—they are ethical mandates. Professional conduct requires that students not only understand these values intellectually but embody them through their daily professional behavior, decision-making, and communication. The following value areas constitute the ethical framework that guides student expectations throughout the program.

## A. Service

Social workers elevate service to others above self-interest. Students are expected to prioritize learning opportunities, demonstrate initiative in coursework and internships, and contribute meaningfully to the classroom and university community. Avoiding undue disruption, meeting deadlines, and being dependable in group work and internship responsibilities are all reflections of a commitment to service.

**NASW Code of Ethics Value:** Service

**Ethical Principle:** “Social workers’ primary goal is to help people in need and to address social problems.”

**CSWE EPAS Alignment:** Competency 1 – Demonstrate Ethical and Professional Behavior

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## B. Social Justice

Social workers pursue social change on behalf of vulnerable and oppressed individuals and groups. Students are expected to identify and challenge systems of injustice, actively participate in anti-oppressive learning, and reflect critically on their own positions within structures of power and privilege. This includes responsible engagement in classroom discussions, respectful debate, and a willingness to be accountable for harm caused.

**NASW Code of Ethics Value:** Social Justice

**Ethical Principle:** “Social workers challenge social injustice.”

**CSWE EPAS Alignment:** Competency 2 – Engage Anti-Racism and Engage Human Rights and Justice

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## C. Dignity and Worth of the Person

Social workers treat each person in a caring and respectful fashion, mindful of individual differences and cultural and ethnic diversity. Students are expected to demonstrate respect for clients, peers, faculty, and community members, including those with different beliefs, identities, or life experiences. Language and behavior that belittles, devalues, or excludes others—whether intentionally or unintentionally—is not acceptable.

**NASW Code of Ethics Value:** Dignity and Worth of the Person

**Ethical Principle:** “Social workers respect the inherent dignity and worth of the person.”

**CSWE EPAS Alignment:** Competency 3 – Engage in Anti-Racism, Diversity, Equity, and Inclusion (ADEI) in Practice

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## D. Importance of Human Relationships

Social workers recognize the central importance of human relationships. Students are expected to participate in the classroom and internship settings as collaborative learners, to engage others with empathy and compassion, and to demonstrate a commitment to mutual growth and learning. Disrespectful communication, dismissive behavior, or failure to engage relationally with others undermines this professional expectation.

**NASW Code of Ethics Value:** Importance of Human Relationships

**Ethical Principle:** “Social workers recognize the central importance of human relationships.”

**CSWE EPAS Alignment:** Competency 6 – Engage with Individuals, Families, Groups, Organizations, and Communities

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## E. Integrity

Social workers behave in a trustworthy manner. Students are expected to act honestly in all academic, professional, and interpersonal contexts. This includes accurately representing one’s work, citing sources, completing internship notes and timesheets truthfully, and following through on commitments. Integrity also includes admitting mistakes, seeking supervision, and engaging in ethical decision-making.

**NASW Code of Ethics Value:** Integrity

**Ethical Principle:** “Social workers behave in a trustworthy manner.”

**CSWE EPAS Alignment:** Competency 1 – Demonstrate Ethical and Professional Behavior

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## F. Competence

Social workers practice within their areas of competence and develop and enhance their professional expertise. Students are responsible for their own learning and are expected to seek feedback, ask questions, and demonstrate growth over time. This includes participating fully in academic activities, preparing for internship responsibilities, and responding constructively to evaluations.

**NASW Code of Ethics Value:** Competence

**Ethical Principle:** “Social workers practice within their areas of competence and develop and enhance their professional expertise.”

**CSWE EPAS Alignment:** Competency 1 – Demonstrate Ethical and Professional Behavior

## CSWE Professional Competencies

The Department of Social Work at MSU Denver is responsible for ensuring that all BSSW and MSW students demonstrate competency across the dimensions of knowledge, values, skills, and cognitive/affective processes identified by the **2022 CSWE Educational Policy and Accreditation**

**Standards (EPAS).** Competency development is a central measure of professional readiness and is assessed throughout academic coursework and internships.

Students are expected to uphold these professional competencies in their conduct, communication, and performance. The behaviors associated with each competency apply not only in direct practice settings but also within the academic and community contexts that shape social work identity. The following competencies form the basis for evaluation and accountability.

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## 1. Demonstrate Ethical and Professional Behavior

Students are expected to conduct themselves in ways that reflect professional integrity, sound judgment, and adherence to the NASW Code of Ethics. This includes respectful communication, timely completion of responsibilities, protection of confidentiality, and responsiveness to feedback. Students should represent themselves honestly and uphold the ethical standards of the profession in classroom interactions, internship activities, and public or online settings where they identify as social work students.

### **Examples of Expected Behavior:**

- Submitting original academic work and properly citing sources
  - Arriving prepared and on time for classes and internship shifts
  - Avoiding dual relationships or conflicts of interest
  - Taking responsibility for mistakes and engaging in reflective supervision
- 

## 2. Advance Human Rights and Social, Racial, Economic, and Environmental Justice

The 2022 EPAS include an explicit expectation that social workers understand and address environmental and climate justice. Students should recognize how environmental factors disproportionately affect marginalized communities and integrate this awareness into classroom learning and practice.

### **Examples of Expected Behavior:**

- Participating in coursework or discussions about ecological justice
  - Identifying environmental factors in assessments of client needs
  - Connecting climate impacts to social determinants of health
  - Demonstrating intersectional understanding of justice issues
-

### 3. Engage Anti-Racism, Diversity, Equity, and Inclusion (ADEI) in Practice

Students must demonstrate an active and ongoing commitment to anti-racism, equity, and inclusion. This includes developing cultural humility, recognizing how systems of power and oppression shape lived experiences, and adapting communication and practice approaches to engage respectfully with diverse identities and perspectives.

#### **Examples of Expected Behavior:**

- Listening without defensiveness when receiving feedback related to identity
  - Challenging biased language or practices in classroom or internship settings
  - Valuing diverse forms of knowledge and expression in academic discourse
  - Acknowledging and working through one's own implicit biases
- 

### 4. Engage in Practice-Informed Research and Research-Informed Practice

Students are responsible for identifying, analyzing, and applying relevant research to guide decision-making and practice strategies. This competency applies in both academic work and applied settings, and requires that students stay informed about emerging knowledge and critically evaluate sources.

#### **Examples of Expected Behavior:**

- Citing peer-reviewed evidence in papers and presentations
  - Applying research findings to hypothetical or real client cases
  - Questioning assumptions and evaluating competing perspectives
  - Engaging with scholarship on anti-oppressive practice and systems change
- 

### 5. Engage in Policy Practice

Students are expected to understand how policy shapes service delivery and client outcomes, and to participate in policy advocacy or reform where appropriate. This includes knowledge of local, state, and federal policy contexts and a willingness to engage civically.

#### **Examples of Expected Behavior:**

- Attending advocacy days or engaging in civic learning
  - Connecting internship work to relevant policies
  - Demonstrating awareness of policy barriers faced by clients
  - Raising policy concerns in class discussions and reflection papers
-

## 6. Engage with Individuals, Families, Groups, Organizations, and Communities

Students are expected to build effective, respectful, and ethical relationships across a range of social systems. This includes demonstrating interpersonal skills, using evidence-informed engagement strategies, and adapting to the needs of diverse individuals and groups. Engagement begins in the classroom through group collaboration and extends to internship settings and community outreach.

### Examples of Expected Behavior:

- Actively participating in group projects and discussions
  - Practicing empathy and perspective-taking
  - Adjusting communication style based on audience and context
  - Establishing appropriate rapport with clients and team members
- 

## 7. Assess Individuals, Families, Groups, Organizations, and Communities

Assessment involves gathering information, analyzing needs, and understanding the interplay of strengths, challenges, and environmental factors. Students must demonstrate critical thinking, attention to context, and an ability to collaboratively identify goals and potential barriers. Academic assignments and internship tasks both offer opportunities to build these skills.

### Examples of Expected Behavior:

- Asking informed and relevant questions during interviews or discussions
  - Incorporating client voice and lived experience into assessment
  - Using assessment tools ethically and with cultural sensitivity
  - Applying classroom learning to real-world practice scenarios
- 

## 8. Intervene with Individuals, Families, Groups, Organizations, and Communities

Students are expected to participate in planned, ethical interventions that support client goals and uphold social work values. This includes contributing meaningfully to collaborative solutions in group work, engaging in strengths-based approaches, and recognizing the limits of one's role and competence. Interventions must be informed by current best practices and respectful of cultural context.

### Examples of Expected Behavior:

- Following through on commitments made to peers, clients, or partners
- Identifying and referring to appropriate resources
- Practicing solution-focused, strengths-based thinking

- Recognizing when supervision is needed before acting
- 

## 9. Evaluate Practice with Individuals, Families, Groups, Organizations, and Communities

Students must be able to critically evaluate the effectiveness of their actions and reflect on personal, organizational, and structural outcomes. This includes using feedback from clients, peers, and instructors to refine practice, and applying evidence-informed strategies to improve service delivery and learning outcomes.

### Examples of Expected Behavior:

- Reflecting honestly on performance during supervision or debriefs
- Participating in course- and internship-related evaluations
- Using data or feedback to modify behavior or approach
- Demonstrating openness to continuous improvement

## Commitment to Standards of Professional & Ethical Behavior

All students must review the Department of Social Work's Standards of Professional & Ethical Behavior located in the student handbook and department website. The Department is committed to supporting all students in the professional formation of students and to provide clear guidelines for conduct that reflect the responsibilities of social work practitioners. These Standards are enforceable and exist to protect the integrity of the learning environment, the safety and dignity of all community members, and the public trust in the profession.

Students are always held accountable to these Standards during their enrollment, and failure to meet them may result in a grievance that will be addressed by the Informal or Formal Resolution process, as outlined in this document. Possible resolution outcomes may include a warning, academic sanction, or other disciplinary consequences as outlined by department and university policy. These standards are binding regardless of whether a student has signed an acknowledgment form.

## Violations to the Standard of Professional & Ethical Behavior

The Department of Social Work at MSU Denver is committed to upholding high [Standards of Professional and Ethical Behavior](#). When students violate these standards, the Department has a responsibility to intervene to protect the integrity of the profession, ensure the safety and dignity of community members, and support student learning and accountability.

Students are expected to uphold the Standards of Professional and Ethical Behavior in any context where the student is identified as a member of the Department, such as, in the classroom (in-person and online), in internship settings, in interactions with peers, faculty, and staff, in all forms of written and verbal communication, including social media and online interactions, and in

community contexts where students represent the Department, such as university-sponsored activities.

If a student violates the Standards the situation will be reviewed and addressed through appropriate departmental or university processes. While the goal is always to support student development and restoration when possible, the Department must also take seriously behaviors that compromise learning environments, breach ethical responsibilities, or indicate a lack of readiness for professional practice.

## Examples of Violations to the Standards of Professional & Ethical Behavior

The following list includes—but is not limited to—behaviors that may be considered violations of the Standards of Professional and Ethical Standards:

- Repeated disrespectful, dismissive, or hostile communication with faculty, peers, or clients
- Disruption of classroom or internship environments
- Discriminatory, harassing, or threatening behavior toward others
- Academic dishonesty, including plagiarism or misrepresentation of one’s work
- Breaches of confidentiality in internship or classroom settings
- Failure to adhere to internship policies, procedures, or supervision protocols
- Misuse of social media such as cyberbullying and harassment, distribution of explicit materials, violations of privacy and confidentiality, etc.
- Refusal to engage in self-reflection, accept feedback, or take responsibility for one’s actions

## Classification of Violations and Resolution Outcomes

The seriousness of a violation will be evaluated in light of its impact, frequency, context, and whether the student demonstrates insight, accountability, and willingness to repair harm.

The level of severity, as indicated below, informs the next steps for supporting students through a violation of Standards.

Level	Definition	Resolution Outcomes
Minor	Infrequent, non-malicious behavior, low potential for harm, usually correctable	Informal; may result in warning or guidance, or referral to Formal Resolution; documented in Navigate360
Moderate	Repeated behavior or disregard for correction; moderate risk to community or profession; requires formal remediation	Typically Formal; may result in written warning or letter of concern, learning/remediation plan, change or removal from internship, referral to CHHS Dean or Dean of Students, academic sanctions (e.g. probation, course failure)
Egregious	Intentional or reckless behavior; causes actual harm; serious ethical breach; may	Formal; may result in written warning or letter of concern, learning/remediation plan, change or removal from internship,

	result in dismissal or legal referral	referral to CHHS Dean or Dean of Students, academic sanctions (e.g. probation, course failure), dismissal from the program
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## Informal and Formal Resolution Process and Outcomes

Violations of Standards of Professional & Ethical Behavior may be identified by faculty, staff, internship supervisor(s), advisor, or peer. When observed, concerns should be raised to the BSSW or MSW Program Director who will evaluate the severity of the issue, often in consultation with the student’s academic and faculty advisor. Given the nature of the issue, the Program Director may also request feedback from the students’ instructors.

The Program Director will then decide if Informal or Formal Resolution is needed.

### Informal Resolution Process & Outcomes

If the Program Director determines the violation to be minor the student will receive an email to their MSU Denver account outlining the concern, citing the relevant Standard of Professional & Ethical Behavior, and welcoming the student to attend a meeting to discuss the concern and gather feedback.

Students may consult with their academic or faculty advisor before attending the meeting with the Program Director and may ask them to be present.

After the Informal Resolution meeting with the Program Director, the student will receive warning or guidance in email. Informal resolution meetings and emails are documented in Navigate360, which is viewable by the student and the Department.

During the Informal Resolution process, it may be determined that the concern be referred to the Formal Resolution process and outcomes. Failure to engage in the Informal Resolution process may be a reason to move to a Formal Resolution.

### Formal Resolution Process & Outcomes

#### Formal Resolution Process

The Formal Resolution process begins similarly to the Informal Process with an email from the Program Director to the student with a summary of the violation(s) and the relevant Standards of Professional & Ethical Behavior that have been violated, as well as a request to attend a Formal Resolution meeting. This email will be written in consultation with the Program Director, Internships Director, Student Services Director, and the Department Chair or Associate Chair, as needed, who also attend the Formal Resolution meetings.

The initial notice of the Formal Resolution will include information on MSU Denver policies and procedures that are relevant such as the Student Code of Conduct and Student Rights and Responsibilities, as well as information for the Dean of Students and the Dean of the College of Health and Human Sciences.

A Formal Resolution meeting will be scheduled within 3 business days of the email being sent. Students may consult with their academic or faculty advisor before attending the meeting as they can help students facilitate the resolution process. Students may provide a written response to be considered before the Formal Resolution meeting to ensure student's have time to process and respond most effectively.

Students may also ask for the following to attend the Formal Resolution meeting:

- Access Center
- Instructors
- Internship Supervisor(s)
- Student Selected Support Person (with approval)
- Legal Counsel (with required university notification)

The Formal Resolution meeting will include a review of facts, statements and input from the student and their support people (if present), and discussion about potential next steps and moving forward positively.

### Formal Resolution Outcomes

Once the Formal Resolution meeting has occurred and all documentation has been reviewed, the voting members of the Formal Resolution meeting (e.g. BSSW and MSW Program Directors, Internships Director, and Student Services Director) will determine the outcome.

If the violation is determined to be moderate or egregious the possible outcomes are:

- Written warning or letter of concern
- Learning/remediation plan
- Change or removal from internship
- Referral to CHHS Dean or Dean of Students
- Academic Sanctions (e.g. probation, course failure)
- Dismissal from the program (in egregious cases)

The Formal Resolution outcome(s) will be communicated to students by MSU Denver email and will include next steps for resolution. A copy of the notice of Formal Resolution Outcome(s) will be sent to the Resolution Committee, the student's faculty and academic advisor, and the Chair of the Department. A copy of the notice of Formal Resolution will also be saved in Department files and shared with the CHHS Dean's office.

# Student Support in the Department of Social Work

## Overview

The Department of Social Work at MSU Denver strives to support students holistically, with an understanding that you're more than students – you are caregivers, working professionals, parents, friends, and more – and you've invested in yourself and your education by pursuing your Social Work degree. We're invested in your success, too! And our job as a department is to make sure you have access to resources and adequate support to achieve your goals.

We work collaboratively across 5 primary areas of student success to proactively and strategically support you as a Social Work student. Social Workers fulfill a vital role in society and as a CSWE accredited program we take seriously our responsibility to ensure our students are academically and professionally successful.

## Navigate360

Navigate360 is a communication tool used by many universities in the US. Academic advisors and students are the primary users of Navigate360. We use it to create your Academic Plan, save our advising appointment notes, communicate across teams, and ensure students are being accurately advised and given appropriate resource referrals. The best reason to use Navigate360 as a student is to schedule advising appointments with your academic advisor!

Faculty primarily communicate with students through Canvas and MSU Denver email, but some faculty will also collect advising notes and student interactions in Navigate360.

## Five Primary Areas of Student Support

### 1. Academic Advisors

Every student in the Social Work department is assigned an academic advisor. Academic advisors are typically a student's first stop when seeking support services, and you are strongly encouraged to meet with your academic advisor at least once per semester. Find your Academic Advisor and schedule an appointment using [Navigate360](#).

Common Reasons to See Your Academic Advisor:

- Semesterly and graduation degree planning
- Dropping classes or withdrawing from all classes
- Dropping or withdrawing after the deadline
- Time management and study skills
- Post-graduation resources for career and licensure support
- Resources referrals: tutoring, financial, wellness, involvement, accommodations, technology, social work licensure pathways

### 2. Faculty Advisors

Once you have been admitted to the BSSW or MSW program, you will be assigned to a faculty advisor. Faculty advisors are an important resource to discuss career goals, or seek support related to your learning environment, such as interpersonal or communication challenges. They can also provide resource referrals for non-academic issues. You will be

introduced to your faculty advisor at Fall Assembly, and they will reach out to you periodically to offer support and a chance to check-in. You are encouraged to meet with them at least once a semester. Find your Faculty Advisor and schedule an appointment using [Navigate 360](#).

### **3. Program Directors**

The BSSW and MSW Program each have a Program Director. You will be introduced to your Program Director at Fall Assembly and typically interact with them directly if a concern has been identified such as academic standing or a violation of the Standards of Professional and Ethical Behavior. Program Directors also teach and serve as faculty advisors. To contact the MSW Program Director, Dr. Atkinson, email [katkin13@msudenver.edu](mailto:katkin13@msudenver.edu) or call the Social Work department, 303-615-0555.

### **4. Internship Team**

The Social Work internship is a big deal. It's where classroom learning is put into practice. You'll work with clients and hone your skills as a future social worker. To facilitate your success, the Office of Social Work Internships (OSWI) provides step-by-step guidance throughout the internship process. Learn more about the different OSWI supports available to you, including the Internship Navigator, Faculty Internship Liaison (FIL), and Clinical Internship Faculty (CIF) team in the Office of Social Work Internships handbook. Contact the OSWI office by emailing [swkinternships@msudenver.edu](mailto:swkinternships@msudenver.edu) or call the Social Work department, 303-615-0555.

### **5. Faculty**

Don't forget your professors are part of your support team, too! The Social Work faculty is made up of full-time faculty and affiliate faculty who have academic training and professional experience in Social Work. They are an important resource for career guidance in addition to supporting you in classes. The best way to access your professor will be stated in your syllabus. Each professor is required to have weekly office hours and communication policy, as stated in their syllabus and course container, and you are strongly encouraged to use that time for additional support.

The Chair of the Department of Social Work, as well as the Director of Social Work Internships, and the Director of Social Work Student Services are available to students and a great resource. Find them in the contact pages!

## **Academic Advisors: Working for You!**

The Academic Advisors in the Office of Social Work Student Services (OSWSS) work proactively to review student records and connect with students. They also serve as a central point of contact to facilitate communication and connection with students, faculty, faculty advisors, and the Program Directors.

Below are ways in which Academic Advisors are looking out for you:

- **[Navigate360](#)**  
Navigate360 is the hub for working with your Academic Advisor. You can schedule an advising appointment, review advising appointment notes, build an academic plan, and stay up to date with critical dates and deadlines – all through Navigate360!

- **[Mandatory Participation Policy](#)**  
At [census](#) for each semester, if you have not participated your faculty will ask that you be dropped. Your Social Work academic advisors will review those dropped and reach out if you are dropped or help facilitate getting you back in class if needed.  
**NOTE:** this is not a perfect process. If you need to drop a class, it is your responsibility to properly request to be dropped, be aware of deadlines, and follow up to ensure courses have been properly dropped.
- **Academic Alerts**  
If your faculty notices you have been missing class, failing assignments or the class, they can ask for your Academic Advisor to follow up with you by initiating an Academic Alert in Navigate360.  
Sometimes an alert may be raised while you're already in motion to correct the issue – that's ok! But it is always important to respond to early alerts as those are one point of feedback on how you're performing in classes.
- **Academic Standing**  
As a student in the BSSW/MSW program you must adhere to the Academic Standing criteria. Failure to make good academic standing may result in a probationary status or dismissal. Please make sure you are aware of the [Academic Performance](#) policy.
- **Student Success Assessments**  
Remember the 5 areas of student support? One way we stay connected is through Student Success Assessments, where your academic advisor may reach out to your individual faculty, as well as your faculty advisor and the internships team to see how things are going. Based on this assessment, your academic advisor will reach out to you to provide relevant support and resources. A Student Success Assessment may be conducted for academic reasons or if there is a possible violation of the Standards of Professional and Ethical Behavior.
- **Degree Progress Tracking**  
Academic Advisors work with you to build your schedule each semester. Ensuring you are staying on track with sequential coursework, making degree progress, and adjusting your degree plan as needed. Advisors will reach out to you proactively to get registered for classes. Check out your [degree progress report](#) (DPR).
- **Need to take a break?** Let us know!  
Every student has their own journey and timeline. If you need to take a leave of absence or withdraw from all classes, let your academic advisors know by completing this [form](#). That way when you're ready to come back everything is set up for your return! We'll be here when you're ready.  
**Important Note:** it is your responsibility to be aware of [add/drop/withdraw deadlines](#), and students must [add/drop/withdraw](#) themselves

## What's the Difference Between Academic Advisor & Faculty Advisor?

Academic Advisors are typically full-time staff whose careers are focused in higher education and student success. They're the people who make sure you understand your degree requirements,

how to register for classes, and how to make the most of the resources and experiences available to you as a student at MSU Denver in the Department of Social Work.

Faculty Advisors are social workers who serve as full-time professors, and social work students are distributed among them. A key reason for studying at a university is access to tremendous faculty with their own experiences and expertise. By assigning every social work student a faculty advisor, we hope to provide an accessible connection between students and faculty. Please do take advantage of this opportunity to connect with your faculty advisor as they provide excellent insight into the professional work of social work and can assist you along your journey with us. For example, they can help you navigate difficult conversations with your instructors and other students if needed.

The important thing to know is both are here to help you and provide guidance. When in doubt, pick one and reach out!

## Student Support for Online Learners

Finding connection and spaces of belonging is critically important for every student's success, but it is harder when you're learning fully online. The Department of Social Work at MSU Denver is dedicated to ensuring online students feel supported and connected to the Social Work community and have equitable access to engage as students.

As an online student at MSU Denver, you have access to many of the same campus resources. Library services, financial aid, tutoring, exam proctoring, advising, and more!

# Student Groups & Community Engagement

## Overview

As future social workers, being part of and building community is foundational. The Department of Social Work strives to provide opportunities and spaces for community building, starting with our annual Fall Assembly, which is available to online and on-campus students.

To encourage student leadership and connection, the Department of Social Work also facilitates the following student groups.

## Phi Alpha Honor Society

Becoming a member of Phi Alpha National Honor Society is a distinguished recognition of your academic excellence and dedication to the field of social work. Phi Alpha is not just an honor; it's a supportive community of social work students who uplift each other through the challenges of the MSU Denver social work program.

Learn more about Phi Alpha on the [Social Work website](#) including eligibility, application process, and how to get involved.

## Student Advisory Council

The Student Advisory Council (SAC) is a space for student leaders to share their perceptions and ideas with members of the Department of Social Work's leadership team and working committees. The goal of SAC is to provide a balanced representation of all social work students, assist in planning an enriching and supportive educational environment, and enhance communication and collaboration between students, faculty and staff. SAC members are consulted on student needs, curriculum changes, and other important department decisions.

## Student Community Response Team

The Student Community Response Team is intended to provide opportunities for BSSW and MSW students and alumni to activate our Social Work values in our community. We focus on understanding, processing, and organizing toward solutions that promote social justice, service, and the dignity and worth of people. We additionally strive to create and expand our networks for mutual aid, where we connect our knowledge, skills, and resources to benefit each other and our broader networks. To act on this, we plan monthly events focused on carrying out activities to provide resources to specific groups as well as create opportunities for participants to ask for and offer aid within the team. We closely partner with the faculty's Community Response Team as we value their experience, advice, and input as well as our own autonomy.

## Transformational Spaces of Integrity and Belonging (TSIB)

The Social Work [Transformational Spaces of Integrity & Belonging](#) team wants to recognize the breadth of diversity, equity, and inclusion work being done in our Department and the larger MSU Denver community as well as amplify the voices of those from historically silenced communities.

# Financing Your MSW Degree

## Overview

We encourage all social work students to take advantage of as many opportunities as possible to fund your education. This includes submitting the [Free Application for Federal Student Aid \(FAFSA\)](#) or [Colorado Application for State Financial Aid \(CASFA\)](#) (for undocumented, ASSET, DACA, or International student) even if you aren't planning on taking out loans – this is what helps need-based funders find you!

We also encourage all students to submit the [MSU Denver General Scholarship Application](#) in addition to applying for social work specific scholarships and stipends listed below.

## Department of Social Work Scholarships for MSW Students

We encourage current MSW students, as well as those who have applied but are awaiting admission, to apply for the following MSW Program scholarships:

- Commitment to Diversity Scholarship - \$5,000
- Gerontology Scholarship - \$5,000
- Bilingual & Bicultural (Latino/a/Hispanic) Scholarship - \$10,000
- Roadrunners Rising Scholarship - \$3,500

Applications typically open in the Spring semester and awards are applied to your student account across the fall and spring semester. For more details on these scholarships including when and how to apply and to check eligibility, refer to the [Social Work website](#).

## Department of Social Work Grant Funded Programs

### Behavioral Health Administration (BHA) Apprenticeship Program

The aim of this project is to accelerate the growth of the behavioral health workforce by developing successful programming in two “starting points”: 1) create a sustainable apprenticeship-based model for graduate degree completion and 2) licensure fellowship programming for postgraduates for a faster track to licensure. This project will create an employment based, low or no cost MSW degree option to our unique students and provide access to customized affordable pathway to licensure for postgraduates. By creating these opportunities, we will not only accelerate degree completion to address the behavioral health workforce shortage in BHA's targeted areas, but we ultimately will also quicken pathways for these professionals to become thriving, stable professionals in their communities. To achieve best overall outcomes, we proposed our program should run for twenty-four months- we are in year one, hoping to be funded for year two.

To learn more, reach out to the Office of Social Work Student Services at [maw@msudenver.edu](mailto:maw@msudenver.edu).

### Colorado Access Scholars Program

Colorado faces a severe shortage in its mental and behavioral health workforce, with 54 of 64 counties designated as Health Professional Shortage Areas and behavioral health gaps in 57

counties (CDPHE; WICHE, 2015). These shortages, worsened by the COVID-19 pandemic, are compounded by a lack of culturally and linguistically appropriate care—particularly impacting underserved communities.

To help address these challenges, MSU Denver’s Department of Social Work has partnered with Colorado Access to launch the **CoAccess Scholars Program**. This initiative reduces financial barriers that may prevent students from completing their Bachelor of Science in Social Work (BSSW) and Master of Social Work (MSW) degrees. The program offers financial support as well as training for students interested in working in mental and behavioral health settings for underserved or rural communities

Check the [CoAccess Scholars website](#) for dates and deadlines.

## Colorado Child Welfare Scholars Consortium

The Colorado Child Welfare Scholars Consortium (CCWSC), formerly the Child Welfare Stipend Program, aims to grow and support a well-educated and prepared child welfare workforce through social work education and post-graduation professional development.

The ‘Scholars Consortium’ is designed for undergraduate and graduate social work students interested in pursuing a career in public child welfare in Colorado. The CCWSC also contributes to Colorado’s child welfare workforce through research, evaluation, and professional development opportunities for program graduates and partners.

The CCWSC is a partnership between the Colorado Department of Human Services (CDHS), Colorado county departments of human services and participating schools of social work throughout Colorado. The CCWSC is housed and led by the Department of Social Work at MSU Denver.

Visit the [CCWSC website](#) to learn more about the program and partners!

Learn more about MSU Denver’s program, eligibility, and specific requirements.

## Front Porch Initiative

The [Front Porch Initiative \(FPI\)](#) is a grant-funded venture dedicated to providing high-quality and culturally responsive professional development for emerging social work clinicians. Through mentorship and structured supervision, FPI aims to empower supervisees by fostering their growth, enhancing their clinical skills, and deepening their understanding of how their lived experiences inform the iterative work they do with their clients.

At the heart of the initiative is a commitment to supporting early career social workers that are committed to providing behavioral health services to underserved people and medically underserved communities. By collaborating with experienced supervisors, FPI seeks to create a supportive and transformative learning environment where both supervisees and supervisors engage in ongoing growth, reflective introspection, and the promotion of NASW value-based social work practice.

Check the [Front Porch Initiative website](#) for dates and deadlines.

## Department of Social Work Student Support Funds

### Social Work Student Emergency Funds

The Department of Social Work is excited to offer an opportunity for social work students in the BSSW or MSW program to apply for emergency funds to help support students with unforeseen financial challenges. Please review the eligibility criteria to receive emergency funds below:

#### **Social Work Students Emergency Funds Criteria:**

- Must be a current BSSW or MSW student.
- Students must be registered for the semester for which they are applying for the funds.
- Must have a completed FAFSA or CAFSA (we will use this to determine SAI).
- Students cannot have already applied for and been approved to receive these funds for the semester for which they are applying.
- Students can only be awarded Social Work emergency funds once in their academic program.
- Must have exhausted all other funding options available through MSU Denver.
- Must have either depleted all student loan funds (as in, they no longer have access to student loans to fund their degree). If student has declined student loan offer, we can determine eligibility on a case-by-case basis.
- Must provide documentation of circumstances leading to needing emergency funds

If you think you may be eligible we encourage you to apply. The minimum award given is \$500 and the maximum award is \$2,000. The amount of the award you receive will be dependent on information submitted in the application, and based on availability of funds.

#### **Apply for emergency funds using this [form](#).**

Applications are reviewed on a rolling basis and if funds are no longer available we will let you know. You should receive a response to your application within 1-2 weeks.

### Social Work Student Travel & Professional Development Funds

The Department of Social Work provides travel grants to social work students who wish to participate in conferences, workshops, and/or conventions locally, nationally, and internationally. All Social Work students, who are in good academic standing with the Department, are eligible to apply including Undeclared Seeking Social Work majors, Social Work majors, and Master of Social Work students. Grants typically range between \$600 and \$1200, however additional amounts will be reviewed on a case by case basis.

Student must start the application process at least 60 days before travel. *Exceptions will be reviewed on a case by case basis until 30 days prior to travel for out of state travel. Local conferences may require less lead time.*

#### **For more information, contact:**

Bridget Douglas, Social Work Finance & Hiring Manager  
brdouglas@msudenver.edu | 303-615-0555

## Research Assistant Program

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

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

To learn more about the research and practice areas of our faculty and staff, please visit the [Faculty and Staff Directory](#).

**Students must apply to the position to be added to the RA Pool. When openings become available, qualified students will be matched with faculty/administration needing support.**

[Click here to learn more and submit an application!](#)

You can also find this position by [searching Workday](#) for JR145

## Graduate Teaching Assistant (GTA) Program

The Graduate Teaching Assistant (G-TA) Program facilitates opportunities for graduate students to participate in teaching and activities that support students and the faculty instructor. This is a part-time position. Graduate Teaching Assistants (G-TAs) selected to participate in the G-TA Program will earn \$1,800 for a full semester's work (i.e. approximately 100 hours in total) for supporting one or more classes/courses.

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

**Students must apply to the position in order to be added to the TA Pool. When openings become available, qualified students will be matched with faculty needing support and fit with experience, schedule, knowledge and the project.**

[Click here to learn more and submit an application!](#)

You can also find this position by [searching Workday](#) for JR146

## Health Scholar Programs

**Health Scholars Programs** are unique wraparound support services to ensure our students transition from the classroom into meaningful careers in Colorado's health care industry.

Students become culturally responsive practitioners through professional and personal development opportunities of study, research, volunteering and shadowing.

Stipends and scholarships are also available to help students focus on their education more than their bills.

Our Health Career Navigators provide individualized support across five distinct programs:

- [Building Denver’s Mental Health Workforce Health Scholar Program](#)
- [Colorado Access Health Career Pipeline Program](#)
- [CDPHE Practice-based Health Education Grant Program](#)
- [Health Careers Opportunity Program](#)
- [Department of Education I’M HEALTHY Health Scholar Program](#)

Visit the pages to learn more, or email [healthscholars@msudenver.edu](mailto:healthscholars@msudenver.edu)

Interested in becoming a Health Scholar? [Fill our interest form!](#)

## MSU Denver Earn & Learn Program

The Earn and Learn program at MSU Denver was designed to address equity barriers within experiential learning. This program provides funding support to both undergraduate and graduate students who need financial assistance to participate in unpaid, off-campus internship opportunities.

If you will be in an unpaid field placement, we encourage you to apply for [Earn & Learn funding](#). Any questions should be directed to [earnandlearn@msudenver.edu](mailto:earnandlearn@msudenver.edu).

# Campus Resources

## Academic Success

Academic Success Center offers Tutoring and Supplemental Instruction, as well as free tutoring services in a wide variety of subjects. Review the [step by step guide](#) to request services.

Supplemental Instruction (SI) program at MSU Denver supports students enrolled in traditionally difficult courses by offering free, regularly scheduled group study sessions that are facilitated by SI Leaders (current students who have previously succeeded in the course). [SI schedule](#)

<https://www.msudenver.edu/student-academic-services/>

## 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.

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

Phone: 303-615-0200

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

## Auraria Early Learning Center (Child Care)

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

Website: <https://aurariacampus.edu/services-departments/early-learning-center/tuition/>

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: <https://library.auraria.edu/>

Phone: 303-315-7700

## Classroom to Career – C2Hub

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](mailto: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/equity-student-engagement/>

Phone: 303-615-0022

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

## Center for Multicultural Engagement and Inclusion (CMEI)

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.

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.

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

## Food Assistance Program

At Rowdy's Corner, we create a welcoming space that offers holistic resources for our community. We seek to meet the need of our community with compassion and generosity. We hold space for growth and promote autonomy. We aim to serve every student with dignity and

respect. We strive to continuously accommodate our community's changing needs. As students, we will implement sustainable practices to reduce food waste on the Auraria campus. We will create a healthy, beautiful community where no one is hungry.

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

Rowdy's Corner connects with the Student Care Center and is sponsored by Student Engagement and Wellness, the Student Advocacy Council, and the MSU Denver Community. Aligning with these added resources, on and off campus, promotes the overall wellbeing of the students and assists students on every level of need.

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

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

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

Phone: 303-615-0220

## Gender Institute for Teaching and Advocacy

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

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.

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.

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

## Informational Technology Services (ITS)

- Helpdesk Website: <https://msudenver.teamdynamix.com/TDClient/2313/Portal/Home/>
- Student Tech Roadmap: <https://www.msudenver.edu/technology/student-roadmap/>

## International Student Support

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

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

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

## LGBTQ Student Resource Center

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

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

Phone: 303-615-3896

## Office of Financial Aid and Scholarships

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

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

Financial Aid Customer Service Phone: 303-556-8593

Scholarship Customer Service Phone: 303-556-4927

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

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

Phone: 303-615-0070

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

## Office of the Registrar

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

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

Phone: 303-556-3991

Email: [regquery@msudenver.edu](mailto: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

## 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.

Website: <https://www.thepca.org/>

Phone for Appointments: 303-556-6011

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

## Student Activities

The Office of Student Activities believes in each individual and the collective power of students to transform their communities. Collaboratively, we design opportunities for engagement and

exploration by providing resources, programs, and services at MSU Denver. To explore the many activities offered at MSU Denver, visit the Student Activities website.

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

Phone: 303-615-0606

## Student Care Center

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

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

Phone: 303-615-0006

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

## Tivoli Station (Campus Bookstore)

Tivoli Station offers technology, MSU Denver spirit gear, textbooks, course supplies, and more.

Website: <https://aurariacampus.edu/services-departments/tivoli-union/tivoli-station/>

Phone: 303-556-4286

## Transfer Students

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](mailto:transferquestions@msudenver.edu)

## TRIO

TRIO Student Support Services Program (SSS) is a holistic academic excellence and achievement community of highly motivated learners. The essence of SSS revolves around building a positive academic identity among our students.

Website: <https://www.msudenver.edu/trio-student-support-services/>

## 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.

Website: <https://www.msudenver.edu/student-academic-services/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.

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

Phone: 303-615-0044

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

## Victim Assistance Program

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

**Victim Assistance Phone Line: 303-615-9911**

## Writing Center

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

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

Phone: 303-615-1888