

BSSW Program Student Handbook

2026-2027 Academic Year

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

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

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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 BSSW Program Director

Professor Barbara Decker, MSW

Throughout my career, I have been guided by a quote attributed to Martin Luther King, Jr.: “You don’t have to see the whole staircase; just take the first step.” I suspect that many of you are pursuing social work because the values of our profession (service, social justice, dignity and worth of the person, importance of human relationships, integrity, and competence) resonate deeply for you, and you want to tackle the many social problems facing vulnerable people. But where do we start? King’s words encourage us to begin where we are, and the social work program is designed to help you find your passion, form relationships with students, faculty, staff, and community members that will sustain you on your path and take your next step to make change in the world.

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

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

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

I hope to do what I can to make sure you have your best possible learning experience in the BSSW program.

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

Thank you for taking a first step into social work; I look forward to talking with you as you make your unique contributions to the world.

Barbara Decker, MSW | BSSW Program Director | Department of Social Work

Department of Social Work 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. Over half of the undergraduate social work students are people of color and 63% are first generation students.

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 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.

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, and are grounded by the [mission and vision](#) of the Social Work department at MSU Denver.

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.

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 Department is committed to supporting all students in their professional formation and to provide clear guidelines for conduct that reflect the responsibilities of social work practitioners. The Standards of Professional and Ethical Behavior 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 using the Student Review Process framework. Possible 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.

The Social Work Department's Standards of Professional & Ethical Behavior consist of key [Social Work values](#) as well as [CSWE Professional Competencies](#).

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.

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

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

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

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

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

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

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

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.

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

Bachelor of Science in Social Work (BSSW) Program at MSU Denver

Overview

The undergraduate social work program at MSU Denver is about empowering change and transforming lives. Our program is dedicated to preparing the next generation of professionals to tackle today's complex social challenges with innovation, resilience, and a solid foundation of social work skills. The BSSW program at MSU Denver believes that social work is more than a profession – it is a passion for justice and a commitment to change and wellness in our communities. Our program provides a comprehensive education, blending rigorous academics with experiential learning in community-based organizations. Program highlights include a curriculum rooted in a commitment to anti-racism, diversity, equity, and inclusion; experienced faculty who bring a wealth of knowledge and experience to student learning; and dedicated advisors, mentors, and peer networks here to help you succeed.

BSSW Program Mission

Our mission is centered in our commitment to advance racial, social, economic, and environmental justice through educating and inspiring future generations of diverse social workers to positively impact the lives of individuals, families, organizations, and communities through direct practice, policy, advocacy, and research.

Understanding the BSSW Program

When you are first admitted to MSU Denver you are considered a pre-social work student. Then when you have met [eligibility requirements](#) to be admitted to the major (including a complete application), you will have declared your major in social work and thereby are part of the BSSW program. BSSW simply stands for Bachelor of Science in Social Work, which is the degree you'll be earning!

Below you will find the BSSW major requirements. Keep in mind, your degree is made up of more than major requirements. You also need to make sure you're completing your [general studies requirements](#), [Ethnic Studies & Social Justice Requirement](#), and any other elective credit hours you might need to reach 120 credit hours, required for a bachelor's degree.

For a complete list of university degree requirements for all bachelor's degrees, visit the [MSU Denver Undergraduate Catalog](#).

To ensure you are making progress toward your degree each semester, be sure you check in with your academic advisor at least once per semester. You can also view your [Degree Progress Report \(DPR\)](#).

BSSW Major Requirements

51 credit hours total: 39 credits in junior and senior courses + 12 credits in social work electives

Junior Courses

Social Work Class	Pre-Requisite
Fall Semester – Junior Courses – 12 credit hours	
SWK 3050: Theories for Individual and Social Change	Pre-requisite: Admitted to major
SWK 3090: Critical Reflection: Exploring Social Work Thinking & Knowledge	Pre-requisite: SWK 1010, SWK 1600, Written Comms
SWK 3350: Social Work Experience, Practice, and Communication	Requires ~3 hrs/week volunteer service for 45 hrs/semester Pre-requisites: Admitted to major
SWK 3410: Engaging for Social Change	Pre-requisites: SWK 1010, SWK 1600, PSY 1001, SOC/ANT, Written Comms, BIO
Spring Semester – Junior Courses – 9 credit hours	
SWK 3120: Unraveling Inequalities in Social Work Practice	Pre-requisites: Written Comm, SWK 1010
SWK 3420: The Power of Groups in Social Work	Pre-requisites: Admitted to major, SWK 3050, SWK 3410
SWK 3780: Social Policy Practice	Major required course; Pre-requisites: SWK 1010, SWK 1600, PSC 1010, Written Comms

Senior Courses

Social Work Class	Pre-Requisite
Fall Semester – Senior Courses – 9 credit hours	
SWK 4300: Introduction to Social Work Research Methods	Pre-requisites: Completion of all junior year courses, Quantitative Literacy
SWK 4500: Professional Field Experience I	Requires ~14 hrs/week fieldwork for 200 hrs/semester Pre-requisites: Completion of all junior year courses; Co-requisite SWK 4400
SWK 4400: Macro Magic: Co-Creating Change in Communities and Organizations	Pre-requisites: Completion of all junior year courses. Co-requisite SWK 4500
Spring Semester – Senior Courses – 9 credit hours	
SWK 4310: Research Applications and Data Analysis	Pre-requisite: SWK 4300
SWK 4510: Professional Field Experience II	Requires ~14 hrs/week fieldwork for 200 hrs/semester Pre-requisite: SWK 4500
SWK 4430: Partnering with Families for Change	Pre-requisites: Admitted to major, SWK 3050, SWK 3410

SWK 4500 and SWK 4510 are linked courses. Must enroll in the same section both semesters. These classes also fulfill the senior experience requirement for graduation

Required Social Work Electives

In addition to junior and senior courses, you also need to complete four (4) social work elective classes. These can be taken at any time including before you are officially admitted.

The following electives have been approved by the Department of Social Work. **Please note – not all electives will be offered every semester.** If there is a term listed in parenthesis after the elective title, that indicates the semester the course is likely to be offered. It may be offered during other semesters as well. Make sure to check the [course schedule](#) for the current semester to see all electives being offered.

- **SWK 3010** – Social Work Practice with Children and Youth (*Fall*)
- **SWK 3030** – Social Work with Older People (*Spring*)
- **SWK 3040** – Creative Approaches to Change (*Fall*)
- **SWK 3070** – Environmental Justice in Social Work (*Spring*)
- **SWK 3100** – Child Welfare and the Law (*Spring, Summer*)
- **SWK 3130** – Social Work and Criminal Justice Issues (*Fall*)
- **SWK 3150** – Social Work and Child Maltreatment (*Fall, Summer*)
- **SWK 3400** – Leadership and Program Administration in Social Work (*Spring*)
- **SWK 3500** – Social Work Practice with LGBTQ People (*Spring*)
- **SWK 3510** – Spirituality and Religion in Social Work (*Fall*)
- **SWK 3530** – Being Well in a Profession of Well-Being (*Spring*)
- **SWK 3550** – Social Work with Grief and Loss (*Fall*)
- **SWK 3590** – Centering Black Experience (*Spring*)
- **SWK 3600** – Gender in Social Work Practice (*Fall*)
- **SWK 3610** – Social Work and Addiction (*Spring*)

The following electives are cross-listed and based in other departments, so we cannot guarantee when they will be offered:

- **SWK 3110** – Social Justice and Activism in the Chicana/o Community (Multicultural)
- **SWK 3660** – Poverty, Race, and Gender
- **SWK 4160** – Human Trafficking

Internship Requirements

Social Work Internship Experience takes place during the fall and spring semesters of the student's senior year. To integrate classroom knowledge with practice and to experience the role and requirements of a professional social worker, the student is placed in an approved social work agency for approximately 400+ hours over both semesters. Students will complete a set number of agency internship hours (a minimum of 200 hours per semester is required by CSWE accreditation standards). The total number of hours will be determined by the Office of Social Work Internships (OSWI) and informed by agency, programmatic, societal, environmental, and/or policy related factors. You will remain in the same agency for both semesters, progressing from orientation to

beginning professional competence. Additional information about the internship experience, including eligibility, application, and securing an internship site, can be found on the Office of Social Work Internships [website](#).

SWK 4500: Field Experience I and Social Work 4510: Field Experience II

Expectations for Written Work

The BSSW program is writing-intensive, so it's important to develop a plan for managing the program's writing requirements. One valuable resource is the [MSU Denver Writing Center](#). For more details, refer to the Campus Resources section at the end of this handbook.

You will also receive instruction and practice in professional and academic writing in *SWK 3350: Social Work Experience—Practice & Communication*. This course covers the various types of writing used in the social work profession, including standards for academic writing.

Most assignments in the program will require adherence to the American Psychological Association (APA) 7th edition format. Consider purchasing the APA Publication Manual and exploring the APA [website](#) to become familiar with the style guidelines.

Expectations for Online Learning

All courses offered in the Department of Social have an online component, as course materials (e.g., syllabus, policies, assignments) are contained on Canvas, our university's learning management system, and our expected mode of communication is email. Therefore, although much of this statement pertains to courses that are delivered online, this policy is also relevant for students taking face-to-face classes. Because we offer all of our classes in online delivery formats, it is important to understand what effective practice in online social work education expects.

Student Expectations:

- It is expected that students will participate fully in online courses just as they would in campus courses. This includes weekly participation in all course activities, which could include synchronous sessions, discussion boards, group projects, activities, and assignments.
- Students should “come to class” prepared to engage with others and have the appropriate equipment, especially a camera and microphone for synchronous class sessions. It is the student's responsibility to have the appropriate equipment for their courses.
- Technology can fail. Here are some strategies to prevent that from occurring:
 - ✓ Ask your instructor for expectations if technology fails on your end or theirs. If you are logged out of a virtual meeting, what is the protocol? If your instructor is late, how long do you wait for class to start? If you get kicked out of a session, how do you get back in? Make sure you understand the plan because there are often challenges with technology.

- ✓ If links in a course or modules are not working, make sure to contact the professor as soon as possible so that you are able to complete the required work.
- ✓ Students should save their work in two places, including a flash drive or virtual data storage, in case your computer crashes.

If Canvas is not working or you are having difficulty uploading an assignment, it is the student's responsibility to submit an **ITS Help Desk ticket** (24/7 Over the Phone Assistance: 303-352-7548) and email proof of submission of the ticket to your instructor. This allows you to receive the help you need and for your instructor to be aware of the issue and have documentation of the technological failure.

In courses with online components, it is especially important to communicate clearly and treat one another with respect. This can be described as netiquette. The following are examples of appropriate netiquette for higher education.

Written Communication:

- **Identify yourself.** Begin messages with a salutation and end them with your name. Use a signature (a footer with your identifying information) at the end of a message.
- **Include a subject line.** Give a descriptive phrase in the subject line of the message header that tells the topic of the message (not just "Hi, there!").
- **Be concise.** Keep messages concise.
- **Use productive language.** Avoid coarse, rough, sarcastic, microaggressive, or rude language. Observe grammar and spelling.
- **Acknowledge** and return messages promptly.

Synchronous (and written) Communication:

- **Respect others' privacy.** Do not quote or forward personal emails, chat responses, screen captures, or recordings without the original author's permission. When learning in a synchronous environment, make sure to have headphones on or learn in a private location so what is said in the virtual classroom is not heard by those in your home. This is also true for your own privacy when learning. If able, be in a quiet, private location.
- **Professional.** Attend all live course sessions, on camera and wearing appropriate clothing with no/limited background distractions. Use online platform tools like "raising hands" or reactions to interact with others. Check expectations about using chat during the meeting.
- **Use productive language.** Avoid coarse, rough, harmful, sarcastic, microaggressive, or rude language.

Degree Completion Options

Full-time and Part-time Study

Your journey to the finish line is your own and we want you to take the number of classes that works for you to ensure you are successful, have time to learn, and still have time for all the other important things in your life.

If you need to be full-time, you will take 12 to 15 credits of social work courses each semester (4 to 5 courses). As a part-time student, you will take 6 to 9 credits of social work courses each semester (2 to 3 courses).

We encourage students to have all other degree requirements, including general education requirements, BSSW pre-requisite classes, and general elective credits, completed by the time you start the BSSW program, but it is not required. If you're able to start the BSSW program with only social work classes remaining to graduate, then you can complete your degree in two years of full-time study or 3 years of part-time study.

Your Social Work Academic Advisor will work with you to complete an Academic Plan for graduation.

Online Completion Options

You have the option to complete the BSSW program fully online, in-person, or a combination of both! When you apply to the BSSW program you'll need to indicate which way you intend to complete your degree.

Learn more about each of these course modalities:

- **Fully Online** – if you must complete all of your classes online, you will be considered a “fully online” student which guarantees you a spot in online classes. Please note: at this time, all of the core social work classes require some synchronous meeting times, even for fully online students. Online classes are not self-paced.
- **Mixed Traditional** – if you plan to take most of your classes on-campus, you'll be considered a “mixed traditional” student. This means you can take classes online, in-person, or hybrid. We do our best to ensure mixed traditional students have enough on-campus and online class options to balance your academic load.

The social work discipline is collaborative and focused on creating connections with others. Read more about what to expect in online and hybrid courses [on our course delivery information page](#).

Alternative Credit Opportunities

Due to accreditation standards, the Social Work programs at MSU Denver cannot accept work experience or life experience credit to fulfill social work requirements. However, MSU Denver does accept credit from many places. These options can help you to move more quickly through general

education requirements or general elective hours. If you're unsure if this is a good option for you, speak to your social work advisor.

Learn more about [Alternative Credit Options](#) in the MSU Denver Undergraduate Catalog.

Career and Post-Graduation Outcomes for BSSW Students

The demand for social workers is rapidly growing, with employment opportunities predicted to grow about 11% over the next ten years (Bureau of Labor Statistics, 2020). Specific areas of practice that will experience growth are in child, family and school social work (about 7%). The most significant areas for expected growth will be in health care social work (17%) and mental health and substance use (18%). Bachelor-level social workers are employed in a variety of settings, including schools, prisons, non-profit and for-profit private agencies, and governmental agencies. They work with individuals, families, groups, and communities as intake staff, resource and referral specialists, case workers, case managers, program coordinators, project directors, community organizers, policy makers, and more.

Applying for Graduation

Don't forget, all MSU Denver students must officially apply to graduate. The application for graduation opens the semester prior to when you intend to graduate. Keep an eye on your email for graduation information from the Registrar's office.

Cost of Attendance and Tuition & Fees

Cost of Attendance (COA) is an estimate of how much it will cost a student to live and attend school for a semester or a nine-month academic year. For more information visit the Bursar's website on the [cost of attendance](#) at MSU Denver.

Tuition and fees are assessed based on the number of credit hours you are registered for. To see the most recent [tuition and fees](#) for the fall 2025 semester, visit the [Bursar's website](#). You can also pay tuition, set up a payment plan, and more.

BSSW Admissions

Admission to the BSSW Program (declaring Social Work major)

When you are first admitted to MSU Denver you will begin as a pre-social work student. Once you have completed, or are enrolled to complete, the required pre-requisite courses to be admitted to the major, you will apply to the BSSW (Bachelor of Science in Social Work) Program. Once you are officially admitted to the BSSW program you will be eligible to take social work major courses.

Application Timeline

The BSSW accepts students to begin social work major courses in the fall and spring semesters. You should apply the semester you are enrolled to complete your final pre-requisites.

The [BSSW program application](#) can be found on the BSSW website.

Eligibility for Admission

To be eligible to apply to the BSSW program you need to:

- Be a current or incoming MSU Denver student
- Have completed or be registered to complete all required pre-requisites with the required minimum grades
- Have a cumulative undergraduate GPA of 2.0
- Submit a complete application

Pre-Requisite Coursework

SOCIAL WORK COURSES (complete both)

- SWK 1010: Introduction to Social Work (complete with grade C- or higher)
- SWK 1600: Community Engagement and Civic Responsibility (complete with grade C- or higher) (requires ~2-3 hrs/week of volunteer work, for 30 hrs/semester)

GENERAL STUDIES PRE-REQUISITE COURSES

Natural Science (choose one)

- BIO 1000: Human Biology for Non-Majors, or
- BIO 1030: General Biology for Non-Majors, or
- BIO 1080+1090: General Biology I + General Biology I Lab (overlaps with General Studies, Natural Science requirement)

Written Communication General Studies (complete both)

- ENG 1010: Composing Arguments (complete with grade C- or higher)
- ENG 1020: Freshman Composition: Analysis, Research & Documentation (complete with grade C- or higher) (other classes may fulfill Written Communication General Studies requirement. See catalog for details.)

Social & Behavioral Sciences (complete both)

- PSC 1010: American National Government
- PSY 1001: Introductory Psychology or 6 total credits of PSY coursework (overlaps with General Studies, Social & Behavioral Sciences requirement)

Social Cultural (choose one)

- SOC 1010: People, Power, and Progress, or
- ANT 1310: Introduction to Cultural Anthropology, or
- ANT 2330: Cross-Cultural Communication (overlaps with Ethnic Studies & Social Justice (ESSJ) requirement)

Admissions Process

The first part of the application is information for you to read so that you understand the BSSW program. This information is really important. Please be sure you read it carefully.

The second part of the application is a personal statement. There are four personal statement prompts you'll need to respond to. Each answer should be 200-250 words maximum. The purpose of personal statements is to assess your dedication and understanding of the social work profession, ethics, and values, and that you can communicate clearly and effectively in writing.

We recommend drafting your responses in Word and then pasting them into the text boxes in the application once you're ready. Sometimes formatting can get off when pasting into the text boxes in the application – if you run into this issue, pasting with Ctrl + Shift + V is one way to paste from Word without formatting, and then you can use the formatting tools in the essay box.

Remember to keep your responses brief but thorough (there are word limits), and don't hesitate to reach out to the Writing Center if you need any assistance along the way.

- **Website:** www.msudenver.edu/writectr
- **Phone:** 303-556-6070

Transfer Student Admission

If you are transferring to MSU Denver to complete the BSSW program, you will be admitted to MSU Denver as a pre-social work student. You are eligible to apply to the BSSW program right away after being admitted to MSU Denver, if you meet eligibility requirements.

More information about transferring to MSU Denver can be found on the [Transfer Admissions](#) website.

Transfer Credit Evaluation of Social Work Classes

With the exception of SWK 1010, all requests for transfer credits to count directly to the social work major requirements, must be reviewed by the Social Work department. To initiate this process, email bssw@msudenver.edu with a copy of the syllabus for the course you would like evaluated. Upon review, your advisor will let you know if the course was eligible for social work major credit.

More information about [transferring credits](#) to MSU Denver can be found on the Registrar's website. Your social work academic advisor is always a great place to start for guidance.

Readmission to the BSSW Program

If you previously attended MSU Denver and would like to come back and complete your degree in social work – that's great! If you have been gone for 3 or more semesters you will need to reapply. Information about readmission can be found on the [Previously Enrolled Student](#) website.

Readmission to the social work program is not required if you return within 6 years and left in good standing with the university and the Social Work department.

International Student Admission

As an international student, if you are admissible to MSU Denver you are eligible to apply to the BSSW program, and need to follow the same eligible requirements. More information about applying to MSU Denver as an international student can be found in the [MSU Denver Undergraduate Catalog](#) or visit the website for [International Students](#) at MSU Denver.

Auditing BSSW 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 to audit courses at no cost. Applications are available in the Center for Individualized Learning, 1027 9th St Park Denver, CO 303-615-0525.

University Policies & Procedures

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

Here is a list of [Academic Policies and Procedures](#)

- Academic Standing Policy
- Best Grade Stands
- Catalog Selection
- Classification of Student Status
- Computing GPA
- Course Count and Limits
- Course Credit
- Course Load
- Declaring or Changing a Major or Certificate
- Degree for Students with Terminal Illness
- Fresh Start
- Grade Appeal
- Grade Change
- Grades and Notations
- Honors and Awards
- Last Date of Attendance
- Pass/Fail Option
- Posthumously Awarded Degrees
- Repeated Courses

Additional Academic Policies and Procedures

Below are additional resources and policies that are relevant to you as a BSSW Program student at MSU Denver. If a resource is not directly linked below, check out the [Admissions & Enrollment section of the MSU Denver Undergraduate Catalog](#).

- [Academic Calendar](#)
- [Administrative Withdrawal](#) (Registrar's office)
- Changes in Registration
- [College Opportunity Fund \(COF\)](#)
- Emergency Withdrawal
- Falsified Transcripts and Diplomas
- Full-time and Half-time Status
- Legitimate Academic Interest to Attend a Course
- Mandatory Participation Verification
- Military Leave for Students Active or Inactive Duty
- Official Transcripts (Official Academic Record)

- Preferred Name
- Priority Registration
- Selective Service Registration Certification
- Special Registration (CU Denver Pooled and CCD Interinstitutional)
- Transfer Credit Evaluation
- Waitlist

General University Policies

Review the [MSU Denver Undergraduate 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

Student Rights & Responsibilities

Review the [MSU Denver Undergraduate 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 [Academic Misconduct](#) policy and process including guidance for students and faculty, on the [Dean of Student's website](#).

Department of Social Work, BSSW Program Policies & Procedures

Academic Standing and Program Dismissal

A student is deemed to be in Good Academic Standing with MSU Denver if they maintain a cumulative GPA of 2.0 or higher. Other academic standards may apply to specific programs, such as in the Social Work department you must earn a C- or higher for the class to count toward major requirements. You also must achieve a 2.67 minimum social work GPA.

Be aware of the [Academic Standing Policy](#).

Advanced Standing MSW Program

Students who graduate with a bachelor's degree from an accredited social work program may apply for advanced standing (where available) in Masters-level social work graduate programs.

Depending upon the graduate program, advanced standing students can complete their MSW in an accelerated course of study. Students are urged to contact graduate programs for their policies on advanced standing.

Completing your bachelor's degree in social work from MSU Denver does not guarantee your admission to the MSU Denver MSW program. All applicants are reviewed equally regardless of where they earned their bachelor's degree. Email the Office of Social Work Student Services to inquire about our MSW program: msw@msudenver.edu.

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 Policy

BSSW Program Attendance Policy

Attendance and active participation are essential to your growth as a competent, professional social worker. Each class session offers important learning experiences that help prepare you for the responsibilities of the field. Social work is an academic discipline and profession that often serves people and communities that are quite vulnerable. Social work has important ethical obligations such as competence and integrity, thus, it is important to your future clients that you attend classes where important knowledge and skill building is gained and practiced. Clear

communication is also a vital skill in social work, so be sure to contact your instructor if you need to miss class.

We also understand that life happens—illnesses, emergencies, and other challenges can arise. To support your well-being and academic success, the BSSW program offers a flexible approach:

Attendance Flexibility

Each student is allowed one excused absence per course with no impact on their grade:

- If your class meets once a week during a 16-week semester, you may miss one class without penalty.
- If it meets twice a week during a 16-week semester, you may miss two classes without penalty.

This applies to all students enrolled in social work courses, including majors and minors.

However, individual instructors may tailor this policy in their course syllabi—always check your syllabus for specifics.

Maximum Absence Limit

To meet academic and professional standards, students may not miss more than 25% of any course over a 16-week semester:

- If your class meets once per week, missing more than 4 classes will result in a failing grade.
- For classes that meet every other week (e.g., internship seminar), missing more than 2 sessions means failing the course.
- For condensed courses (summer semester, Maymester, and Winterim), be sure to check with your instructor about how attendance will be measured. Students may not miss more than 25% of the course during these condensed courses.

Attendance by Course Format

Face-to-Face Courses

- Attendance is usually taken via a sign-in sheet at the beginning of class. It is your responsibility to sign in and track your attendance.
- Please notify your instructor ahead of time if you need to miss a class—this shows professional courtesy and helps maintain open communication.

Online Courses with Required Synchronous Meetings

- Attendance is based on your presence at scheduled virtual class meetings (e.g., Zoom sessions).

- Instructors may take attendance through end-of-meeting surveys or check-ins.
- Participation in asynchronous activities such as discussion boards or assignments (e.g., via Hypothesis) does not count as attendance. Rather, these kinds of activities count as regular course assignments.

Online Asynchronous Courses

- You are considered absent if you do not complete any assigned asynchronous activities for a full week.

Final Reminder

Most courses in the BSSW program will follow the stated attendance policy. However, make sure you are following the exact policy stated in your specific course syllabus and as indicated by your instructor. If you have questions, contact your instructor directly.

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 BSSW 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

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

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

Incomplete 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 Work Policy

BSSW Late Work Policy

As developing social work professionals, students are expected to demonstrate accountability and effective communication—important values in our field. Timely submission of assignments reflects these principles and prepares students for real-world practice.

Timely Submission and Late Work:

Students are responsible for submitting assignments by the stated due date. If an assignment is submitted late, a 10% deduction will be applied for work submitted within the first week past the deadline. An additional 10% will be deducted for each subsequent week, up to a maximum of three weeks. After three weeks, late work will no longer be accepted unless prior arrangements have been made.

Correct Submission Format and Method:

Assignments must be submitted in the required format (e.g., Word, PDF, Excel) and through the designated platform (e.g., Canvas, email, in-class). Submitting work in an incorrect format or to the wrong location may delay grading. If this occurs, students may be given a short window to resubmit correctly. The assignment may be marked late at the instructor's discretion.

Communication and Exceptions:

We understand that unexpected life events or personal challenges may arise. If you anticipate difficulty meeting a deadline, please communicate with your instructor as early as possible—ideally *before* the due date. In such cases, instructors may use their discretion to modify the late work policy. Proactive communication is a key professional skill and is highly encouraged.

Course-Specific Policies:

This general policy may be adapted by individual instructors and included in the course syllabus. Always refer to your syllabus for course-specific expectations.

Accommodations:

If you have accommodations through the Access Center, make sure to follow your accommodations and required communication around late assignments indicated on your Access Center letter.

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 BSSW coursework, including electives, must be completed and passed in the required sequential order as listed in the Academic Plans. 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](#).

Testing Out Policy

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

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 Student 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](#).

Withdrawing from a Course

Departmental Note: If you drop or withdraw from some or all classes, please let us know. Email bssw@msudenver.edu

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](#).

Student Review Process

This process exists to support student growth and professional development while protecting the learning community. It begins with direct, caring faculty response and moves toward formal review only when concerns persist or escalate. The goal at every phase is restoration when possible — and accountability always.

Most concerns follow Phases 1 → 2 → 3 in order. Egregious concerns may be referred directly to Phase 3 at any time (see Immediate Referral Pathway below) and will include the University Dean of Students referral and consultation with DOS and CHHS Dean's Office.

⚠ Immediate Referral Pathway · Egregious Concerns

Some situations are serious enough that stepwise escalation is not appropriate. When a single incident involves any of the following, **any faculty, affiliate, staff member, or advisor may refer the concern directly to the Program Director to initiate a Phase 3 Student Performance Review immediately**, without completing Phases 1 or 2:

- Threats, violence, or behavior that raises safety concerns for students, faculty, staff, clients, or internship sites
- Serious ethical violations, including conduct that endangers or exploits clients or violates core provisions of the NASW Code of Ethics
- Harassment, discrimination, or abusive conduct toward students, faculty, staff, or community partners
- Serious academic or professional misconduct (e.g., falsification of internship hours or client records)
- Criminal conduct or violations of law connected to the student's role in the program or internship
- Any conduct that jeopardizes the department's agency partnerships or the safety and integrity of an internship placement

How to make an immediate referral: Contact the Program Director directly (by phone or email, same day when possible) and follow up with written documentation of the incident. The Program Director, in consultation with department leadership, will determine whether the situation proceeds directly to Phase 3 or is redirected to Phase 1 or 2. In addition to Program Director, the Dean of Students' Office will be notified through a referral and/or direct contact with the DOS office.

Concurrent obligations still apply: Immediate safety concerns should also be reported to Campus Police and/or the Dean of Students; incidents involving discrimination or sexual misconduct must also be reported per university Title IX/EO policy; internship-site incidents should be communicated to the Internships Director. The department review process runs alongside — not in place of — these university processes.

Phase 1 · Early Support and Response

When a concern is identified by faculty, staff, an advisor, or a peer, the first response is direct: address it in the moment or directly following concern with the student or students involved. This phase can be repeated two or three times if needed.

Step 1 · Address the concern directly

Speak with the student one-on-one, address behavior in the classroom or online space where it occurred, or — if peers are involved — facilitate a conversation or conflict mediation with all parties. Be specific about the behavior and its impact. This is a professional development conversation, not a disciplinary one.

Step 2 · Document the interaction

Keep a record of emails and meeting summaries. Enter a note in Navigate360 or Workday. This step protects the student, you, and the process.

Navigate360 / Workday documentation note

“Met with student/s to address concerns. Next steps include [insert any next steps].”

You can consult at any point — even early on

Faculty are encouraged to reach out to their teaching team, lead faculty, faculty advisor, or program director at any step in Phase 1. Consultation does not mean escalation — it means using your team.

If concerns continue or escalate after two or three direct interactions, move to Phase 2. If a single incident is egregious, use the Immediate Referral Pathway above.

Phase 2 · Collaborative Consultation and Review

When a pattern emerges or behavior escalates, the concern moves beyond a single classroom relationship. Phase 2 brings in the broader teaching team, advising, and department leadership to gather a full picture and coordinate a response.

Step 1 · Notify Program Director and Academic Advisor

Faculty officially contacts the Program Director and the student's Academic Advisor. Request that communication be sent to all faculty currently teaching the student, asking them to share observations about the student's status and behavior across courses.

Step 2 · Gather information across the teaching team

Collect input from all instructors. Look for patterns. The Faculty Advisor is made aware and included in all communications from this point forward. Program Director assists faculty with next steps, though the process still remains at the faculty/advisor level for support of student.

Step 3 · Meet with the student

A meeting is held with the student, the relevant faculty or staff, and the Faculty Advisor if the student wishes. The student may also bring a support person. The goal is to share concerns clearly, hear the student's perspective, and **establish next steps together**. Program Director is not included at this meeting but can be in consultation with the faculty and advisors.

Step 4 · Document in Navigate360 / Workday

All communications throughout Phase 2 should be tracked in email and in Navigate360/Workday. Documenting only need to know information, who attended meetings, and what was agreed/next steps.

Navigate360 / Workday documentation note

“After consultation with department, met with student/s to address concerns [include who attended]. Next steps include [insert any next steps].”

If Phase 2 does not resolve the concern, the Program Director collects all documentation from faculty and initiates Phase 3. The Program Director may also initiate Phase 3 directly at any point if the situation warrants it. The Program Director can include the Dean of Students throughout this process as necessary.

Phase 3 - Student Performance Review

Phase 3 is a structured, formal review led by the Program Director in collaboration with the leadership team. It is initiated when earlier phases have not resolved the concern, or when a situation is referred through the Immediate Referral Pathway.

Step 1 - Student is notified

The Program Director sends a written notice to the student's MSU Denver email summarizing the concern, identifying the relevant Standards of Professional and Ethical Behavior, and explaining the review process, the student's rights, and what to expect. This notice is written in consultation with the Program Directors, Internship Director, Student Services Director, and Department Chair as needed. The Faculty Advisor is included in all communications. Documentation of Student Performance Review will be entered into Navigate 360/Student Workday.

The notice will include:

- Summary of the concern and relevant professional standards
- Information on MSU Denver's Student Code of Conduct and Student Rights and Responsibilities
- Contact information for the Dean of Students and the CHHS Dean
- Invitation to submit a written response before the review meeting

Step 2 - Review meeting — within 5 business days

A review meeting is scheduled within 5 business days of the notice. The student may consult with their Faculty Advisor beforehand and may request the following people attend:

- Faculty Advisor
- Access Center representative
- Relevant instructors
- Internship supervisor(s)
- Student-selected support person (with approval)
- Legal counsel (with required university notification)

Step 3 - Outcome determined by voting members

Following the review meeting, the voting members (BSSW and MSW Program Directors, Internships Director, and Student Services Director) review all documentation and determine the outcome.

Possible outcomes include:

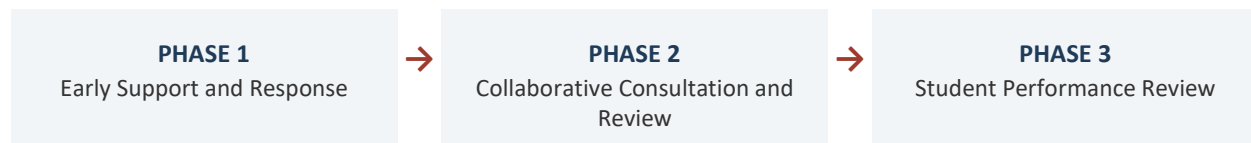
- Written warning or letter of concern
- Learning or remediation plan
- Change or removal from internship
- Referral to CHHS Dean or Dean of Students

- Academic sanctions (e.g., probation, course failure)
- Dismissal from the program (in the most serious cases)

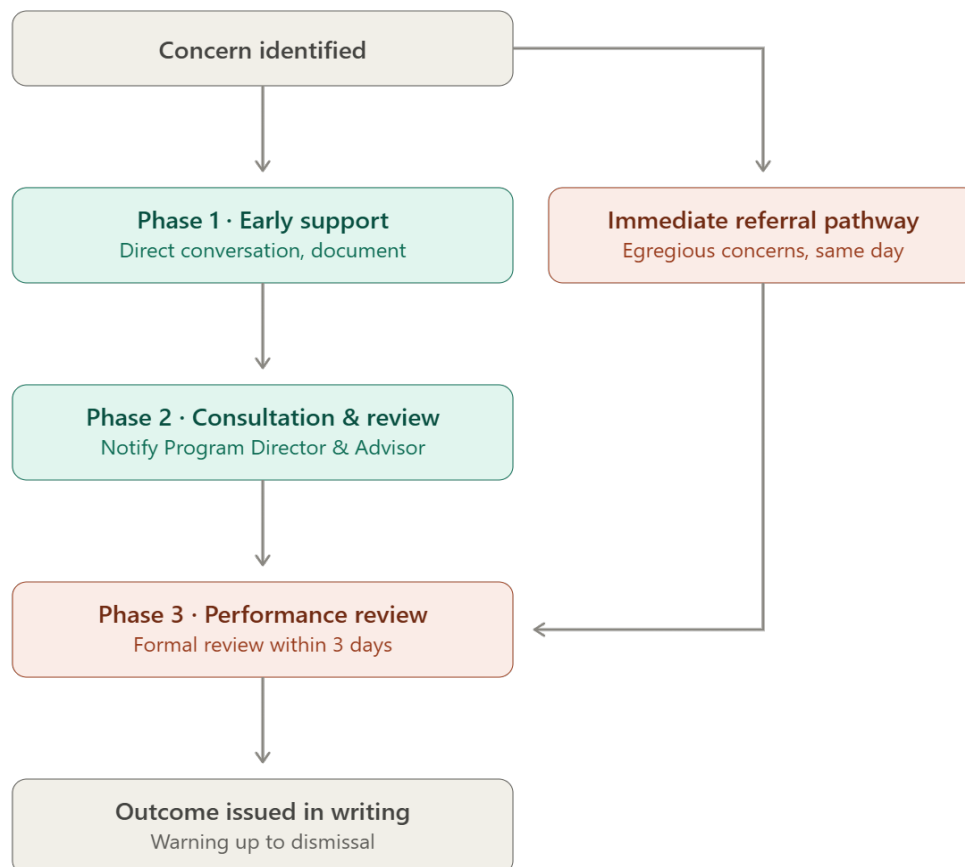
Step 4 • Student notified in writing

The outcome is communicated to the student by MSU Denver email with next steps. A copy is sent to the review committee, the student's faculty and academic advisor, and the Department Chair. A copy is also saved in department files and shared with the CHHS Dean's office. If any parties do not agree with the outcome, they may appeal the decision in an email to the Chair of the Department within a week of receipt of committee review outcomes. The Chair will review the decision and make a final decision within 2 weeks of appeal.

Student Review Process Flowchart



Egregious concerns: → directly to Phase 3 via the Immediate Referral Pathway



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 BSSW Program Director, Professor Decker, email bdecke10@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 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 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 Notice](#) 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!

Office of Online Learning at MSU Denver

The [Online Learning](#) office at MSU Denver is a great resource for **undergraduate** online students. Being an online learner is not easy, but it is achievable with proper support. The Online Learning office offers specialized resources such as:

- Online student success coaching
- Tips for Online Learners
- [Scholarships](#) for Online students!

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.

Learn more about the Social Work [Student Community Response Team](#) and how to get involved.

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.

Learn more about T-SIB on the [Social Work website](#).

Financing Your Bachelor of Science in Social Work (BSSW) 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!

This is not an exhaustive list of scholarships, grants, and stipends available to undergraduate students at MSU Denver, but it's a good start.

MSU Denver Scholarships

We strongly 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 Grant Funded Programs

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.

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

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

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.

Gender Institute for Teaching & Advocacy Scholarships

The Gender Institute for Teaching and Advocacy sponsors eight scholarships: the Gender, Women, and Sexualities Studies General Scholarship Fund, the Activist Scholarship, the Nueva Esperanza Scholarship, the Pamela McIntyre Marcum Scholarship, the Laura McCall Endowed Scholarship, the Kinnie Family Trust Degree Completion Scholarship, the Woman's Club of Denver Endowed Scholarship and the Dr. Ken Keller Annual Scholarship! Additionally, GITA offers two grants that can be found right below the scholarships. These awards are given out each academic year primarily in the Fall semester.

For any questions regarding these scholarships, please contact Soj Sirivanchai (they/them) at ssirivan@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

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

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

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

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

Office of Diversity and Inclusion

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

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

Phone: 303-615-0066

Email: diversity@msudenver.edu

Office of the Bursar

The Office of the Bursar works to provide the best services to students by providing accurate billing, Perkins loans, and various payment options.

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

Phone: 303-615-0070

Email: bursar@msudenver.edu

Office of the Registrar

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

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

Phone: 303-556-3991

Email: regquery@msudenver.edu

Office of Testing Services

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

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

Phone: 303-615-1700

Online Learning

MSU Denver's Office of Online Learning is your one-stop shop for information and resources specifically for online undergraduate students. They even offer [scholarships](#) for online students.

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

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

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

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

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