



**DSU**  
**It All Matters.**

**DSW PROGRAM  
STUDENT HANDBOOK  
2023-2025**

**Department of Social Work**

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# Preface

## Official University Facts

### MISSION STATEMENT

Delaware State University is a public, comprehensive, 1890 land-grant institution that offers access and opportunity to diverse populations from Delaware, the nation and the world. Building on its heritage as a historically black college, the University purposefully integrates the higher standards of excellence in teaching, research, and service in its baccalaureate, master's and doctoral programs. Its commitment to advance science, technology, liberal arts and the professions produces capable and productive leaders who contribute to the sustainability and economic development of the global community.

### VISION STATEMENT

As one of America's most highly respected Historically Black Colleges and Universities, Delaware State University will be renowned for a standard of academic excellence that prepares our graduates to become the first choice of employers in a global market and invigorates the economy and the culture of Delaware and the Mid-Atlantic Region.

### CORE VALUES

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Community  
Integrity  
Diversity  
Scholarship  
Outreach

### STATISTICAL INFORMATION

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The Office of Institutional Research, Planning and Analysis maintains statistical information on the University's student body, employees, freshman admissions, enrollment, graduation, and accreditations in the University Fact Book at

[https://www.desu.edu/sites/flagship/files/document/16/factbook\\_2022-23\\_final.pdf](https://www.desu.edu/sites/flagship/files/document/16/factbook_2022-23_final.pdf)

### BOARD OF TRUSTEES

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Visit: <https://www.desu.edu/about/administration/board-trustees>

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## INTRODUCTION

### **Purpose of the Student Handbook**

The *DSW Program Handbook, 2023-2025* describes the DSW program, explains the DSW curriculum, and provides a description of related policies and procedures pertaining to the Department of Social Work and the DSW program. Students are required to adhere to the policies stated in the *Graduate Catalog*, the *Judicial Student Handbook*, and in supplemental statements and documents that may be distributed at any time during the academic year. The DSW handbook serves as a supplement to the Division of Student Affairs, Judicial Student Handbook, and the Graduate Catalog.

### **Judicial Student Handbook:**

<https://www.desu.edu/sites/flagship/files/document/21/student-judicial-handbook.pdf>,

### **Graduate Catalog:**

[https://sgaes.desu.edu/sites/sgsr/files/document/6/delawarestateuniversity\\_graduatecatalog\\_2023\\_2024.pdf](https://sgaes.desu.edu/sites/sgsr/files/document/6/delawarestateuniversity_graduatecatalog_2023_2024.pdf)

The policies and procedures in the DSW handbook and Graduate Catalog are not to be regarded as an irrevocable contract between the student and Delaware State University. The University reserves the right to revise any provision or regulation at any time within the student's term of enrollment if it is deemed advisable. Advance notice of any changes is provided whenever possible.

Faculty advisors function as a link between the student and curriculum and procedures of both the Department of Social Work and Delaware State University. Students are encouraged to discuss questions regarding materials in this handbook with their faculty advisor or the DSW Program Director.

### **History of Delaware State University**

On May 15, 1891, the 58th General Assembly of the State of Delaware passed "An Act to Establish and Maintain a College for the Education of Colored Students in Agriculture and Mechanic Arts" by virtue of the Second Morrill Act of 1890. The Morrill Act of 1890 provided a permanent annual endowment of \$25,000 for each land-grant college established under the Morrill Act of 1862 and allowed a portion of the federal appropriation to be used for the endowment, support, and maintenance of land-grant colleges for Negro youths in states that maintained separate educational facilities. This legislation provided for the establishment of the State College for Colored Students, which has become Delaware State University.

As a result of an intensive construction program inaugurated in 1960, Delaware State University has since developed into a 400-acre complex encompassing modern buildings and facilities. The University provides special services to the State of Delaware and to neighboring states on an extended and increasing basis without regard to race,

creed, color, age, gender, or physical abilities. The institution has undergone two name changes since its inception. The name was changed to Delaware State College in 1947 and to Delaware State University in 1993. DSU is the only state assisted Historically Black College or University (HBCU) in the state of Delaware. Currently, DSU has an enrollment of approximately 5,649 students in which 801 are graduate students. These individuals collectively reflect diversity as manifested in the state of Delaware and in the world.

### **Accreditation**

The Middle States Commission on Higher Education and the Delaware State Board of Education accredit Delaware State University, which is chartered by the State of Delaware. The BSW and MSW Social Work Programs at Delaware State University have been in continuous accreditation with the Council for Social Work Education (CSWE) since the original affirmation, including both traditional face-to-face curriculum, and later with the inception of the exclusively online programs. The DSW Program at Delaware State University was created in adherence with DSW Program pilot accreditation standards from CSWE, and when DSW Program accreditation becomes available, Delaware State University's DSW Program will apply.

### **The Campus and Facilities**

The Department of Social Work's DSW Program offers 8-week online, hybrid coursework, with two class attendance options for each course. Students may attend scheduled classes at the DSU Downtown campus, which houses the Wesley College of Health and Behavioral Sciences, or attend scheduled virtual classes.

**Downtown Dover Location** – The Department of Social Work is located on the second floor of Budd Hall on the downtown campus. The Department's central office (Room 206) as well as the Department's Chairperson's office (Room 209) are also located in Budd Hall. The department's main phone number is (302) 736-2565. The department's email is [socialworkinfo@desu.edu](mailto:socialworkinfo@desu.edu). All fulltime faculty members have offices on the 2<sup>nd</sup> floor of Budd Hall.

**Dover Main Campus** – The main campus of DSU is located at 1200 N. Dupont Highway, Dover 19901. The administration building, which houses the financial aid department, student accounts, as well as other resources such as the accessibility office, counseling center, and health center are located on the main campus.

## **DEPARTMENT OF SOCIAL WORK: Mission, Purpose, and Underpinnings**

### **Mission Statement**

The mission of the Department of Social Work is to prepare culturally competent generalist and advanced generalist level social work practitioners who are guided by professional values, ethics, and evidence-based practice towards a purpose to enhance the quality of life for individuals, families, groups, organizations and communities. They provide service and leadership by implementing prevention and intervention services to diverse client systems and they advocate for social and economic justice in practice, policy, and research in a global society.

### **Purpose**

The Department of Social Work provides the profession with social workers who fully comprehend and have internalized social work's core values, including, but not limited to, service, social justice, dignity, and ethics, and who can employ the latest evidence-based research findings to intervene with and on behalf of individuals, families, groups, communities, and organizations. The Department prepares competent practitioners who have the knowledge, skills, and values to assume leadership roles on the micro, mezzo, and macro levels. These leaders develop and improve services to clients and advocate for policies and programs that enhance the quality of life for all people.

### **Underpinnings**

The Department of Social Work has adopted five constructs that underpin and support its mission and purpose and powerfully inform the department's explicit and implicit curricula. These perspectives, itemized below, also are included on the Department's website at <https://wchbs.desu.edu/departments/social-work>.

1. **A Black Perspective for Social Work Practice** – “A prototype for understanding the unique experiences and world views associated with being of African genetic origin in the United States that can be used in practice with other oppressed clients.”
2. **Strengths Perspective** – “Internal or external features and assets that, if identified, mobilized or enhanced may be used by a client system to achieve positive change.”
3. **Empowerment Perspective** – “The process the social worker applies in order to help individuals, families, groups, organizations, and communities obtain power so that they gain greater control over their well-being presently and in the future.”
4. **Rural Perspective** – “The understanding that people who are nurtured and live in rural communities have unique folkways and mores that shape some of their expectations and behaviors differently than people from other milieus.”

5. **Global Perspective** – “An approach to helping that embraces the commonalities and differences that exist personally, communally, culturally and religiously that all citizens in the world share regardless of their place of birth or citizenship.”

## **DOCTOR OF SOCIAL WORK PROGRAM**

### **Mission Statement**

The Doctor of Social Work (DSW) Program at Delaware State University prepares experienced, advanced practice social workers for careers dedicated to advancement in areas of leadership, research, teaching, and practice. We prepare graduates to use their knowledge as agents of change to seek justice and equity in an imperfect world.

### **The DSW Program Goals**

The DSW program has developed five goals that derived from its mission and reflect the social work profession’s purpose and core values and the program’s context. The goals are as follows:

1. To graduate doctoral level scholar-practitioners who can independently employ empowerment oriented and strengths perspective frameworks in leadership, research, and social work education within the context of a Black perspective.
2. To provide the social work profession with doctoral level scholar-practitioners who can effectively lead, research, and provide educational opportunities within diverse systems, particularly those from rural communities, in a global society.
3. To increase the number of doctoral level scholar-practitioners committed to furthering social work as agents of change in leadership, education, and research.
4. To graduate doctoral level scholar-practitioners who demonstrate the ability to develop and disseminate practice-relevant knowledge supporting marginalized and oppressed populations through a variety of channels, such as teaching, scholarship, professional presentations, mentoring, and administration.
5. To graduate doctoral level scholar-practitioners who can effectively utilize scientific inquiry and scholarly conventions to inform and evaluate the effectiveness of interventions, programs, and policy in a post-modern, racialized society.

### **DSW Curriculum Competencies**

### **Council of Social Work Education**

### **Doctor of Social Work (PILOT) Accreditation Standards**

Professional doctoral programs, regardless of focus, should prepare doctoral practitioners to

- engage in systematic inquiry that adheres to scholarly conventions;
- use and evaluate research-informed practice critically and at an advanced level;



- develop and disseminate practice-relevant knowledge through a variety of channels, such as teaching, scholarship, professional presentations, mentoring, and administration;
- demonstrate leadership in social work practice and education; and
- develop and maintain substantive expertise in one or more areas of social work practice.

## **DOCTORAL SOCIAL WORK CURRICULUM**

The Doctor of Social Work Program (DSW) at Delaware State University supports advanced generalist social work practitioners (with a minimum of three years post-MSW practice experience) in the areas of leadership, social work education, and research as they continue to develop expertise as agents of change within a racialized society.

The DSW curriculum supports the pillars of leadership, social work education, research, and practice. Courses are scheduled in 8-week accelerated semesters, with one course completed at a time, to accommodate 54 credits over 9 semesters (3 years). The curriculum culminates with the completion of a DSW Capstone.

### **LEADERSHIP**

- SCWK 818 Change in a Racialized Society (3)
- SCWK 811 Advanced Policy Practice (3)
- SCWK 813 Theories of Leadership (3)
- SCWK 819 Theories of Change: Community (3)
- SCWK 820 Organizational Change: Practical Applications (3)

### **SOCIAL WORK EDUCATION**

- SCWK 808 History of the Social Work Profession (3)
- SCWK 809 Knowledge in a Post-Modern World (3)
- SCWK 810 Theories and Theorizing in Social Work (3)
- SCWK 816 Human Development and Spirituality (3)
- SCWK 821 Designing a Social Work Specialization Course (3)

### **RESEARCH**

- SCWK 812 Social Work Research: Qualitative Methods (3)
- SCWK 815 Social Work Research: Quantitative Methods
- SCWK 817 (3) Evidenced Based Practice (3) (Pre-Req: Quant)

### **PRACTICE**

- SCWK 822 Specialization Practicum (3)
- \_\_\_\_\_ Specialization Elective/ Independent Study (3)
- SCWK 830 Capstone I: Proposal Development (3)
- SCWK 831 Capstone II: Writing and Publication Development (3)
- SCWK 832 Capstone III: Project Defense (3)

## The Capstone Project

**The Capstone Project.** The Capstone is a student-generated project which furthers social work knowledge in the area of leadership, teaching, administration, or advanced practice in some way. Many Capstone projects for the DSW Program will be described as pilot studies, but other types of projects will be considered in regard to their worth in furthering scholarly knowledge and expertise, as related to student areas of interest and future career goals. All projects must include a clear and thorough literature review to demonstrate the need for the project and the literary gap it will fill.

**Timeline.** The DSW Capstone Project is proposed and completed during the final 2 semesters of the curriculum. There are three Capstone courses students will complete during this process to provide support and feedback during the proposal and defense phases of the project. All DSW students must successfully defend a completed Capstone project to successfully complete the DSW Degree.

| SEMESTER                        | COURSE       | TASK  |
|---------------------------------|--------------|---|
| End of Fall, Year 3             |              | <ul style="list-style-type: none"><li>Identify Capstone Committee (Form Completion)</li></ul>   |
| Spring, 2 <sup>nd</sup> Session | Capstone I   | <ul style="list-style-type: none"><li>Proposal Submission</li><li>Successful Proposal Defense (Committee completes Form)</li></ul>              |
| Summer, 1 <sup>st</sup> Session | Capstone II  | <ul style="list-style-type: none"><li>IRB Application Submission</li><li>Begin Project</li></ul>  |
| Summer, 2 <sup>nd</sup> Session | Capstone III | <ul style="list-style-type: none"><li>Final Capstone (written) Project</li><li>Successful Capstone Defense (Committee completes Form)</li></ul> |

**Capstone Committee.** By the time students have completed the last course of Year 3- Fall, they must select (and receive Program approval) for their Capstone committee members. All DSW Capstone committees must consist of a Chair, and two additional committee members. The DSW Program Director will serve as the Program/Department representative at the proposal and final defenses. If the DSW Program Director is included on the Capstone committee, the Department Chairperson will attend the proposal and final defense meetings as the Program/Department representative. The WCHBS Dean's Office will also designate a representative to attend the proposal and final defenses to monitor for procedural compliance. All committee members and representatives must sign the Capstone Defense approval form at the conclusion of the Defense if all Committee members agree that the student has met all Capstone requirements and may be considered for degree conferral.

## Curriculum/Plan of Study

This curriculum was approved by the University's Faculty Senate and Board of Directors in January 2023 and implemented in the Fall of 2023.

**Year 1 (18 Credits)**

| <b>Year</b> | <b>FALL</b>   | <b>SPRING</b>  | <b>SUMMER</b>  |
|-------------|---|--|--|
| <b>1</b>    | (808) History of the Social Work Profession<br><br>(809) Knowledge in a Post-Modern World | (810) Theories and Theorizing in Social Work<br><br>(816) Human Development and Spirituality | (811) Advanced Policy Practice<br><br>(812) Social Work Research: Qualitative Research |

**Year 2 (18 Credits)**

| <b>Year</b> | <b>FALL</b>   | <b>SPRING</b>   | <b>SUMMER</b>  |
|-------------|---|---|--|
| <b>2</b>    | (813) Theories of Leadership<br><br>(815) Social Work Research: Quantitative Research | (817) Evidence Based Practice<br><br>(818) Change in a Racialized Society | (819) Theories of Change: Communities<br><br>(820) Organizational Change: Practical Applications |

**Year 3 (18 Credits)**

| <b>Year</b> | <b>FALL</b>  | <b>SPRING</b>  | <b>SUMMER</b>   |
|-------------|--|--|---|
| <b>3</b>    | (.) Specialization / Elective<br><br>(826) Designing a Social Work Specialization Course | (822) Specialization Practicum<br><br>(830) Capstone I: Proposal Development | (831) Capstone II: Writing for Publication<br><br>(832) Capstone III: Project Defense |

**Total= 54 credits**

The DSW program allows a maximum of five (5) years to complete the program. Students wishing to progress through the curriculum at a slower pace must work closely with their advisor to ensure that courses are taken in the proper sequence and to satisfy the DSW Plan of Study. Please note that as DSW cohorts only begin during the Fall semester each year, the courses are only offered in the semester listed above. Therefore, if a course is missed, a student must wait until the course is next offered, which may impact the courses which are available for registration until the missed course is completed.

## **APPLICATION TO DSW PROGRAM**

The Department of Social Work seeks to enroll individuals in the DSW program who are intellectually and emotionally prepared to enter doctoral education and are committed to advanced practice in professional social work in the areas of teaching, research, and/or administration.

### **Admissions Criteria**

There are six (6) admission criteria to which the DSW program adheres to admit students. They are:

1. A complete application that includes contact information for three (3) professional references that indicate the applicant's ability to complete doctoral level graduate study in Delaware State University's DSW program, a personal statement/essay that clearly explains how the DSW degree will prepare the applicant for their future career interests, and a topic (academic) paper on a practice area or social problem of interest to the applicant.
2. Paid application fee.
3. Earned baccalaureate degree from an accredited institution and earned MSW degree from CSWE accredited program.
4. CV or Resume showing at least 2 years of professional practice experience after MSW degree completion.
5. Official transcripts of all undergraduate and graduate work.
6. Minimum cumulative GPA of 3.0 on a 4.0 scale for all completed graduate coursework.

The range of admissions decisions include:

1. Denial of Admission.
2. Provisional Admission.
3. Conditional Admission.
4. Unconditional Admission.

### **Application Deadlines**

The priority deadline for applications for DSW Program admission is June 15<sup>th</sup> or until the seats are filled, whichever is sooner.

### **Interviews**

All applicants may be selected for interview during which an applicant may be asked to further discuss their practice experience, future career interests, or any special requests for admissions consideration. Students who are a geographic distance from Delaware State University, or are out of the country when they apply, may be interviewed telephonically or virtually.

## **DSW Application**

### **Application Form**

All questions on the application must be answered. Incomplete application forms will not be considered for admission.

### **Application Fee**

See, <https://sgaes.desu.edu/admissions> for information regarding the application process and fees.

**Please Note:** Graduate Studies will not forward incomplete applications to the Department of Social Work for review by the DSW Admissions Committee. Applicants are encouraged to maintain regular contact with the Office of Graduate Studies until all documents required for a complete application are received.

Graduate Admissions Email: [gradstudieswilm@desu.edu](mailto:gradstudieswilm@desu.edu)

### **Personal Statement and Scholarly Writing Sample**

**Personal Statement.** A personal statement in an essay is required for all applications to the MSW program. The narrative is a statement (350 to 750 words) that explains the following: (1) the applicant's reasons for seeking a DSW degree, and how the degree will support the applicant's future career goals; and (2) area of practice expertise. The purpose of the essay is to give the applicant an opportunity to demonstrate his/her writing skills, create a self-portrait, and communicate directly to the Admissions Committee how the DSW degree will allow the applicant to meet personal and professional goals.

**Academic Writing Sample.** An academic topic paper written by the applicant is required for all applications to the DSW program. The topic paper (1500-2000 words) is a literature review on a topic or social problem relevant to the applicant's area of practice expertise. The purpose of the academic writing sample is for the applicant to demonstrate their formal writing skills in reviewing the literature (articles and books) relevant to their topic of interest and synthesizing that review into paper which summarizes the findings. All sources should be cited in text, and on a reference page, following APA (7<sup>th</sup> edition) formatting guidelines.

### **College/University Transcripts**

One (1) official transcript from each college or university that the applicant attended must be sent by that college or university directly to: Delaware State University, Office of Graduate Studies, ATTN: Graduate Admissions, 3931 Kirkwood Highway, Wilmington, DE 19808 or emailed to [gradstudieswilm@desu.edu](mailto:gradstudieswilm@desu.edu) (Uploading an unofficial copy of the transcript(s) with the application is helpful but is not in lieu of requesting official transcripts.)

## **Letters of Recommendation**

Reference sources should include one academic professional (a professor, an advisor, a department chairperson, or academic administrator) when possible, and two professional references. If you have been out of school, or out of contact with academic professionals for many years, it is recommended that all three references are provided from professional sources who are familiar with your ability and readiness to undertake doctoral level education tasks. Letters of recommendation from friends and family will not be accepted.

## **Types of Admission**

- ✓ Unconditional Admission
- ✓ Provisional Admission
- ✓ Conditional Admission
- ✓ Non-Degree

## **Conditional Status**

Conditional acceptance occurs when the Admission's Committee recommends acceptance of the student even though all required admission documents have not been received, e.g., an official transcript when an unofficial transcript was submitted with the application. Graduate Studies will inform the applicant that a particular document is missing and will give a deadline for receipt. If the application is not complete by that certain date, the application will be denied. If the application is complete within the timeframe, a letter of unconditional acceptance will follow. During the time before unconditional acceptance, financial aid may not be available.

## **Provisional Status**

For Provisional Status, which primarily relates to international students, see page 23 of the *Graduate Catalog*,  
[https://sgaes.desu.edu/sites/sgsr/files/document/6/graduatecatalogupdate\\_2021-2022.pdf](https://sgaes.desu.edu/sites/sgsr/files/document/6/graduatecatalogupdate_2021-2022.pdf).

Provisional Status may also be offered to those who fall below admissions criteria and thus be requested to complete a prerequisite.

## **Graduate Record Examination (GRE)**

GRE scores are not required for admission to the DSW program.

## **Non-Degree Admission**

Admission through Graduate Studies with non-degree status is granted to applicants who wish to register for DSW course(s) but do not intend to apply for a DSW degree. Please see the *Graduate Catalog* for further information:

<https://sgaes.desu.edu/admissions/graduate-course-catalogs>

**Please Note:** Students who are dismissed from the DSW program for academic reasons (receiving a D, F, or two Cs) will NOT be granted permission to enroll in DSW courses as non-degree students.

### **Transfer Credit**

Applicants who have completed coursework at another institution and earned a grade of “B” or higher in doctoral level courses related to quantitative research methods, qualitative research methods, or one elective course in a discipline relevant to the DSU curriculum or the applicant’s area of practice expertise may request consideration for transfer credit. Policies and procedures regarding the transfer of credits are clearly articulated in the *Graduate Catalog*:

[https://sgaes.desu.edu/sites/sgsr/files/document/6/graduatecatalogupdate\\_2021-2022.pdf](https://sgaes.desu.edu/sites/sgsr/files/document/6/graduatecatalogupdate_2021-2022.pdf)

Transfer students must:

- Complete an application for Transfer of Graduate Credits form.
- Submit syllabi for the DSW Program Committee to review to determine course comparability.

The DSW Program Director and the Admissions Committee review course syllabi to ensure that courses for which transfer credit is awarded are congruent with the academic content, mission, and goals of the Delaware State University DSW program. Delaware State University does not offer proficiency examinations.

### **Deferred Admission/Readmission**

Deferred Admission: Deferred admission may be requested by a student accepted into the program, but who cannot begin the program during the semester of acceptance. The student may request deferred admission from the DSW Program Director who will recommend or deny the request and forward that request to Graduate Studies for final decision. If the recommendation to defer is granted by Graduate Studies, no more than one-year deferral will be granted.

Readmission: An application for readmission, for students who have *not* been academically dismissed, together with the current application fee, must be submitted to the Office of Graduate Admissions by students who wish to return after three (3) consecutive terms of non-attendance in the DSW program. Applications are available and submitted to the office of Graduate Studies and given to the Program for recommendation to readmit. Applicants for readmission will update their credentials with information relevant to any courses taken at other institutions during an absence from the University. Transfer limits specified by the DSW program, and the School of Graduate Studies apply (*Graduate Catalog*

[https://sgaes.desu.edu/sites/sgsr/files/document/6/graduatecatalogupdate\\_2021-2022.pdf](https://sgaes.desu.edu/sites/sgsr/files/document/6/graduatecatalogupdate_2021-2022.pdf))

**Please Note:** Students who are dismissed from the DSW program for academic reasons (receiving a D, F, or two Cs) may not be considered for readmission into the DSW program. However, the DSW Program Director, Department Chairperson, and DSW Program Committee may consider extenuating circumstances related to academic dismissal. After considering these extenuating circumstances, the Program may make a recommendation to Graduate Studies to readmit the student and to create a proposed plan for future success in the program.

### **International Students**

Please see the Graduate Catalog for further information:

<https://sgaes.desu.edu/admissions/graduate-course-catalogs>

### **Time Requirements for Completing the DSW Program**

The DSW program allows students a maximum of five (5) years from the time they are first enrolled in the program to satisfy the requirements for the DSW degree.

### **Orientation**

All students accepted into the DSW program are required to attend orientation programs scheduled by Graduate Studies and the Department of Social Work. The orientation program hosted by the Graduate Studies takes place virtually before the start of the fall semester.

Students are provided comprehensive information regarding the program (e.g., academic requirements, grading policy, procedures for grievance of a final course grade complaint against instruction, time requirements for completing the program, etc.). In addition, students receive important information regarding tuition payment, financial aid, academic requirements, etc. With proper payment, students receive their DSU I.D. card, and parking permit. Students also receive their Plan of Study and may register for courses.

Orientation to the DSW program also includes an advising and program orientation, at which attendance is required. This virtual orientation will directly follow the Graduate Studies orientation program before the start of the fall semester.

## **UNIVERSITY POLICIES AND PROCEDURES**

### **Rights and Responsibilities of Graduate Students**

It is the responsibility of the student to become familiar with the policies and procedures governing graduate study. These policies and procedures are found below:

*The Graduate Catalog 2023-2024:*



<https://sgaes.desu.edu/admissions/graduate-course-catalogs>

The *Division of Student Affairs, Judicial Student Handbook*:

<https://www.desu.edu/sites/flagship/files/document/21/student-judicial-handbook.pdf>, as well as in this Handbook, and in the course syllabi.

The Department of Social Work has adopted rights and expectations for behavior for all social work students that are consistent with professional and ethical conduct as outlined by National Association of Social Work. These rights and expectations include, but are not limited to, the following:

#### **A. University's and Department of Social Work's Responsibilities to Students**

1. Each instructor will distribute a course syllabus at the beginning of the course. The syllabus will outline the course format University and Department policy, assignments, required readings, examinations, and other requirements of the course (synchronous or on-campus class attendance requirements, etc).
2. Each syllabus will articulate the topics to be covered, any required textbooks, assignments, the grading scale for the course, and any available grading rubrics.

#### **B. University's and Department of Social Work's Expectations for Students**

1. Students are expected to challenge and advance their points of view professionally.
2. Students are expected to substantiate their points of view during class discussion, written assignments, and oral presentations.
3. Students are expected to abide by policies and procedures regarding academic requirements, student behavior and sanctions for violations of laws, rules, and procedures:
  - a. *DSW Program Student Handbook, 2023-2025*
  - b. *The Graduate Catalog, 2022-2023*
  - c. *Judicial Student Handbook*
4. Students must attend class according to the University's class attendance policy as detailed in course syllabi. Depending on the course format, this may refer to in-person classes, synchronous online, or asynchronous online courses.
5. Students are expected to complete class assignments as stipulated in each course syllabus.

#### **C. Affirmative action and Anti-discrimination Policy**

The university has and abides by an equal opportunity and affirmative action policy. It can be found on the university's webpage:

[https://www.desu.edu/sites/flagship/files/document/31/one\\_policy\\_one\\_process.pdf](https://www.desu.edu/sites/flagship/files/document/31/one_policy_one_process.pdf).

This document alerts students that Delaware State University is an equal opportunity institution committed to extending educational equality and non-discrimination in all programs and services of the University to all persons, regardless of race, religion, gender, creed, color, national origin, ancestry, age, marital status, sexual orientation, disability, veteran status, or other legally protected classification.

## **ACADEMIC REQUIREMENTS**

### **Professional Standards of Behavior - Code of Ethics**

The Department of Social Work prepares individuals for professional practice.

Therefore, students must adhere to the requirements of professional ethical behavior outlined in the Code of Ethics of the National Association of Social Workers (National Association of Social Workers, 2021). The Code of Ethics can be found by visiting <https://www.socialworkers.org/About/Ethics>

In a professional program, an incident may occur that appears to be a serious breach of professional ethics, although it is not covered in university standards. These behaviors include unethical, unprofessional, illegal, or other behavior not consonant with the standards of the National Association of Social Workers Code of Ethics.

A student can be terminated from the DSW program if it is determined that the student has violated the Code of Ethics. Such a determination would be made via the appeals process as outlined in the *DSW Program Student Handbook* and the *Policies and Procedures for Graduate Programs* handbook, the *Student Judicial Handbook*, and/or policies and procedures created by the National Association of Social Workers Procedures for Professional Review.

### **Deferred Admission**

Please see conditions and requirements outlined above.

### **Leave of Absence**

A student may be granted a one (1) year leave of absence from the DSW Program for academic or personal reasons upon written request. A leave of absence must be approved by the DSW Program Director and the Department Chairperson. This action will entitle the student to leave the program for an approved reason and return in good standing within one year. Under compelling justification, the leave of absence may be extended for an additional year. The time accrued during the approved leave of absence will not be counted toward the required time to satisfy curriculum requirements for the DSW degree.

## Registration

Students are officially registered for a course when they have complied with all the procedures applying to registration, including full payment of tuition and fees. Students not officially registered for a course will not be permitted to attend the course and will not receive credit at the end of the semester. Pre-registration and registration procedures are located at: <https://www.desu.edu/academics/student-success/academic-advisement/advisement-preregistration-plan>

## Auditing

A student may audit a course with the consent of the instructor and the DSW Program Director. The student must register for the course and pay the required tuition fee. Grades and credits are not awarded for courses that are audited. The symbol “AU” is entered on the student’s record.

## Grading Policy

Students are issued grades at the end of each semester. For each course in which the student was enrolled, either a letter grade or a symbol will be entered on the student’s academic record. The grades must be submitted to the Registrar’s Office during the time period specified in the Academic Calendar for each term.

Students must earn either the grade “A” or “B” to pass all DSW courses. When the grade of “C” is earned in any of these courses, the course in which the grade was earned must be repeated before enrolling in any Capstone (I, II, III) courses.

Only courses where the grade “A” or “B”, were earned will satisfy academic requirements for the DSW degree and graduation requirements for graduate students (see *Graduate Catalog*). Students may not repeat a doctoral level course more than once.

## Tuition Payment

Students are expected to pay their tuition and fees on the date established by the University. Due dates for paying tuition and other fees are available on the university’s website at <https://sgaes.desu.edu/admissions/graduate-tuition-fees>. Any outstanding balance will continue to be billed to the student for a period of time during the semester. If the balance has not been paid by the time established for registration for the following semester, the student will be prohibited from registration for that following semester. Late fees will be assessed to the student’s account.

## Academic Achievement/Grades

The following letter designations are used to indicate the quality of achievement in a graduate course:

| GRADE                  | QUALITY POINTS | SYMBOLS       |
|------------------------|----------------|---------------|
| A – Excellent (90-100) | 4              | I* Incomplete |

|                          |   |
|--------------------------|---|
| B – Good (80-89)         | 3 |
| C – Fair (70-79)         | 2 |
| D – Poor/Failure (60-69) | 1 |
| F – Failure (59-below)   | 0 |

\*See below.

|                     |
|---------------------|
| W Withdraw          |
| AU Audit            |
| Q Thesis Incomplete |

### **Incomplete Grade**

Each student is expected to complete all course requirements and stay on track with the course regardless of his or her presence in class.

According to University policy, a grade of “I” (Incomplete) will be given when the course work is incomplete due to reasons clearly beyond the control of the student. The unfinished work must be completed by the end of the first six (6) weeks of the student’s next semester in attendance or the “I” grade is changed to “F”.

Criteria for an “I” (Incomplete grade) are:

1. At least 60% of the course work has been completed successfully so that a passing grade can be earned.
2. The student has arranged with the instructor prior to the time that final grades are assigned.
3. The student has provided information necessary to satisfy the instructor that circumstances beyond the control of the student prevented their completing the required work on time.

### **Academic Probation**

DSW students who do not earn a cumulative grade point average of 3.0 at the end of the semester are immediately placed on academic probation. Students who do not achieve a cumulative grade point average of 3.0 by the end of the following semester will be dismissed from the DSW Program (see *Graduate Catalog*). Grades earned for credits transferred to DSU are included in calculating the cumulative grade point average.

If a student is placed on academic probation, he/she must meet with the Program Director and academic advisor to document a plan for success, and to alter the DSW Plan of Study to accommodate re-taking the course for which the final grade was a C.

### **Academic Dismissal**

Any of the following situations will result in the academic dismissal of students working towards the Doctoral degree:

1. Receiving the grade “D” or “F” in any DSW course.
2. Receiving the grade “C” in two (2) DSW program graduate courses.
3. Failing to maintain a cumulative grade point average of 3.0 each semester.
4. Being placed on academic probation more than one term (*see Graduate Catalog, 2022-2023*).

DSW students may voluntarily withdraw from the DSW program upon obtaining a withdrawal form from the Dean's Office in the Wesley College of Health and Behavioral Sciences. Withdrawal from the DSW program is complete when all withdrawal forms have been signed as required.

### **Exemptions from Coursework**

There are no exemptions from classroom credits based on prior experience. The (PILOT) Accreditation Standards of the Council on Social Work Education specifically state that academic credit for life experience and previous work experience shall not be given, in whole or in part.

### **Plagiarism**

The Council of Writing Program Administrators state that plagiarism is, “. . . submitting someone else's text as one's own or attempting to blur the line between one's own ideas or words and those borrowed from another source, and . . . carelessly or inadequately citing ideas and words borrowed from another source” (Retrieved from: <http://wpacouncil.org/positions/wpaplgiarism.pdf>, para. 6).

Students who commit plagiarism will receive the grade “F” in the course and may be dismissed from Delaware State University and the DSW program.

There are several resources that can be used to understand and avoid plagiarism. The source used most by the MSW Program is the American Psychological Association's publication, *Publication Manual of the American Psychological Association* (7<sup>th</sup> ed.).

### **Appeals**

#### **Denial of Admission to the DSW Program**

Appeals concerning denial of admission to the DSW Program should be submitted as follows:

1. The student must file, in writing, the appeal to the DSW Program Director for resolution. The director shall reply in writing to the student within ten (10) business days.
2. If the disposition is not favorable, the student may appeal within five (5) days to the Department of Social Work Chairperson by submitting the previous appeal documents, the DSW Program Director's response, and any additional relevant information. The Chairperson shall reply to the student within ten (10) business days.
3. If the disposition is not favorable, the student may appeal within three (3) days to the Dean of Graduate Studies by submitting the previous appeal documents, the Department of Social Work Chairperson's response, the

DSW Program Director's response, and any additional relevant information. The Dean shall reply to the student within ten (10) business days.

### **Final Grades**

Students dissatisfied with an instructor's grading decision on course activities during a semester should discuss the issue with the instructor and try to resolve the matter informally. If the student believes that the grading issue has not been satisfactorily resolved with the instructor, the student may file a formal Complaint Related to Instruction form posted on DSU's website (see below for the process).

Students who believe that a **final course grade** has been unfairly assigned, miscalculated or contradicts the grading procedures as specified in the course syllabus, the student may appeal that grade **to the instructor** (if the instructor is no longer with the University, the Department Chairperson will act on behalf of the instructor). All final grade appeals must be submitted no later than three weeks into the following regular semester. While grade appeals, in general, will not be supported unless an error was made by the instructor, students are entitled to an explanation of how the grade was determined and an opportunity to review and discuss any tests, projects, papers, etc. grades that were used to determine the final course grade.

### **Students Rights and Responsibilities**

The School of Graduate Studies and Research supports and adheres to the Department's policies regarding student rights, freedoms, and responsibilities. The *DSW Program Student Handbook* references University policies and further articulates student rights and responsibilities in the School of Social Work. These rights are fully articulated in that document, which include the right to representation on selected standing committees, the right to petition, to receive recognition for academic work, to organize, to bring in speakers, to learn free from discrimination, and the right to ethical relationships.

### **Student Complaint Related to Instruction**

Should a student wish to lodge a complaint against instruction, the student can use the Student Complaint Related to Instruction Form, and follow the steps listed. There are specific criteria required, and listed on the form, as well as the steps necessary for the complaint, as follows:

1. The student shall indicate meeting dates where he/she tried to resolve the matter with the instructor informally.
2. If the matter is not resolved informally, the student shall initiate a formal complaint related to instruction during the same semester that the course is being completed or up to two (2) weeks into the following semester. The student shall write a request to schedule a formal meeting with the instructor to resolve the matter. The instructor must meet with the student within five (5) working days of the request. Following the meeting, the instructor has two (2) working days to propose a resolution in writing to the student.
3. If the problem is not resolved, the student has two (2) working days to appeal to the Department Chairperson, by written request to schedule a meeting with the

- Chair, along with the written complaint and supporting documents. The Chair shall notify the instructor of the student's appeal and request supporting documents. The Chair must meet with the student within three (3) working days from receipt of the written request. Following the meeting, the Chair shall forward a written position to the student and instructor within seven (7) working days. If the Chair fails to meet the timetables, the student may appeal to the Dean within three (3) days.
4. If the problem is resolved, the Chair and/or instructor has three (3) working days to initiate the resolution process. If the problem remains unresolved, the student may submit an appeal to the Dean within 2 working days. The Dean will make a final decision based on a review of the case and will forward a signed statement of his/her position to the student, instructor, and Chair within ten (10) working days. If the Dean approves the student's resolution request, the Chair and/or instructor has seven (7) days to initiate the resolution process as needed.

### **Dropping a Course**

In order to drop a course after registration has ended, students must complete an Add/Drop slip. This form is available from the academic advisor, instructor, DSW Program Director, and the Department Chairperson. Students cannot drop after the date indicated on the Academic Calendar (see *Course Schedule and Registration Guide*) for each term. An official drop will result in the grade "W". Failure to officially drop a course in which the student is not participating will result in the grade "F". Students who officially drop a course will receive refunds according to the schedule outlined by the Registrar. The date of the drop is the date when the completed and signed slip is processed in the Office of Records and Registration. Please see the academic calendars: <https://www.desu.edu/admissions/office-records-registration>.

### **Class Attendance**

The Department of Social Work adheres to the University's class attendance policy. Additional parameters for class attendance are as follows:

1. Regular class attendance is a vital part of the educational process. Students are required to attend all classes. If a faculty member chooses to evaluate attendance as part of a grade for a course, such a policy must be written in the syllabus, which is distributed at the beginning of a course. The policy must state what part of the course grade is based on attendance and how individual absences will be assessed. If a faculty member declines to integrate attendance as part of a course grade, under no circumstances may a student's final grade be reduced solely because of class absences.
2. The Office of the Provost and Vice-President for Academic Affairs issues excuses for students who are absent from classes due to participation in official University related activities or on University related travel. In all other cases, only the instructor can approve a student's request to be excused from class.

## **Review and Monitoring Procedures**

Students are responsible for their learning process. This means they have a responsibility to monitor their own academic achievement and professional behavior to ensure that they are making satisfactory progress toward the degree. It also means they are primarily responsible for taking the necessary steps to address any problems (academic or personal) that may interfere with their ability to meet the program's expectations.

Program faculty and staff also monitor students' progress through a variety of review procedures, including academic reviews, progress reports to students, and midterm review by full faculty. These are initiated and conducted by both full-time and adjunct faculty, academic advisors, and administrative personnel. Ongoing monitoring of student progress occurs by course instructors as each course progresses. Any instructor who becomes aware of the fact that a student is in significant academic difficulty will inform the student and the student's advisor. The grading policy for classroom assignments is found on page 15 of the DSW Student Handbook and below:

The following letter designations are used to indicate the quality of achievement in a graduate course:

| <b>GRADE</b>             | <b>QUALITY POINTS</b> | <b>SYMBOLS</b>      |
|--------------------------|-----------------------|---------------------|
| A – Excellent (90-100)   | 4                     | I* Incomplete       |
| B – Good (80-89)         | 3                     | W Withdraw          |
| C – Fair (70-79)         | 2                     | AU Audit            |
| D – Poor/Failure (60-69) | 1                     | Q Thesis Incomplete |
| F – Failure (59-below)   | 0                     |                     |

## **EDUCATIONAL REVIEW PROCESS FOR NON-ACADEMIC PERFORMANCE**

The policies and procedures pertaining to educational review of student performance are based upon the belief that an assessment of student performance is a process with outcomes that reflect the performance of the student, the mission and goals of the DSW program, and the knowledge, values and skills of the profession, as specified in the (DRAFT PROPOSED) doctoral accreditation standards of the Council on Social Work Education (see Appendix A).

Furthermore, the Department of Social Work is committed to both graduating students who display attributes that exemplify the knowledge, values and skills that are essential for competent doctoral level practice in administration, leadership, research, and/or teaching and its function as the profession's gatekeeper. Thus, when a student's behavior raises questions about his or her capacity to relate to others, respond to differences of opinion with students and faculty in a professional manner, and/or balance personal circumstances and the program's academic and non-academic demands, the



DSW program is obliged to initiate a problem-solving process with the student to determine an appropriate course of action.

Behaviors that can precipitate an educational review of a student's retention in the program can be categorized as follows:

1. Inappropriate Adaptation to the Core Values of the Social Work Profession – The student consistently demonstrates the inability to internalize the knowledge, values, and skills that are a part of doctoral level social work practice.
2. Inadequate Interpersonal Skills – The student is unable to relate to others, i.e., faculty, students, and clients, appropriately and in congruence with the values, ethics, and beliefs of the social work profession.
3. Personal Problems – The student's personal or emotional difficulties consistently and significantly interfere with learning. They may also deter the student from relating helpfully to clients and/or developing self-awareness for professional practice in social work.
4. Violation of the Profession's Code of Ethics and/or the University's Code of Conduct – The student breaches either the NASW Code of Ethics of and/or the University's Code of Conduct (*Student Judicial Handbook*).

The DSW Program Director chairs the DSW Program Committee, which provides the Educational Review Process. The review is not initiated to settle a student's grievance regarding a grade. The Educational Review Process need not be utilized if the parties involved are able to work out a plan that is satisfactory to all principal parties.

When a plan of action that is agreeable to all parties cannot be established, the following parameters and steps will be followed:

1. The Educational Review Process can be initiated by a faculty member, DSW Program Director, a member of the administration of the Department of Social Work, or a student.
2. The individual initiating the review will submit, in writing, the nature of the concern regarding the student's performance. A copy of the statement will be given to the student, the student's advisor and the DSW Program Director.
3. All parties will meet at a mutually agreeable time to fully discuss the situation in order to develop a plan of action.
4. If an agreeable plan of action is not reached, the matter will be referred to the Department of Social Work Chairperson. The DSW Program Director will submit all documents to the Chairperson for review. The Chairperson may decide to meet either collectively or individually with the parties involved in the situation. The Chairperson will respond in ten (10) days.
5. If the matter is not resolved at the Chairperson's level, the situation will be referred to the Dean of the Wesley College of Health and Behavioral Sciences. The Department Chairperson will provide the Dean with all

documents pertinent to the situation. The Dean will respond in ten (10) days. The Dean's decision is final.

## **ADVISEMENT PROCESS**

The Department of Social Work recognizes the importance of the individual faculty advisor-student relationship in enabling students to achieve the educational goals of the DSW Program. Advisement is interwoven throughout the explicit and implicit curriculum.

Of major importance is the student's attitude and aptitude for professional and personal growth, including meeting student and program expectations. Frank, honest, and open communication regarding goals accomplished and anticipated goals, as well as problems encountered, are considered as vital to a useful and productive relationship between student and their advisor. The advisor and advisee assess and reassess the student's total performance (i.e., theoretical, experiential, in-class, relationship skills, etc.) throughout the educational process.

As progress is made in the program, the student's academic performance and his/her capacity, capabilities, skills, and on-going interest in the profession are reassessed. The advisor is available to assist the student in making career assessments; to function as a resource regarding services available at the University; to assist in selecting courses consistent with the curriculum; and, to assist with assessing and re-assessing the students' progress in meeting DSW Program competencies. The faculty advisor can help regarding concerns related to policies (e.g., grade appeal process).

Advisors do not provide therapeutic intervention as a response to students' personal problems. Students in need of professional assistance may confer with the academic advisor regarding available services in the University or the human service network. Additionally, students may also contact the University's Counseling Center either by telephone or in person. The student has responsibilities in the advisee-advisor relationship. The student is expected to:

1. Arrange a meeting with the advisor at least during each semester's registration period to discuss his/her progress in the DSW program, capstone plans and progress, and make appropriate course selections.
2. Meet with the advisor when experiencing problems that may prevent completing course assignments of the DSW program and satisfying the University's graduation requirements.

Students must be advised that the Counseling Center is required to adhere to "duty to warn" regulations when a counselor makes the assessment that the student is a danger to himself or others. Duty to warn regulations for the State of Delaware are in 15 Del.C. Section 5402, *et. seq.*

Students may request the assignment of a different advisor. When a request is made due to disagreement(s) or other issue, students are encouraged to discuss the problem with the advisor before requesting a different advisor. Such requests should be directed to the DSW Program Director. If the DSW Program Director is the student's advisor, the student may seek assistance from the Department Chairperson. Similarly, faculty may request that a student be assigned to an alternate member of the faculty for advisement and are also encouraged to discuss the plan and explanation with the student.

## **STUDENT GOVERNANCE**

Students are invited and encouraged to participate in developing and maintaining the DSW Student Council, the Graduate Student Council, and to participate in the evaluation of the program through representation on the Department's various standing committees, special committees, and University committees. Students may also serve as representatives to the Department of Social Work Field Advisory Committee and NASW- Delaware Chapter. Student representatives to NASW receive free membership in the organization.

The DSW Student Council meets twice per semester via an online platform such as zoom, Webex, or Microsoft Teams, etc. Additionally, DSW students are invited to attend monthly MSW Student Council meetings (virtual) to hear speakers regarding issues important to students and practicing social workers. All DSW students are encouraged to participate in and seek leadership positions with student committees and advocate for student needs within the DSW Program through selecting an annual student representative to serve on the DSW Program Committee. Graduate Studies also has a Graduate Student Council which DSW students may join. Please see the Graduate Catalog for more information. DSW online students may request a virtual link to join any meetings not offered in an exclusively virtual format.

## **STUDENT AND ACADEMIC SUPPORT SERVICES**

The Office of Student and Academic Support Services is available to graduate students as a resource regarding academic issues and needs (e.g., writing and tutoring). This office is in the William C. Jason Library.

There are computer laboratories in the William C. Jason Library for student use.

Both the Department of Social Work and the DSW program maintain bulletin boards, on the DSU Downtown campus, to announce employment opportunities and other events occurring in Delaware. Additionally, there are a plethora of student generated boards listing events, affairs, conferences, and opportunities for educational growth (e.g., licensing prep courses, etc.) throughout the campus. A Blackboard DSW Student Council community page is also utilized for posting job announcements, publication opportunities, campus and community training opportunities, textbook listings, meeting schedules, and to encourage DSW student communications.

The National Association of Social Workers, Delaware Chapter, provides active support to the BSW, MSW, and DSW programs at Delaware State University. Paid membership is offered annually to a student representative who serves in an informational and liaison role. All DSW social work students are strongly encouraged to actively participate in one NASW committee and attend the chapter's annual membership meeting in March.

## **FINANCIAL ASSISTANCE**

### **Procedures for Applying for Financial Aid**

Students applying for financial aid must be accepted by the Admissions Committee of the Department of Social Work. Candidates for admission to the DSW program who wish to apply for financial aid should complete the FAFSA application; 6 credits are considered sufficient for financial aid for doctoral study. Applicants should go to the DSU web site for further information: <https://www.desu.edu/admissions/tuition-financial-aid>

### **Disability Resources**

Delaware State University offers many support services to students with learning and physical disabilities. The Center for Disability Resources is committed to helping each student pursue a chosen field of study to the full measure of his/her ability.

Students with a disability are admitted through the same application process as nondisabled students. However, if a student with a disability requests special accommodation, the student must submit appropriate documentation to the Center for Disability Resources. Recent documentation from a physician, clinical psychologist or social worker, for example, is preferred.

Students with documented disabilities may receive reasonable accommodation to address their needs. They may include, but are not limited to, readers, notetakers, temporary use of specialized equipment, special arrangements for examinations, and course substitutions.

Further information regarding support services for students with disabilities may be obtained by contacting Accessibility Services, 302-857-7403: <https://www.desu.edu/about/administration/general-counsel/center-disability-resources/students-disabilities>

## **APPENDIX A**

### **(DRAFT) Accreditation Standards for Professional Practice Doctoral Programs in Social Work**

The purpose of advanced social work education at the doctoral level is to prepare graduates for advanced practice in all practice levels (micro, mezzo, and macro) in addition to higher education and leadership in professional capacities.

Doctoral level social work education programs provide further practitioner-scholar education to experienced MSW level practitioners to further their development, translation, and advanced practice knowledge. Additionally, DSW education programs stimulate doctoral students to engage in systematic inquiry, and apply and disseminate research-informed knowledge, values, ethics, and social work skills in practice, leadership, and teaching.

While DSW programs may have areas of foci, the four key features of DSW program accreditation standards for integrated curriculum design include: (1) program mission and goals; (2) explicit curriculum; (3) implicit curriculum; and (4) assessment. Core expertise and skills for all DSW graduates should include: engagement in systematic inquiry that adheres to scholarly conventions; the use and evaluation of research-informed practice critically and at an advanced level; development and dissemination of practice-relevant knowledge through a variety of channels, such as teaching, scholarship, professional presentations, mentoring, and administration; demonstration of leadership in social work practice and education; and development and maintenance of substantive expertise in one or more areas of social work practice.

For a copy of the CSWE (DRAFT) Accreditation Standards for Professional Practice Doctoral Programs in Social Work (June 2020), see <https://cswe-dev.idevdesign.net/CSWE/media/AccreditationPDFs/Accreditation-Standards-for-Professional-Practice-Doctoral-Programs-in-Social-Work-June-2020.pdf>

## **APPENDIX B**

### **Forms**

**Plan of Study**

**Program: Doctor of Social Work (DSW)**

| YEAR 1   |   |     |                                     |                                    |     |
|----------|---|-----|-------------------------------------|------------------------------------|-----|
| Fall     |   |     | Spring                              |                                    |     |
| Course # | Course Name                                   | Cr. | Course #                            | Course Name                        | Cr. |
| SCWK 808 | History of the Social Work Profession         | 3   | SCWK 810                            | Theories and Theorizing            | 3   |
| SCWK 809 | Knowledge in a Post-Modern World              | 3   | SCWK 816                            | Human Development and Spirituality | 3   |
| Summer   |   |     |                                     |                                    |     |
| SCWK 811 | Advanced Policy Practice                      | 3   |                                     |                                    |     |
| SCWK 812 | Social Work Research: Qualitative Methods     | 3   |                                     |                                    |     |
| YEAR 2   |   |     |                                     |                                    |     |
| Fall     |   |     | Spring                              |                                    |     |
| SCWK 813 | Theories of Leadership                        | 3   | SCWK 817                            | Evidence Based Practice            | 3   |
| SCWK 815 | Social Work Research: Quantitative Methods    | 3   | SCWK 818                            | Change in a Racialized Society     | 3   |
| Summer   |   |     |                                     |                                    |     |
| SCWK 819 | Theories of Change: Communities               | 3   |                                     |                                    |     |
| SCWK 820 | Organizational Change: Practical Application  | 3   |                                     |                                    |     |
| YEAR 3   |   |     |                                     |                                    |     |
| Fall     |   |     | Spring                              |                                    |     |
| SCWK 821 | Designing a Social Work Specialization Course | 3   | <div></div> <div></div> <div></div> | + Elective/ Independent Study      | 3   |
| SCWK 822 | Specialization Practicum                      | 3   | SCWK 830                            | Capstone I: Proposal Development   | 3   |
| Summer   |   |     |                                     |                                    |     |
| SCWK 831 | Capstone II: Writing for Publication          | 3   |                                     |                                    |     |
| SCWK 832 | Capstone III: Project Defense**               | 3   |                                     |                                    |     |

**TOTAL CREDITS = 54**

+ denotes elective;

Total elective credits = 3

\*Capstone: Submission and successful defense of a comprehensive project.

\*\*Completed rubric submitted to Graduate Studies by committee advisor prior to graduation.



APPLICATION FOR ADVANCEMENT TO CANDIDACY  
FOR A DOCTORAL DEGREE

Student Name: \_\_\_\_\_ D # \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Degree Program and Concentration(if applicable): \_\_\_\_\_

University Email: \_\_\_\_\_ Expected Degree Conferral Date: \_\_\_\_\_

Program Revisions: ☐

Pre-Candidacy Requirement(s):

Comprehensive/Qualifier Exam ☐ Proposal Defense ☐ Literature Review ☐ Other ☐

| Comprehensive Exam/Qualifier Exam Results |      |         |                |
|---|------|---------|----------------|
| Subject Area                              | Oral | Written | Date Completed |
|   |      |         |                |
|   |      |         |                |
|   |      |         |                |
|   |      |         |                |
|   |      |         |                |
| Proposal Defense                          |      |         |                |
| Literature Review                         |      |         |                |
| Other                                     |      |         |                |

Applicant Signature

Date

We certify by our signatures below that the applicant is in good standing, has met all pre-candidacy requirements including removal of incomplete grades, passage of qualifier examination/requirements as noted above and that the dissertation topic has been approved by the Committee. Additionally, we certify that this research has adhered to all University regulations and policies. **Any revisions of the initial plan of study should be noted on the Plan of Study form and submitted with this document.** \*Prescribed time limit is seven years for receipt of a doctoral degree.

Committee Chair (Print)

(Signature)

Date

Department Chairperson or Designee (Print)

(Signature)

Date

Academic Dean or Designee (Print)

(Signature)

Date

Dean, School of Graduate, Adult and Extended Studies or Designee

Date

**Dissertation Plan:** Attach a 5 to 10-page planning document containing the following information:

- Background and Significance of the Project
- Hypothesis or Problem Statement
- Specific aims or a summary of theories proposed for this study
- A detailed description of research methodology or approach
- Provide a copy of your survey instrument (if applicable) and data collection plan \*\*
- A time line for completion
- References

\*\*IRB Approval should be acquired prior to submission of this application. If your research plan requires IRB Approval, then provide a copy of the approval page with this document.



DELAWARE STATE UNIVERSITY SCHOOL OF GRADUATE  
STUDIES AND RESEARCH

THE APPOINTMENT OF AN ADVISORY COMMITTEE  
FOR GRADUATE DEGREE

Name: \_\_\_\_\_  
Student's Name (please type) \_\_\_\_\_ D# \_\_\_\_\_

Admission Term and Year: \_\_\_\_\_

Major and Degree Program: \_\_\_\_\_

Concentration: \_\_\_\_\_

Capstone: Thesis \_\_\_\_\_ Dissertation \_\_\_\_\_ Other \_\_\_\_\_

**NOTE:** The program director (or designated advisor) is responsible for fostering the committee appointment process. This committee should be formulated no later than the 2<sup>nd</sup> semester of enrollment for all master's programs, the 3<sup>rd</sup> semester for all students enrolled in the Educational Leadership Ed.D. Program and the 5<sup>th</sup> semester for all students enrolled in a Doctor of Philosophy Program. The program director (or designee) will schedule an initial meeting with the student during the first month of enrollment to develop a plan of study at which time the process for establishment of an advisory committee will be discussed. A meeting will be called in which all committee members will assemble to discuss the responsibilities of the committee, the student's capstone project, and frequency (and mode) of meeting. All committee signatures will be gathered at this meeting; a copy will be submitted and to The School of Graduate Studies and Research Office, one retained by the student, and one copy retained in the Department Office. The Program Director will monitor student progress via this committee once established. All committees must be chaired by a regular rank faculty member in the student's home department. Non-thesis capstone activities shall be monitored by a committee consisting of a minimum of 3 committee members, thesis committees shall consist of a minimum 4 committee members (one of which is external to the department) and dissertation committees shall consist of 5 members (one of which is external to the department).

The members of the student's advisory committee as indicated below were designated during a conference with the student on \_\_\_\_\_  
Date \_\_\_\_\_ Program Director \_\_\_\_\_

Faculty signatures affixed below constitute acceptance of the advisory committee assignment. The chair of the advisory committee or the graduate director is responsible for reviewing the student's program and ensuring that it fulfills program requirements.

Committee Names: (Please Type or Print)

Committee Signatures:

|   |                          |                 |            |
|---|--------------------------|-----------------|------------|
| Chair, Advisory Committee/Affiliation _____ | Phone number/Email _____ | Signature _____ | Date _____ |
| Committee Member/Affiliation _____          | Phone number/Email _____ | Signature _____ | Date _____ |
| Committee Member/Affiliation _____          | Phone number/Email _____ | Signature _____ | Date _____ |
| Committee Member/Affiliation _____          | Phone number/Email _____ | Signature _____ | Date _____ |
| External Committee Member/Affiliation _____ | Phone number/Email _____ | Signature _____ | Date _____ |
| Department Chair (or designee) _____        |                          |                 | Date _____ |
| College Dean (or designee) _____            |                          |                 | Date _____ |

Approved/Not Approved

Dean, School of Graduate Studies and Research (or Designee) \_\_\_\_\_ Date \_\_\_\_\_



## **GRADUATE APPLICATION FOR GRADUATION**

**DELAWARE STATE UNIVERSITY**  
**OFFICE of RECORDS & REGISTRATION**  
1200 North DuPont Highway Dover, DE 19901  
Tel: 302-857-6375 | Fax: 302-857-6379  
Email: Registrar@desu.edu

### **GRADUATION POLICY**

- File an Application for Graduation by the date noted by the Office of Registration and Records
- Application, degree audit, and unofficial transcript must be submitted to the office of Graduate Studies and Research for review.
- Applicants that do not graduate in the semester intended must re-apply for graduation with a new application and audit.  
All graduates are assessed a graduation fee regardless of their participation in commencement.
- Enroll and successfully complete all course, program and candidacy requirements, satisfy all financial obligations and complete an exit interview/survey.

1. Name to Appear on Diploma: \_\_\_\_\_

2. Student ID#: \_\_\_\_\_

3. Major: \_\_\_\_\_ 4. Concentration: \_\_\_\_\_

Degree: MA\_\_\_\_ MAT\_\_\_\_ MBA\_\_\_\_ MED\_\_\_\_ MPA\_\_\_\_ MS\_\_\_\_ MSW\_\_\_\_ Ph.D.\_\_\_\_ Ed.D.\_\_\_\_

Degree Requirements to be Completed and Year:

FALL\_\_\_\_ SPRING\_\_\_\_ SUMMER\_\_\_\_

5. Address to Mail Diploma: \_\_\_\_\_  
\_\_\_\_\_

6. Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**To Be Completed By the Department Chairperson/Program Director:**

Admission Date \_\_\_\_\_ Candidacy Requirements Completed \_\_\_\_\_ Date Admitted to Candidacy \_\_\_\_\_

Total Credit Hours Transferred \_\_\_\_\_ Total Credit Hours Waived \_\_\_\_\_

**Culminating Activity Select One:**

☐ Comprehensive Examination ☐ Thesis ☐ Paper/Project/Presentation ☐ Dissertation ☐ Other

Other Requirements as noted: \_\_\_\_\_

Department Chairperson or Designee: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Date: \_\_\_\_\_

Dean, School of Graduate, Adult and Extended Studies or Designee



XXXI

## DEFENSE SCHEDULING FORM\*

Candidate's Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

D# \_\_\_\_\_

Degree Program: \_\_\_\_\_

Thesis/Dissertation Title: \_\_\_\_\_

Defense Date: \_\_\_\_\_

Defense Location: \_\_\_\_\_

Defense Time: \_\_\_\_\_

|   |             |      |
|---|-------------|------|
| Candidate's Name (Print)                        | (Signature) | Date |
| Committee Chairperson (Print)                   | (Signature) | Date |
| Department Chairperson or Designee (Print)      | (Signature) | Date |
| Dean of Graduate Studies & Research or Designee |             | Date |

\* This form should be submitted a minimum of 4 weeks prior to the candidate's desired thesis/dissertation defense date.  
A flyer announcing the upcoming defense can be attached for advertisement purposes. \*





## REPORT OF DEFENSE OUTCOME

Submission Date: \_\_\_\_\_ Defense Date: \_\_\_\_\_

Candidate's Name: \_\_\_\_\_ D#: \_\_\_\_\_

Degree and Major (Concentration): \_\_\_\_\_

Department and College: \_\_\_\_\_

Thesis/Dissertation/Paper/Project Title: \_\_\_\_\_

### Defense Outcome Alternatives (check one):

- (a) ☐ Accept the document without any changes or revisions as noted by signature of all committee members on the approval page immediately following the defense;
- (b) ☐ Accept the document subject to the candidate making the recommended changes as noted by signature of all committee members on the approval page immediately following the defense with the exception the committee chairperson. The chairperson will be responsible for reviewing the revised document to ensure that the recommended changes were made; signing the approval page upon completion;
- (c) ☐ Revision of the document is recommended; withholding all signatures until the revised document has been reviewed and approved by all committee members;
- (d) ☐ Revision of the document is recommended along with a second meeting of the committee where the student will review the document and complete the defense; or
- (e) ☐ The document as well as its defense is determined to be unsatisfactory resulting in the student's failure of the oral examination.

The Committee Chairperson will communicate the decision to the candidate. With the exception of alternative (a), the Chairperson will attach a summary of expectations and/or processes required for completion of all revisions/corrections as well as the expected timeline for completion. In the case of alternative (e), the Chairperson will attach a summary of the circumstances by which the student failed the oral examination.

### Approval:

\_\_\_\_\_  
External Committee Member (Print)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
Committee Chairperson (Print)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
Department Chairperson or Designee (Print)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
College Dean or Designee (Print)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
Dean, School of Graduate, Adult and Extended Studies or Designee

To: Dr. Patrice Gilliam-Johnson, Dean, School of Graduate, Adult and Extended Studies

The members of the Committee approved the Dissertation of \_\_\_\_\_  
Candidate's Name  
as presented on \_\_\_\_\_  
Date

We recommend that it be accepted in partial fulfillment of the requirements for the degree

\_\_\_\_\_ in \_\_\_\_\_  
Degree Name Major/Program Name

\_\_\_\_\_ Department \_\_\_\_\_ Date \_\_\_\_\_  
Advisor

\_\_\_\_\_ Department \_\_\_\_\_ Date \_\_\_\_\_  
Member

\_\_\_\_\_ Department \_\_\_\_\_ Date \_\_\_\_\_  
Member

\_\_\_\_\_ Affiliation \_\_\_\_\_ Date \_\_\_\_\_  
External Member

\_\_\_\_\_ Affiliation \_\_\_\_\_ Date \_\_\_\_\_  
Additional Member

**Approved**

\_\_\_\_\_ Department \_\_\_\_\_ Date \_\_\_\_\_  
Department Chairperson or Designee

\_\_\_\_\_ College \_\_\_\_\_ Date \_\_\_\_\_  
Academic Dean or Designee

\_\_\_\_\_ Date \_\_\_\_\_  
Dean, School of Graduate, Adult and Extended Studies or Designee