



**MSW PROGRAM  
STUDENT HANDBOOK  
2018-2019**

**1200 N. DuPont Highway  
Price Building  
Dover, DE 19901  
302 857-6770/6771**

**3931 Kirkwood Highway  
Wilmington, DE 19808  
302 857-8200**

**Program Director  
Eleanor M. Kiesel, Ph.D., MSW, Esquire  
302 857 7127  
ekiesel@desu.edu**

# Preface

## Official University Facts

### 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/about/administration/institutional-research-planning-analytics/fact-book-2016-17>

### 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

### BOARD OF TRUSTEES

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Visit: [www.desu.edu/about/administration/board-trustees](http://www.desu.edu/about/administration/board-trustees).

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## **INTRODUCTION**

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

The *MSW Program Handbook, 2018-2019* describes the MSW program, explains the MSW curriculum, and provides a description of related policies and procedures pertaining to the Department of Social Work and the MSW program. The handbook serves as a supplement to the *Division of Student Affairs, Judicial Student Handbook* at <https://www.desu.edu/sites/flagship/files/document/21/student-judicial-handbook.pdf>, and the *Graduate Catalogue 2018-2019* at [https://www.desu.edu/sites/flagship/files/document/16/spring\\_2019.pdf](https://www.desu.edu/sites/flagship/files/document/16/spring_2019.pdf)

The policies and procedures in the handbook 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.

Students are required to adhere to the policies stated in the *Graduate Catalog*, and the *Judicial Student Handbook*, <https://www.desu.edu/sites/flagship/files/document/21/student-judicial-handbook.pdf> and in supplemental statements and documents that may be distributed at any time during the academic year.

As noted earlier, 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 material in this handbook with their faculty advisor or the MSW 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 4,178 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 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 program.

### **The Campus and Facilities**

The Department of Social Work offers classes at three locations. These are the main campus in Dover, Delaware, and the Wilmington and Georgetown, Delaware locations. The MSW program is located at the Dover and Wilmington locations. The MSW program also offers an exclusively online program. BSW classes are offered at the Dover campus and in Georgetown, on the campus of Delaware Technical Community College.

**Dover Campus** – The Department of Social Work is located on the second floor of the Price Building. The majority of MSW classes are held in this building. The Department’s central office as well as the Department’s Chairperson’s office are also located in this building, in Room 205. The department’s main numbers are (302) 857-6770 and (302) 857-6771. The department’s fax number is (302) 857-6794.

**Wilmington Location** – The Wilmington facility is located at 3931 Kirkwood Highway, Wilmington, DE, 19808. The main telephone number is (302) 857-8200.

**Georgetown Location** – The Georgetown facility is located on the campus of Delaware Technical and Community College. The classes and administrative staff are located in the William A. Carter Partnership Center. The address is P.O. Box 660, Georgetown, DE 19947.

## **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 are capable of employing 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://chbs.desu.edu/departments/social-work](https://chbs.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.”

### **The MSW Program Goals**

The MSW 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 advanced level practitioners who can independently employ empowerment oriented and strengths perspective frameworks to work with marginalized and oppressed populations within the context of a Black perspective for social work practice.
2. To provide the social work profession with advanced generalist practitioners who are able to think critically and possess the requisite knowledge and skills to work independently with diverse client systems, particularly those from rural communities, in a global society.
3. To graduate advanced level social workers whose orientation for service intervention begins with prevention, and who are able to identify and incorporate protective factors and utilize the professional relationship when assessing and intervening with diverse client systems, particularly those that are experiencing difficult and complex challenges.
4. To graduate advanced level social workers who demonstrate the ability to formulate and re-formulate policies and advocate macro level systemic change, while exhibiting knowledge and sensitivity to trends, practices, and concepts that shape and inform social work practice with diverse client systems.
5. To graduate advanced level practitioners who can competently utilize scientific inquiry to inform and evaluate the effectiveness of their practice and use program evaluation results to improve service outcomes for clients.



## MSW Curriculum Objectives

### Council of Social Work Education 2015 Educational Policy and Accreditation Standards

1.	<b>Demonstrate Ethical and Professional Behavior</b>	
	1a.	Make ethical decisions by applying the standards of the NASW Code of Ethics, relevant laws regulations, models for ethical decision-making, ethical conduct of research, and additional codes of ethics as appropriate to context.
	1b.	Use reflection and self-regulation to manage personal values and maintain professionalism in practice situations.
	1c.	Demonstrate professional demeanor in behavior, appearance, and oral, written, and electronic communication.
	1d.	Use technology ethically and appropriately to facilitate practice outcomes.
	1e.	Use supervision and consultation to guide professional judgment and behavior.
2.	<b>Engage Diversity and Difference in Practice</b>	
	2a.	Apply and communicate understanding of the importance of diversity and difference in shaping life experiences in practice at the micro, mezzo and macro levels.
	2b.	Present themselves as learners and engage clients and constituencies as experts of their own experiences.
	2c.	Apply self-awareness and self-regulation to manage the influence of personal biases and values in working with diverse clients and constituencies.
3	<b>Advance Human Rights and Social, Economic, and Environmental Justice</b>	
	3a.	Apply their understanding of social, economic, and environmental justice to advocate for human rights at the individual and system levels.
	3b.	Engage in practices that advance social, economic, and environmental justice.
4	<b>Engage in Practice-informed Research and Research-informed Practice</b>	
	4a.	Use practice experience and theory to inform scientific inquiry and research.
	4b.	Apply critical thinking to engage in analysis of quantitative and qualitative methods and research findings.
	4c.	Use and translate research evidence to inform and improve practice, policy, and service delivery.
5	<b>Engage in Policy Practice</b>	
	5a.	Identify social policy at the local, state, and federal level that impacts well-being, service delivery, and access to social services.
	5b.	Assess how social welfare and economic policies impact the delivery of and access to social services.
	5c.	Apply critical thinking to analyze, formulate, and advocate for policies that advance human rights and social, economic, and environmental justice.
6	<b>Engage with Individuals, Families, Groups, Organizations, and Communities</b>	
	6a.	Apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks to engage with clients and constituencies.

	6b.	Use empathy, reflection, and interpersonal skills to effectively engage diverse clients and constituencies.
7	<b>Assess Individuals, Families, Groups, Organizations, and Communities</b>	
	7a.	Collect and organize data, and apply critical thinking to interpret information from clients and constituencies.
	7b.	Apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks in the analysis of assessment data from clients and constituencies.
	7c.	Develop mutually agreed-on intervention goals and objectives based on the critical assessment of strengths, needs, and challenges within clients and constituencies.
	7d.	Select appropriate intervention strategies based on the assessment, research knowledge, and values and preferences of clients and constituencies.
8	<b>Intervene with Individuals, Families, Groups, Organizations, and Communities</b>	
	8a.	Critically choose and implement interventions to achieve practice goals and enhance capacities of clients and constituencies.
	8b.	Apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks in interventions with clients and constituencies.
	8c.	Use inter-professional collaboration as appropriate to achieve beneficial practice outcomes.
	8d.	Negotiate, mediate, and advocate with and on behalf of clients and constituencies.
	8e.	Facilitate effective transitions and endings that advance mutually agreed-on goals.
9	<b>Evaluate Practice with Individuals, Families, Groups, Organizations, and Communities</b>	
	9a.	Select and use appropriate methods for evaluation of outcomes.
	9b.	Apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks in the evaluation of outcomes.
	9c.	Critically analyze, monitor, and evaluate intervention and program processes and outcomes.
	9d.	Apply evaluation findings to improve practice effectiveness at the micro, mezzo, and macro levels.

## The MSW Curriculum

The MSW program at Delaware State University has one concentration — advanced generalist practice. Accordingly, the program prepares students for advanced practice with individuals, families, groups, organizations, and communities. Having satisfied all of the program’s academic requirements, students leave the program with competencies allowing them to practice with and on behalf of Delawareans, and with clients throughout the region, across the nation and globally. Course offerings provide students an understanding of social, economic, political and interpersonal problems from

a global perspective. Consequently, students comprehend the effects of problems, such as poverty, health disparities, racism and oppression on populations that live in parts of the world outside the United States.

It is understood that these unique elements of the curriculum are congruent with the concepts, and intervention principles that define the framework for all professional social work practice, that is, generalist practice. Therefore, students who graduate are able to generalize the knowledge, values and skills that underlie all social work practice in different settings with diverse populations experiencing multiple, complex problems. The MSW curriculum is grounded on the Department of Social Work's five underpinnings listed above.

### **Foundation MSW Curriculum**

The foundation curriculum gives students, without an undergraduate degree in social work ("BSW") from a CSWE accredited college or university, the generalist practice orientation to social work practice. Generalist social work practice refers to an orientation to social work intervention that is not limited to one field of practice, one problem area, one specific practice setting, or reliance on one particular theoretical framework. This framework informs all social work practice. In accordance with Delaware State University's MSW curriculum, all students take the courses and practicums that comprise the foundation curriculum, unless the student has successfully completed these foundation courses through an accredited BSW program. These courses are HBSE I and II, Research and Evaluation Methods for Social Work Practice I and II, Social Welfare Policies and Services I and II, Generalist Practice I and II and Field Practice I and II.

The advanced year (second year) is comprised of courses and practicums that address more complex issues and problems on all system levels. These advanced courses, which are taken after all foundation courses are successfully completed, build on foundation content. Hence, they represent a platform for building and enhancing the core competencies by demonstrating the ability to address and prevent complex issues consistent with advanced generalist practice.

### **The Concentration — Advanced Generalist Practice**

Advanced generalist practice is demonstrated by the ability to assess, intervene and evaluate situations that encompass multiple systems with complex problems. In such situations, the advanced practitioner utilizes multiple theoretical frameworks to assess, intervene and evaluate each client system. These outcomes can include significant harm, danger and/or death (as in the case of suicide or sexual abuse), diminution in services provided by the agency and/or the destructive ramifications of serious social problems (e.g., poverty, inadequate housing, violence and drug abuse) for communities. The social worker, at the advanced level, is capable of employing an empowerment oriented change process either independently or with an appropriate level of supervision.

In addition, the social worker has developed skills that enable him/her to assess the resources in organizational settings and contexts in which clients live and work to effectively facilitate their welfare and well-being. At the same time, understanding the ecological perspective—the assessment of individuals, families, and groups in relation to their environments—provides a framework within which students learn to conceptualize and develop clinical practice interventions.

Advanced practice in the generalist perspective is demonstrated by the ability to influence the outcome of services to clients by assuming roles that require leadership skills (as a manager, program evaluator, or community organizer), having the ability to mediate conflict, and provide consultation. The curriculum prepares the MSW graduate to administer an agency or program, or plan and implement effective social services. Students will be capable of addressing contemporary technical and substantive issues in the management of human service organizations, conduct social planning, understand organizational behavior, be acquainted with fiscal and personnel management, and conduct program evaluations.

As conceptualized by the Department of Social Work, advanced generalist practice is grounded on core concepts regarded as essential for redressing social injustices, and obtaining equality in access to society’s opportunities, irrespective of qualities that distinguish individuals and communities from a dominant culture and values. These are a Black perspective for social work practice, the strengths perspective, empowerment perspective, the rural perspective and the global perspective.

## **GRADUATE SOCIAL WORK CURRICULUM**

This curriculum was modified by the graduate faculty in the spring of 2009. Upon approval by the University’s Faculty Senate in May 2009, the curriculum was implemented in the fall of 2009.

### **First Year/ Foundation Year (30 Credits)**

Policies and Services in Social Welfare I & II	6 credits
Human Behavior and the Social Environment I & II	6 credits
Generalist Practice I & II	6 credits
Research and Evaluation Methods I & II	6 credits
Field Practicum I & II	6 credits = 30 credits

### **Second Year/ Advanced Year (30 Credits)**

Advanced Generalist Practice I, II, III & IV	12 credits
Theories of Personality and Adult Psychopathology	3 credits
Administration, Management, & Supervision	3 credits
Practice & Program Evaluation for the Advanced Practitioner	3 credits
Advanced Generalist Practice in a Public Health Context	3 credits
Field Practicum III & IV	6 credits = 30 credits
<b>Total=</b>	<b>60 credits</b>

The MSW program allows a maximum of five (5) years to complete the program. *Students wanting to move through the program on a part-time basis must work closely with their academic advisors to ensure that courses are taken in the proper sequence.*

## **Field Instruction**

**Field instruction is the signature pedagogy of social work education.** It provides students an opportunity to demonstrate competencies by way of the dimensions of knowledge, values, skills, and cognitive and affective reaction that are taught in the classroom in actual situations involving clients who have real-world problems. The primary objective of field instruction is to develop and refine the student's understanding and application of micro, mezzo, and macro practice skills at the advanced level with and on behalf of all clients, which include individuals, families, groups, organizations, and communities.

Each student is expected to enroll in four field practicum courses, and two field practicum courses for Advanced Standing, during his/her tenure in the MSW program. *Students enrolled in field practicum courses must be enrolled in practice courses at the same time.* More specific information can be accessed at <https://chbs.desu.edu/departments/social-work/field-education>.

## **Application to MSW Program**

The Department of Social Work seeks to enroll individuals to the MSW program who are intellectually and emotionally prepared to enter into graduate education and are committed to practice in the profession of social work.

## **Admissions Criteria**

There are six (6) admission criteria to which the MSW program adheres to admit students for regular status. They are:

1. A complete application that includes contact information for three (3) professional references that indicate the applicant's ability to complete graduate study in Delaware State University's MSW program, a personal statement/essay that clearly explains how the MSW degree will prepare him or her to be a professional social worker, and an unofficial transcript in anticipation of the official transcript.
2. Paid application fee.
3. Earned baccalaureate degree from an accredited institution.
4. Official transcripts of all undergraduate and graduate work.
5. Minimum cumulative GPA of 2.75 on a 4.0 scale.
6. A passion for, and commitment to, the values, ethics and principles of the social work profession.

The applicant's official transcript must indicate that the baccalaureate degree from an accredited institution was awarded prior to start of the graduate program to which

she/he applies. In addition, the transcript must show successful completion of courses that provide a liberal arts foundation that will enable the applicant to understand biological, social, cultural, psychological, and spiritual realms of human growth and development. Students with undergraduate transcripts lacking a liberal arts base are reviewed carefully by the admissions committee. The range of decisions in such situations can include:

1. Denial of admission.
2. Acceptance, pending successful completion of liberal arts courses recommended by the Admissions Committee.

The MSW program has an **Advanced Standing status**. Students accepted with this standing are admitted to the second year of advance coursework. A description of this admissions option and related requirements can found under the section titled **“Advanced Standing.”**

### **Application Deadlines**

The priority deadline for applications for Advanced Standing, Regular and Provisional Admission is March 15, or until the seats are filled, whichever is sooner.

### **Interviews**

All applicants may be interviewed during which an applicant may be asked to complete a writing exercise, or if the applicant has applied for the online program, may be asked to describe their technological capability for an online program such as our MSW program. Students who are a geographic distance from Delaware State University, or are out of the country when they apply, may be interviewed by telephone or by Skype.

### **MSW 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 MSW 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.

## **Personal Statements/Essays**

A personal statement in the form of 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 an MSW degree; (2) how they plan to advocate for social and economic justice to benefit vulnerable and oppressed populations; and (3) experiences with diverse populations. 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 MSW degree will allow the applicant to meet personal and professional goals.

## **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, 3931 Kirkwood Highway, Wilmington, DE, 19808. (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 at least one academic professional (a professor, an advisor, a department chairperson, or a field instructor) and at least one supervisor from a recent place of employment. If you have been out of school for several years and are not able to contact former professors, it is highly recommended that you use supervisors from places of employment who are familiar with your ability and readiness to undertake graduate social work education and professional social work practice. Letters of recommendations from friends and family will not be accepted.

If you are requesting Advanced Standing admission, you must have your undergraduate BSW Field Director submit a letter of recommendation.

## **Types of Admission**

- Advanced Standing \*
- Regular Admission \*
- Part-time or Full-time Admission \*
- Provisional Admission
- Conditional Admission
- Non-Degree

\*An applicant may be admitted to the traditional, face- to face program, in Dover or Wilmington, or the exclusively online program.

## **Advanced Standing**

Students who have graduated from a BSW degree program accredited by the Council on Social Work Education (CSWE) may apply for consideration for "Advanced Standing" status.

The criteria for advanced standing status are as follows:

1. A bachelor's degree in social work from a CSWE accredited program. (The degree must have been received within five (5) years prior to acceptance in the DSU Master of Social Work Program).
2. A cumulative GPA of at least 3.0, and a "B" or better in social work practice courses completed in the student's BSW program. A minimum of "B" in undergraduate field practicum courses.
3. In addition to the standard application packet, applicants seeking Advanced Standing must submit a letter of recommendation from the undergraduate program's BSW Director of Field Instruction that recommends acceptance of the student directly into the second year of the Master's Program. The letter must also provide a description and evaluation of the student's undergraduate field work experience and performance.
4. It is a requirement of the Advanced Standing program that the student take an Advanced Standing Summer Seminar and pass with a grade of "B" or better, to continue in the fall Program. Students who do not pass the Advanced Standing Summer Seminar course may be admitted to the program with regular status. In this case, the student's transcript is reviewed to determine which courses will be accepted for advanced credits, and thus waived, so that the student is not repeating successfully completed content from his/her BSW undergraduate program. Advanced credit will not be given for practice and field practicum, consistent with policy outlined above. Thus, the student will be limited to taking Generalist Practice I and II and Field Practicum I and II during the first year of enrollment in the program.

A request for deferred admission (to begin the program the following fall) may be made for Advanced Standing status, requested as per the process outlined in the Graduate Catalog and MSW Student Handbook. The deferred admission is applicable for one year to avoid reapplication.

## **Regular Status**

To be accepted with "**Regular Status**" either full-time or part-time, the applicant's undergraduate transcript must reflect a cumulative GPA of 2.75 or better on a 4.00 scale with a "B" average in the major field of study. The applicant's transcript must show that courses taken provide the liberal arts foundation from which the applicant can



draw to understand the biological, social, cultural, and spiritual development realms of human growth and development.

### **Part –Time Status**

Part-time status refers to students who will not complete the program in two years. Part-time students should register for at least a minimum of six (6) credits to complete the program in five years. The admission requirements for part-time status are the same as the requirements for regular status. Part-time students must complete the program in five (5) years.

### **Provisional Status**

Provisional 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.

### **Conditional Status**

For Conditional Status, which primarily relates to international students, see page 24 of the *Graduate Catalog*, [https://sgaes.desu.edu/sites/sgsr/files/document/6/dsu\\_graduatecatalogupdate\\_2018-2019.pdf](https://sgaes.desu.edu/sites/sgsr/files/document/6/dsu_graduatecatalogupdate_2018-2019.pdf).

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

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

As of the Fall 2017, GRE scores are not required for admission to the MSW program.

### **Advanced Credits**

Only applicants who graduated from an accredited BSW program within the last five years are eligible for advanced credits. Although such applicants are eligible for Advanced Standing status, some individuals choose not to apply for a number of reasons (e.g., the applicant may desire a review in an area of foundation practice). In other cases, applicants possess the BSW degree but do not meet all of the requirements for Advanced Standing status (e.g., the applicant earned a grade below “B” in a field or practice course). Applications for advanced credits are reviewed on an individual basis.

A maximum of 18 advanced credits may be awarded. Courses for which advanced credit may be awarded would be consistent with the foundation courses, with the exception of field and practice courses: HBSE I and II, Policy and Services in Social Work I and II, and Research and Evaluation Methods I and I. These courses must be part of the applicant's CSWE accredited BSW curriculum. The student must have earned a grade of "B" or above for advanced credit.

All admissions criteria apply to students requesting advanced credits. The eligibility criteria for advanced credits are as follows:

1. The student must have earned a BSW degree from a baccalaureate program accredited by the Council on Social Work Education. The degree must have been earned five (5) years or less before application to Delaware State University's MSW program.
2. Applicants seeking regular status must present a transcript that shows an overall GPA of 2.75 or above, and an average of 3.0 or better in social work courses.

### **Non-Degree Admission**

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

[https://sgaes.desu.edu/sites/sgsr/files/document/6/dsu\\_graduatecatalogupdate\\_2018-2019.pdf](https://sgaes.desu.edu/sites/sgsr/files/document/6/dsu_graduatecatalogupdate_2018-2019.pdf)

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

### **Transfer Credit**

Applicants who have completed course work at another institution and earned a grade of "B" or higher in graduate courses related to Social Work may request consideration for transfer credit. Applicants may transfer a maximum of 9 graduate credits if completed within last 5 years. Policies and procedures regarding the transfer of credits are clearly articulated in the *Graduate Catalog*:

[https://sgaes.desu.edu/sites/sgsr/files/document/6/dsu\\_graduatecatalogupdate\\_2018-2019.pdf](https://sgaes.desu.edu/sites/sgsr/files/document/6/dsu_graduatecatalogupdate_2018-2019.pdf)

Transfer students must:

- complete an Application For Transfer of Graduate Credits form;
- submit syllabi for faculty review to determine course comparability.

The MSW 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 MSW 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 whom cannot begin the program at the semester of acceptance. The student may request deferred admission from the MSW 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 MSW program. Applications are available and submitted to the office of Graduate Studies, and given to the Department for recommendation to readmit. Applicants for readmission will update credentials with information relevant to any courses taken at other institutions during an absence from the University. Transfer limits specified by the MSW program and the School of Graduate Studies apply (*Graduate Catalog* [https://sgaes.desu.edu/sites/sgsr/files/document/6/dsu\\_graduatecatalogupdate\\_2018-2019.pdf](https://sgaes.desu.edu/sites/sgsr/files/document/6/dsu_graduatecatalogupdate_2018-2019.pdf) )

**Please Note:** Students who are dismissed from the MSW program for academic reasons (receiving a D, F or three Cs) may not be considered for readmission into the MSW program. However, the MSW Program Director and Department Chair may consider extenuating circumstances related to academic dismissal. After considering these extenuating circumstances, the Department 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/sites/sgsr/files/document/6/dsu\\_graduatecatalogupdate\\_2018-2019.pdf](https://sgaes.desu.edu/sites/sgsr/files/document/6/dsu_graduatecatalogupdate_2018-2019.pdf).

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

The MSW 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 MSW degree.

### **Orientation**

All students accepted into the MSW 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 at the Wilmington location and Dover campus in late July and/or early August. An online orientation is also provided. The program in Dover is during business hours, while the program in Wilmington is held after work hours, in the evening.

Students are provided comprehensive information regarding the program (e.g., academic requirements, grading policy, procedures for grieving a grade, 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 MSW program includes an orientation to the field practicum by the Director of Field Instruction. Students enrolled in field instruction for the first time are required to attend the orientation to field practicum.

## **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 2018-2019*:

[https://sgaes.desu.edu/sites/sgsr/files/document/6/dsu\\_graduatecatalogupdate\\_2018-2019.pdf](https://sgaes.desu.edu/sites/sgsr/files/document/6/dsu_graduatecatalogupdate_2018-2019.pdf)

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 University and Department policy, assignments, required readings, examinations, and other requirements of the course.
2. Each syllabus will articulate the grading scale for the course.

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

1. Students are expected to challenge and to advance their points of view in a professional manner.
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. *MSW Program Student Handbook, 2018-2019*
  - b. *The Graduate Catalog, 2018-2019*
  - c. *Judicial Student Handbook*
4. Students are expected to attend class in accordance with the University's class attendance policy as detailed in course syllabi.
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) alerts students to the fact 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 are required to adhere to the requirements of professional ethical behavior as outlined in the *Code of Ethics* of the National Association of Social Workers (National Association of Social Workers, 1999). 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.

Students enrolled in field practicum courses are required to sign a statement indicating that: (1) the Code of Ethics has been read; and (2) it is understood that violating the Code can result in termination from the MSW Program (See *Field Instruction Manual*).

A student can be terminated from the MSW 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 *MSW 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 outline above.

### **Leave of Absence**

A student may be granted a one (1) year leave of absence from the MSW Program for academic or personal reasons upon written request. A leave of absence must be approved by the MSW 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, a 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 MSW degree.

### **Registration**

Students are officially registered for a course when they have complied with all of 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://sgaes.desu.edu/sites/sgsr/files/document/6/graduate\\_studies\\_research\\_nso\\_2018\\_presentation.pdf](https://sgaes.desu.edu/sites/sgsr/files/document/6/graduate_studies_research_nso_2018_presentation.pdf)

### **Auditing**

A student may audit a course with the consent of the instructor and the MSW 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 Field Practicum Instruction courses and Practice 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 the next course in the sequence may be taken. Thus, for example, if the grade "C" was earned for Advanced Generalist Practice I, the next course in the sequence, Advanced Generalist Practice III, cannot be taken. This policy also applies to Field Practicum courses (see *Field Instruction Manual*).

Only courses where the grade "A", "B", or "C" were earned will satisfy academic requirements for the MSW degree and graduation requirements for graduate students (see *Graduate Catalog*). Students may not repeat a social work course more than once.

**Please Note:** All students must complete foundation year courses before enrolling in advanced year courses.

## 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 <http://www.desu.edu>. Any outstanding balance will continue to be billed to the student for a time period 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:

<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	

\*See below.

## **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 made an arrangement with the instructor prior to the time that final grades are assigned; and
3. The student has provided information necessary to satisfy the instructor that circumstances beyond the control of the student prevented his or her completing the required work on time.

## **Academic Probation**

Full-time and part-time MSW 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 MSW 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 is not permitted to register for more than 12 credit hours.

## **Academic Dismissal**

Any of the following situations will result in the academic dismissal of students working towards the Master’s degree:

1. Receiving the grade “D” or “F” in any graduate course.
2. Receiving the grade “C” in three (3) MSW program graduate courses.
3. Failing to receive a cumulative grade point average of 3.0 while on academic probation.
4. Being placed on academic probation more than one term (*see Graduate Catalog, 2018-2019*).



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

### **Exemptions from Fieldwork or Coursework**

There are no exemptions from Field Education or classroom credits based on prior experience. The 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, instead of the field practice. If a transfer student took field courses at another institution, field courses do not transfer at any time.

### **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 MSW 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* (6<sup>th</sup> ed.).

### **Appeals**

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

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

1. The student must file, in writing, the appeal to the MSW 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 MSW 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 MSW Program Director's response, and any additional relevant information. The Dean shall reply to the student within ten (10) business days.

## **Final Grades**

Students who are dissatisfied with an instructor's grading decision on course activities **during** a semester should discuss the issue with the instructor and attempt 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 *MSW 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 has attempted 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.

**Please Note:** Students enrolled in Field Practicum courses should refer to the *Field Instruction Manual 2018-2019* for procedures to be followed in order to rebut an evaluation of performance by the Field Instructor.

### **Dropping a Course**

In order to drop a course after registration has ended, students must complete an Add/Drop slip. This form is available in the office of 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/sites/flagship/files/document/16/spring\\_2019.pdf](https://www.desu.edu/sites/flagship/files/document/16/spring_2019.pdf)

### **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.
3. Students enrolled in Field Practicum Instruction courses may be excused when both the field placement agency and the Field Instructor approve in advance. In such cases, the student is responsible for clarifying expectations regarding assignments. The student is responsible for obtaining approval of the excused absence from his/her Faculty Field Liaison. Please refer to the policies set forth in the *Field Instruction Manual* for further information.

### **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 instructors, Field Instructors, Faculty Field Liaisons, academic advisors, and administrative personnel. Ongoing monitoring of student progress occurs by course instructors and Faculty Field Liaisons 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. If the difficulty is encountered in the field practicum experience, the field instructor notifies the student, and the Faculty Field Liaison subsequently consults with the Director of Field Instruction. Grading policy for classroom assignments is found on page 20 of the MSW Student Handbook and below:

### **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 MSW program, and the knowledge, values and skills of the profession, as

specified in the educational policies and 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 advanced/generalist practice 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, faculty and/or Field Instructors in a professional manner, and/or balance personal circumstances and the program's academic and non-academic demands, the MSW 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 professional 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 MSW Program Director chairs the Educational Review Process for the MSW program. 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, Field Instructor, MSW 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 academic advisor and the MSW Program Director. The Field Director and agency's Field Instructor will be notified if the concern is related to the student's performance in field practicum.
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 MSW 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 School 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 MSW 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 academic advisor. The advisor and advisee assess and re-assess 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 re-assessed. At any time, a student can be determined to be inappropriate for a career in social work. Through advisement, the student is then encouraged to consider other professional options.

The academic 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' developing competence as a professional social worker. The advisor communicates and advocates with and on behalf of students with other institutions, Faculty Field Liaisons, and the Director of Field Instruction as necessary. The faculty advisor is available to assist 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 academic advisor at least during the registration period of each semester to discuss his/her progress in the MSW program and to make appropriate course selections.
2. Arrange a meeting with the academic advisor as a part of the field placement process to discuss placement options that are consistent with the students' learning needs, interests and the curriculum.
3. Meet with the advisor when experiencing problems that may prevent completing course assignments of the MSW 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 located in 15 Del.C. Section 5402, *et. seq.*.

Students may request 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 MSW Program Director. If the MSW 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 another 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 MSW Student Councils, 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 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.

There are presently standing MSW Student Councils in Dover and Wilmington which meet monthly. Speakers are brought into the meetings as selected by Council members to speak regarding issues important to the students. Online students are included and if local, are encouraged to participate in person with either Council meeting. The online student who does not live locally may be included via Skype or other virtual program, at their request. Graduate Studies also has a Graduate Student Council. Please see the Graduate Catalog for more information.

## **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 located 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 MSW program maintain bulletin boards, on both campuses, 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.).

The National Association of Social Workers, Delaware Chapter, provides active support to the BSW and MSW programs at Delaware State University. Paid membership is offered annually to a student representative who serves in an informational and liaison role. All MSW 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 have been accepted by the Admissions Committee of the Department of Social Work. Candidates for admission to the MSW program who wish to apply for financial aid should complete the FAFSA application; six credits are considered sufficient for financial aid for the graduate program. Applicants should go to the DSU web site for further information:

<https://www.desu.edu/admissions/tuition-financial-aid>

### **Disability Services**



Delaware State University offers a host of support services to students with learning and physical disabilities. The office of Accessibility Services 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 office of Accessibility Services. Recent documentation from a physician, clinical psychologist or social worker, for example, is preferred.

Students with documented disabilities may receive reasonable accommodations to address their particular needs. They may include, but are not limited to, readers, note takers, 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 7304:  
<https://www.desu.edu/student-life/student-health-services>

## APPENDIX A

### Educational Policy and Accreditation Standards

#### **Purpose: Social Work Practice, Education, and Educational Policy and Accreditation Standards**

The purpose of the social work profession is to promote human and community well-being. Guided by a person and environment construct, a global perspective, respect for human diversity, and knowledge based on scientific inquiry, social work's purpose is actualized through its quest for social and economic justice, the prevention of conditions that limit human rights, the elimination of poverty, and the enhancement of the quality of life for all persons.

Social work educators serve the profession through their teaching, scholarship, and service. Social work education—at the baccalaureate, master's, and doctoral levels—shapes the profession's future through the education of competent professionals, the generation of knowledge, and the exercise of leadership within the professional community.

The Council on Social Work Education (CSWE) uses the Educational Policy and Accreditation Standards (EPAS) to accredit baccalaureate- and master's-level social work programs. EPAS supports academic excellence by establishing thresholds for professional competence. It permits programs to use traditional and emerging models of curriculum design by balancing requirements that promote comparability across programs with a level of flexibility that encourages programs to differentiate. Please see page 5 of this document for the 9 Competencies.

EPAS describe four features of an integrated curriculum design: (1) program mission and goals; (2) explicit curriculum; (3) implicit curriculum; and (4) assessment. The Educational Policy and Accreditation Standards are conceptually linked. Educational Policy describes each curriculum feature. Accreditation Standards are derived from the Educational Policy and specify the requirements used to develop and maintain an accredited social work program at the baccalaureate or master's level.

For a copy of the CSWE Commission of Accreditation, Commission on Education Policy, 2015 EPAS, see: <https://cswe.org/getattachment/Accreditation/Standards-and-Policies/2015-EPAS/2015EPASandGlossary.pdf.aspx>