



## **Master of Social Work Student Handbook**

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## **University of North Dakota Land Acknowledgement Statement**

Today, the University of North Dakota rests on the ancestral lands of the Pembina and Red Lake Bands of Ojibwe and the Dakota Oyate - presently existing as composite parts of the Red Lake, Turtle Mountain, White Earth Bands, and the Dakota Tribes of Minnesota and North Dakota. We acknowledge the people who resided here for generations and recognize that the spirit of the Ojibwe and Oyate people permeates this land. As a university community, we will continue to build upon our relations with the First Nations of the State of North Dakota - the Mandan, Hidatsa, and Arikara Nation, Sisseton-Wahpeton Oyate Nation, Spirit Lake Nation, Standing Rock Sioux Tribe, and Turtle Mountain Band of Chippewa.

## **PREAMBLE**

This Department handbook contains the operational policies and procedures for the Department of Social Work within the College of Nursing & Professional Disciplines. The Department Handbook will help you navigate available opportunities, outline Department expectations, and describe services and resources that equip students as social work majors. The guidelines and policies described serve as the governing document of the Department.



## **Catalog Content Non-Binding, Subject-To-Change Statement**

Catalogs and bulletins of educational institutions are prepared to furnish prospective students and other interested persons with information about an institution. This information is subject to change without notice and is not a binding obligation on the institution or the State. This departmental handbook serves the higher-ranking "UND 2021-2022 Academic Catalog," which can be found at: <http://und-public.courseleaf.com/>



On behalf of our Graduate Faculty, I welcome you to the community of scholars here at the University of North Dakota's Department of Social Work. Our highly ranked distance and campus-based MSW Programs are fully accredited by the Council on Social Work Education. We are committed to helping you achieve your educational goals. You are a valued member of the UND community.

Social work is both a unique and noble profession, and a calling to serve individuals and the larger society. Our purpose, as elucidated by the NASW Code Ethics, is to improve the quality of life for fellow human beings, with an emphasis on serving vulnerable populations. Because there is so much work to be done in the world to fulfill our mission, we continually rededicate ourselves as “change agents” to redress past injustices, improve less-than-perfect (and even harmful) systems, and to both ameliorate and prevent social problems.

We are called upon to “build” as well as to “fix.”

The faculty and students of UND’s Department of Social Work promote a strengths-based, empowerment-oriented practice and promote social justice. Your studies here will equip you well for these challenges, as well as for leadership roles in our profession.

As we make our return to campus, concerns about COVID-19 still remain due to the increase in cases. To successfully navigate through the pandemic, please let's remain committed to those things that will enable us to have the best experience possible on campus and in the MSW program. Please observe UND and the Social Work Department's COVID protocols to keep us and our community protected. Masks are required in public spaces including classrooms. Check for the [University's updates, guidelines \(including self-reporting positive tests\), resources and support.](#)

On behalf of our faculty, I extend our best wishes for an enriching and memorable experience in our program and hope our combined efforts contribute to the attainment of your goals, and a successful career as an MSW-level social work practitioner.

*Isaac*

**Isaac Karikari, Ph.D., LMSW**  
**Assistant Professor, Director of the MSW Program**

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## PART I: MSW PROGRAM OVERVIEW

### History of the Department and UND's MSW Program

The University of North Dakota first started offering social work classes in 1905 and established a formal BSW degree in 1939. The program has been accredited by the Council on Social Work Education since 1974, when undergraduate accreditation first began.

The Department of Social Work has a history dating back to 1905 when social work courses were first offered at the University of North Dakota and the BSW degree was formally offered in 1939. The BSSW Program has been accredited by the Council on Social Work Education since 1974, when undergraduate accreditation first began. The MSW Program was fully accredited by CSWE in 1998. The Distance MSW Program (now our MSW Online Program option), was first launched utilizing web-based videoconferencing technology for the Foundation (Generalist) curriculum in 2005, which was a first nationally.



### MSW Program Context, Mission Statement, and Goals

#### *Program Context*

The MSW Program's unique context emphasizes access to advanced generalist education for practitioners who can serve as leaders and "change agents" for the state of North Dakota, the upper Midwest region (especially western Minnesota, eastern Montana, South Dakota, and southern Manitoba); rural and reservation populations, and others serving or representing vulnerable populations.

#### *Why Advanced Generalist?*

In response to local, national, and global trends, the MSW Program faculty has renewed its commitment to an advanced generalist concentration that acknowledges the value of multi-dimensional, multi-level practice to meet human service needs given current trends in our state, region, and the larger society. These trends include rapid population growth in the western part of our state, continued population loss in some rural areas, continued fiscal pressures, the impacts of budget constraints and privatization, increasing economic inequality, increasing ethnic diversity, and the growth of team-based, interdisciplinary services (Lewandowski & GlenMaye, 2002). In this dynamic environment, the boundaries of an already-broad profession are increasingly fluid (Lewandowski et al., 2004).

The advanced generalist framework seeks to problematize frequently artificial distinctions between micro and macro practice levels and reaffirms a focus on the person in environment (e.g., Stuart, 1999; Zapf, 2010). Operating from an expanded knowledge base about individuals, groups, organizations, and communities by engaging multiple theories and practice methods, we assert that specialization occurs not in the classroom, but over years of professional practice (Schatz et al., 2000). In short, if we have done our job well, you will be prepared to assume the mantels of a life-long learner, an advanced generalist social worker, and a change agent. We hope this will serve you well throughout your career.

In summary, an advanced generalist concentration offers the best balance of theories and

methods for our profession and our students' career aspirations.

## Mission Statements



### UND Mission Statement

<https://und.edu/about/strategic-plan/mission.html>

Our mission is to provide transformative learning, discovery, and community engagement opportunities for developing tomorrow's leaders.

#### Community

A spirit of collaboration and connectedness across the University and beyond

#### Discovery

An enthusiasm for inquiry, creativity, and innovation

#### Diversity

An understanding and appreciation of diverse people, experiences, and ideas

#### Inclusivity

A welcoming, inclusive, and supportive environment for all

#### Liberal Arts

An educational foundation essential for living an intellectually curious, personally fulfilling, and socially responsible life

#### Lifelong Learning

A passion for learning, civic engagement, and community leadership

### College of Nursing and Professional Development Mission Statement

<https://cnpd.und.edu/about-cnpd.html>

The mission of the College of Nursing & Professional Disciplines is to prepare future leaders, to advance human well-being and improve quality of life for diverse populations, with an emphasis on rural communities in North Dakota, the region, and beyond, through the provision of high-quality innovative interprofessional education, research, and service.

### Social Work Department Mission Statement

Through its teaching, scholarship and service, the University of North Dakota Social Work Department advances social, economic and environmental justice, and enhances human well-being and quality of life within the state, region, and beyond.

### MSW Program Mission Statement

The University of North Dakota's Master of Social Work Program provides accessible, affordable, and high-quality graduate education that engages students in scholarly inquiry, preparing them for advanced generalist practice with individuals, families, groups, organizations, and communities both locally and globally. Rooted in scientific inquiry, the liberal arts, the person-in-environment framework, and the strengths perspective, UND's MSW Program prepares students to ethically and competently assume roles as effective and adaptive leaders within their agencies, their communities and the profession in order to enhance the quality of life for all persons; to promote human rights, social, economic and environmental justice; to honor human diversity; to eliminate poverty and the mechanisms of discrimination and oppression; and to uphold the dignity and worth of all persons.

## ***UND MSW Program Goals***

To prepare advanced generalist social work practitioners who:

1. To increase access to a high-quality educational experience for MSW-level Social Work students in our state, region and beyond.
2. To prepare MSW-level practitioners who uphold, model, and apply Social Work's values and ethical principles as they advance the purpose of the profession.
3. To prepare MSW-level practitioners who are able to synthesize and apply a broad range of interdisciplinary and multidisciplinary knowledge and skills in order to practice competently as advanced practitioners across systems levels and complex practice settings.
4. To prepare MSW-level practitioners who are able to critically analyze and integrate the profession's person-in-environment framework with strengths-based approaches that promote empowerment and asset-building across systems levels and complex practice settings.
5. To prepare MSW-level practitioners who can apply research-based knowledge to practice, use research methods as tools for developing new knowledge, evaluate and improve outcomes across levels of practice, and advance social work knowledge.
6. To prepare MSW-level practitioners who engage issues of diversity and difference at multiple levels as leaders across practice levels and in varied practice settings, who understand the dynamics of difference, diversity, intersectionality and privilege in their work, and who are committed to nondiscriminatory and respectful professional practice in a diverse society.
7. To prepare MSW-level practitioners who apply knowledge and skills to advance human rights and social, economic, and environmental justice within and across practice levels and systems.
8. To prepare MSW-level practitioners who can analyze social policy and its impact on vulnerable populations, responding creatively and strategically to advocate for and implement policy changes that improve social services and advance human wellbeing.
9. To prepare MSW-level practitioners who respond to evolving organizational, community and societal contexts, serving as effective and adaptive leaders of the profession across a variety of practice settings and contexts, including rural and Tribal communities.
10. To prepare MSW-level practitioners to demonstrate and model a commitment to lifelong learning.

## **MSW Financial Aid/Scholarships**

The University of North Dakota has several sources of financial aid available for qualified students including scholarships, loans, grants, and employment opportunities. For further, contact One-Stop Student Services at (<https://und.edu/one-stop/index.html>).

Scholarship applications for the Department of Social Work are available electronically through Scholarship Central from October 1 through March 1. The following are specifically available for MSW students:

### ***IV-E Child Welfare Stipends***

The purpose of the IV-E Child Welfare Stipend is to enhance the child welfare workforce in the state of North Dakota. The University of North Dakota, Department of Social Work collaborates with the Department of Human Services, Division of Child and Family Services, to enhance and increase the child welfare workforce. Through the University of North Dakota, education stipends are provided each semester to University of North Dakota social work students who agree to intern in a child welfare setting and seek employment in a child welfare setting.

### ***Burkland Scholarship***

The Burkland Scholarship is awarded to one graduate student, each year, who is majoring in Social Work within the College of Nursing and Professional Discipline. Preference shall be given to an indigenous student who is studying full-time with financial need, a 3.0 GPA or higher, academic achievement, community involvement, and professional aspirations.

### ***Ken Dawes Social Work Scholarship***

This scholarship provides \$1,000 to a second-year graduate student in social work who demonstrates potential leadership in social work administration and public policy. Application must include: 1) a resume, 2) a letter of recommendation from UND Department of Social Work faculty, and 3) a written paper (no more than five pages) on a current social work administration and public policy issue. Applicants with a commitment to practice social work in North Dakota will be given the highest priority. There is an expectation that you would meet with Ken Dawes if you are awarded the scholarship. Priority consideration will be given to applications received by April 15 of each year.

### ***Don Schmid Child Welfare Leadership Scholarship***

The Don Schmid Child Welfare Leadership Scholarship provides a \$1,000 scholarship for a second-year graduate student in social work who demonstrates potential for leadership in child welfare and excellence in scholarship. Application must include: 1) a resume, 2) a letter of recommendation from UND Department of Social Work faculty, and 3) a written paper (no more than five pages) on a current child welfare issue. There is an expectation that you would meet with Don Schmid in Bismarck if you were awarded the scholarship. Priority consideration will be given to application received by April 15 each year.

# **Student Organizations & Resources**

Student organizations at the UND Department of Social Work include Phi Alpha, the Student Social Work Association, and the National Association of Social Workers (NASW).

## ***Phi Alpha***

Phi Alpha, the National Social Work Honorary Society, aims to provide recognition for scholastic achievement of individual students, promote interest in social work as a profession, and encourage fellowship among those training for this profession. Phi Alpha encourages student scholarship, good citizenship, and the practice of high ethical standards. Graduate student members of Phi Alpha are nominated twice per year. Eligibility for membership for graduate students includes a 3.0 grade point average, completion of 55 credit hours, and faculty endorsement.



## ***Student Social Work Association (SSWA)***

A member of the National Federation of Student Social Workers, the Student Social Work Association aims to promote interest in social work as a profession and encourage fellowship among social work students. The association is open to all prospective social work majors and students admitted to the BSSW and MSW Programs.

## ***National Association of Social Workers***

The National Association of Social Workers (NASW) is an organization comprised of professional and student social workers who have united on local and national levels to increase their impact on today's major social problems. NASW attempts to enhance social work practice, improve professional standards and salary levels, and promote societal improvements important to social workers and their clients.

Students are offered membership at reduced fees. The benefits of NASW membership include a free subscription to the bimonthly Social Work Journal and the monthly NASW NEWS. NASW also offers low-cost health, life, and liability insurance coverage, low-cost travel service, and reduced rates for membership in the Social Work Vocational Bureau, a central employment reference service.

## ***Student Lounge and Computer Lab***

The Department of Social Work is located in Gillette Hall, there is a student lounge located in Room #103. This comfortable space is available for students to use.

The computer lab is in Room #1 of Gillette Hall and is open from 8:00 AM to 4:30 PM Monday through Friday.

## **Libraries and Other UND Resources**

The BSSW and MSW Program is provided instruction, research assistance, and access to medical and health sciences information from the School of Medicine and Health Science's Library. In addition, there are two other campus libraries with topic specific resources: Chester Fritz Library and the Olaf H. Thormodsgard Law Library. Please contact the Social Work subject librarian for assistance: <https://med.und.edu/library/>.

### **Educational and Social Resources**

.     *Students Affairs & Diversity Office (<http://und.edu/student-affairs/dean-of-students>)*  
*McCannel Hall, Room 280 (701-777-2664)* Includes: Multicultural Student Services

- Admissions (<http://und.edu/admissions/undergraduate>)
- Dakota Student (<http://dakotastudent.com>)
- Memorial Union (<http://und.edu/student-life/union>)
- One-Stop Student Services (<https://und.edu/one-stop/index.html>)

Includes: Financial Aid, Tuition & Fees

- Student Health Services (<https://und.edu/student-life/student-health>)
- Student Success Center (<https://und.edu/academics/services/index.html>)
- TRIO Programs (<http://und.edu/student-life/trio>)
- Veteran and Military Services (<https://und.edu/student-life/military>)
- Wellness Center (<https://und.edu/student-life/wellness-center>)

A.     *Counseling Center (<https://und.edu/student-life/counseling-center>)*

*McCannel Hall, Room 200 (701-777-2127)*

- Counseling
- Group Counseling/Couples Counseling
- Career Counseling
- Substance Abuse Prevention
- Crisis Services
- Testing
- Professional Training

B.     *Career Services (<https://und.edu/student-life/career-services>)*

*Twamley Hall, Room 103 (701-777-3904)*

- Career Exploration
- Career Fairs
- Cover Letter/Resume Writing
- Job Search Techniques
- Interviewing/Networking
- Internships/Co-op Education

C.     *Disability Services for Students (<https://und.edu/student-life/disability-services>)*

*McCannel Hall, Room 280 (701-777-3425 Voice or TDD)*

- Access
- Accommodations

- Career Development
- Financing your Education
- Legal Aspects of Disability
- Tutoring

*D. Writing Center Services (<https://und.edu/academics/writing-center/>)*

*Chester Fritz Library Room 321 (701-7772795)*

- Class Assignments
- Resumes and CVs
- Job/school/scholarship application essays
- Graduate theses and doctoral dissertations
- Creative writing projects

*E. Other*

- University of North Dakota Indian Association (UNDIA)  
(<https://www1.und.edu/orgs/indian-association/index.cfm>)
- International Center (<https://und.edu/academics/international-center/index.html>)

*Includes: Study Abroad*

***Links of Importance***

*Department of Social Work*

<https://cnpd.und.edu/social-work>

*School of Graduate Studies*

<https://und.edu/academics/graduate-school>

*University of North Dakota Office of the Registrar*

<https://und.edu/academics/registrar/>

*University of North Dakota Code of Student Life*

<https://und.edu/student-life/code-of-student-life.html>

*University of North Dakota Academic Catalog*

<http://und.edu/academics/registrar/catalog-current.cfm>

*University of North Dakota Office of the Registrar*

<https://und.edu/academics/registrar/>

*National Association of Social Workers*

[www.socialworkers.org](http://www.socialworkers.org)

*ASWB Licensure information*

<https://www.aswb.org/>

*Council on Social Work Education*

<http://www.cswe.org>

## **Accreditation**

The Council on Social Work Education (CSWE) sets the standards for social work education. The University of North Dakota's MSW Program is approved and accredited by the Council on Social Work Education (CSWE) until February 2022—we are already diligently working on the regularly scheduled, eight-year cycle, reaccreditation process. Upon successful completion of the graduate program, students will be awarded a Master of Social Work (MSW) degree, and they will be eligible to write the social work licensing examination in all states that license at the MSW level and recognize CSWE accreditation.

The Council on Social Work Education (2015) states:

Accreditation is a system for recognizing educational institutions and professional programs affiliated with those institutions as having a level of performance, integrity, and quality that entitles them to the confidence of the educational community and the public they serve. The Commission on Accreditation (COA) of the Council on Social Work Education (CSWE) is recognized by the Council for Higher Education Authority to accredit baccalaureate and master's degree programs in social work education in the United States and its territories. The COA is responsible for formulating, promulgating, and implementing the accreditation standards for baccalaureate and master's degree programs in social work, for ensuring the standards define competent preparation, and for confirming that accredited social work programs meet the standards. To this end, CSWE's COA administers a multistep accreditation process that involves program self-studies and benchmarks, site visits, and COA reviews.

**Completion of the MSW Program does not, however, assure state licensure to practice social work. Students should contact their respective states' professional licensing board as criteria regarding licensure differ from state to state.**

## **Competencies**

Consistent with the mission of the Department of Social Work, the definition of advanced generalist practice, the goals for the MSW Program, and the new standards adopted by the Council on Social Work Accreditation (2015), a set of nine competencies was adopted for the MSW Program. Competencies are essentially outcomes (knowledge, values, and skills) that can be measured through the assessment of practice behaviors associated with each competency.

1	Demonstrate ethical and professional behavior
2	Engage diversity and difference in practice
3	Advance human rights and social, economic and environmental justice
4	Engage in practice-informed research and research-informed practice
5	Engage in policy practice
6	Engage with individuals, families, groups, organizations and communities
7	Assess individuals, families, groups, organizations and communities

8	Intervene with individuals, families, groups, organizations and communities
9	Evaluate practice with individuals, families, groups, organizations and communities

## PART II: MSW ADMISSION REQUIREMENTS

All MSW students must complete foundation and advanced generalist concentration social work courses. Foundation courses may be completed either through a CSWE accredited Bachelor of Social Work Program or the University of North Dakota MSW Distance Foundation Program. (Please note the MSW Foundation courses are not available on campus. Students may complete this requirement instead by enrolling in the Second Degree Program and obtaining their BSSW degree.) Advanced generalist concentration courses may be completed through the MSW On-Campus Concentration Program (full- or part-time) or the MSW Distance Concentration Program (part-time only). The full-time campus program can be completed in 3-4 semesters. The distance program for students with a bachelor's degree that is not in social work can be completed in 9-10 semesters; students with a bachelor's degree in social work from a CSWE accredited program can complete the program in 5-6 semesters.

### **MSW Foundation Program**

Foundation courses are offered part-time only through UND's MSW Distance Program.

#### ***Admission Requirements***

Admission requirements for the Foundation courses offered through the MSW Foundation Program are:

- Satisfactory completion of a bachelor's degree from a regionally accredited institution.
- At least 30 credit hours of liberal arts courses in such fields as biology, music, languages, anthropology, economics, political science, history, literature, sociology, psychology, and philosophy.
- A grade of C or higher in a statistics course prior to entering the Advanced Generalist Concentration portion of the MSW Program.
- Willingness to abide by the [National Association of Social Workers' Code of Ethics](#) and the [University of North Dakota Code of Student Life](#).
- An undergraduate GPA of 3.00 overall or a GPA of 3.00 in the last two years of the undergraduate program.
- Satisfy the School of Graduate Studies' English Language Proficiency requirements as published in the 2019-2020 University of North Dakota Undergraduate and Graduate Catalog.
- Students who have received a bachelor's degree or higher from the United States or English-speaking Canada are not required to submit the TOEFL. Further, UND's School of Graduate Studies has waived the TOEFL requirement for some additional countries. Potential applicants should consult with UND's School of Graduate if they have received a bachelor's degree or higher from another English-speaking country but are unsure if they are exempted.

## ***Admission Process***

Applications are electronic and are managed by the School of Graduate Studies. Applicants complete the School of Graduate Studies' application and obtain three references.

Applicants also submit a resume and a 3-5 page personal statement (the essay described in the School of Graduate Studies application) that explicitly covers the following:

- Motivation for being a social worker;
- Values and beliefs regarding social work;
- Experience with diversity;
- Qualities the applicant brings to the profession;
- Personal qualities in leadership and creativity; and
- Professional goals.

Finally, the School of Graduate Studies requires submission of an official copy of all academic transcripts, including undergraduate and graduate course work.

All materials are submitted to the School of Graduate Studies, which then transmits the materials to the Department of Social Work. Applicant materials are reviewed by members of the MSW Committee. Rating criteria considered by MSW Committee members include past academic performance; strength and quality of applicant references; content and quality of the personal statement; and applicant readiness for and goodness of fit for practice as an MSW-level practitioner.

## ***MSW Concentration Program (Advanced Standing)***

Courses are offered part-time through the MSW Distance Program, or full-or part-time through the MSW On-Campus Program.

## ***Admission Requirements***

Admission requirements for the MSW Concentration Program are as follows:

- Bachelor's degree in Social Work from a CSWE accredited program.
- An undergraduate GPA of 3.00 overall or a GPA of 3.00 in the last two years of the undergraduate program.
- A grade of C or higher in a statistics course.
- Willingness to abide by the National Association of Social Workers' Code of Ethics and the University of North Dakota Code Of Student Life.
- Satisfy the School of Graduate Studies' English Language Proficiency requirements as published in the 2015-2017 University of North Dakota Undergraduate and Graduate Catalog.
- Students who have received a bachelor's degree or higher from the United States or English-speaking Canada are not required to submit the TOEFL. Further, UND's School of Graduate Studies has waived the TOEFL requirement for some additional countries. Potential applicants should consult with UND's School of Graduate if

they have received a bachelor's degree or higher from another English-speaking country but are unsure if they are exempted.

### ***Admission Process***

Applications are electronic and are managed by the School of Graduate Studies. Applicants complete the School of Graduate Studies' application and obtain three references.

Applicants also submit a resume and a 3-5 page personal statement (the essay described in the School of Graduate Studies application) that explicitly covers the following:

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- Values and beliefs regarding social work;
- Experience with diversity;
- Qualities the applicant brings to the profession;
- Personal qualities in leadership and creativity; and
- Professional goals.

Finally, the School of Graduate Studies requires submission of an official copy of all academic transcripts, including undergraduate and graduate course work.

All materials are submitted to the School of Graduate Studies, which then transmits the materials to the Department of Social Work. Applicant materials are reviewed by members of the MSW Committee. Rating criteria considered by MSW Committee members include past academic performance; strength and quality of applicant references; content and quality of the personal statement; and applicant readiness for and goodness of fit for practice as an MSW-level practitioner.

### ***Application Deadlines***

#### ***MSW On-Campus Concentration Program***

- Application deadline is January 15.
- Classes begin the following fall semester.
- Students may be full- or part-time.

#### ***MSW Distance Foundation Program***

- Application deadline is June 15.
- Classes begin the following spring semester.
- Part-time students generally attend 6 credit hours per semester.
  - Students have the option of completing the final semester field placement full-time or part-time

#### ***MSW Distance Concentration Program***

- Application deadline is November 15.
- Classes begin the following summer semester.

- Part-time only (6 credit hours per semester).

After each review process is complete, the Department of Social Work may continue to accept applications if the cohort is not full. Admissions decisions cannot be appealed.

## **Admission Categories**

The program recommends admission of applicants in one of two categories: Approved or Provisional Status. Applicants who meet all department and School of Graduate Studies requirements are admitted with Approved Status. Those who are missing pre-requisites are admitted with Provisional Status and must complete the pre-requisites prior to advancing to candidacy for graduation.

### ***Approved Status***

Students who have met the minimum admission requirements stipulated by the School of Graduate Studies and have met all departmental requirements for admission are granted admission to Approved Status. Admission to this status implies only that a student is permitted to commence graduate work, which normally will lead to a degree or diploma. However, admission to Approved Status does not guarantee that a student will be allowed to become a candidate for a degree or diploma.

### ***Provisional Status***

Admission to Provisional Status may be granted to an applicant who has not met one or more of the general School of Graduate Studies or program level admission requirements (e.g. low GPA, low test scores, lack of a required test, or inadequate writing skills). All non-native speakers of English are required to submit the Test of English as a Foreign Language (TOEFL) or equivalent and must meet the minimum language requirements prior to matriculation. The first obligation of students admitted to Provisional Status will be to meet all of the conditions specified at the time of admission. Students admitted to Provisional Status will be eligible for advancement to Approved Status after the completion of 9 to 12 semester hours of work if their GPA for all work attempted is at least 3.00. Only those students who have advanced to approved status are eligible to graduate. Students in Provisional Status are not eligible for graduate teaching, research, or service assistantships.

### ***Delayed Admission***

Upon request, students admitted into the program may opt to delay their matriculation by one year. After this point, the applicant will be required to submit a new application packet and be re-evaluated for admission. It is the responsibility of the applicant to request an admission deferral. Failure to request a deferral can result in denial of admission.

Students who do not matriculate in the School of Graduate Studies to the program in which they were admitted and who do not request a delay in admission are counted as “no shows” and need to submit a new application if they wish to be admitted at a later date.

### **PART III: MSW PROGRAM STRUCTURE AND GRADUATION REQUIREMENTS**

The University of North Dakota's Social Work program offers three possibilities for MSW students:

- 1) MSW Distance/Online Foundation (MSW Foundation), a part-time distance degree option for students with a bachelor's degree that is not in social work (page #);
- 2) MSW Distance/Online Concentration, a part-time distance degree option for students with a bachelor's degree in social work from a CSWE accredited program (this is called "Advanced Standing") (page #); and
- 3) MSW On-Campus Concentration, a full- or part-time on-campus program for students with a bachelor's degree in social work from a CSWE accredited program. (Note: Students with a bachelor's degree that is not in social work who prefer an on-campus program are referred to the Second Degree Program to first obtain their BSSW degree on-campus) (page #).

**Please note that no credit is granted to any student for previous work or life experience.**

Following is a description of each of the three program options, with course schedules, graduation requirements, and course descriptions listed for each. **For more specific information about Field Education requirements, please consult the appropriate Field Education Manual.**

## **Master of Social Work Distance/Online Degree Program: FOUNDATION**

Classes are offered online via videoconferencing but will also require time on-campus twice during the program. New cohorts begin classes each January. Applications are due on June 15 of the year prior to the start of the program. Students may not begin field internships until they have satisfied the following requirements: 1) completion of campus lab requirements (the required campus visits); 2) completion of required core coursework; and 3) successful completion of background check. The schedule is as follows:

### **Foundation Courses (needed to advance into Advanced Generalist Concentration Courses):**

#### First Semester (Spring Schedule)

- SWK 501 HBSE I (2)  
SWK 503 GP Individuals & Families (2)  
SWK 507 SW Research Methods/Analysis (2)

*Total Credit Hours = 6*

#### Second Semester (Summer Schedule)

- SWK 502 HBSE II (2)  
SWK 504 GP Treatment & Task Groups (2)  
SWK 505 GP Communities & Organizations (2)

*Total Credit Hours = 6*

#### Third Semester (Fall Schedule)

- SWK 506 Social Policy (2)  
SWK 515 GP Field Education I (3)  
SWK 516 GP Field Education Seminar I (1)

*Total Credit Hours = 6*

#### Fourth Semester (Spring Schedule)

- SWK 517 GP Field Education II (5)  
SWK 518 GP Field Education Seminar II (1)

*Total Credit Hours = 6*

**Upon completion of the Foundation course series, students are advanced to the Concentration program. For those required courses, see “Master of Social Work Distance/Online: CONCENTRATION (Advanced Standing)” starting on page 15**

### ***FOUNDATION Graduation Requirements***

The graduation requirements for students completing this program are as follows:

- Successful completion of 60 credit hours of courses approved by the social work faculty with at least a 3.00 grade point average. The number of electives required is dependent on whether a student selects the independent study or the thesis option.
- Satisfactory completion of FOUNDATION courses (24 credit hours).
- Satisfactory completion of the advanced generalist CONCENTRATION courses (36 credit hours, see below, starting on page 15). Proposed transfer credits must have been obtained in a CSWE accredited program and approved by the MSW Director, with a maximum of nine (9) credits considered for transfer.
- Completion of SWK 997 (an independent study project) or SWK 998 (a thesis), and a comprehensive final exam or equivalent.
- The development of a program of study in the semester in which the full-time student first enrolls in concentration courses, or the second semester in which the part-time student enrolls in concentration courses.
- Successful completion of the campus-based (required campus visits) portion of the

program.

### ***MSW Foundation Course Descriptions***

SWK 501. HBSE I. 2 credits. Pre-requisites or co-requisites: Admission to the MSW Program, SWK 507. Generalist Human Behavior in the Social Environment I (HBSE I) provides students with foundational knowledge relevant to the human life span, and an introduction to the social work ecological and systems perspectives. Students critique and apply various frameworks to case scenarios that exemplify client differences in biological, psychological, social, spiritual, and cultural domains.

SWK 502. HBSE II. 2 credits. Pre-requisites or co-requisites: Admission to the MSW Program, SWK 507. In Human Behavior and the Social Environment II (HBSE II), students acquire foundational knowledge of social work theories relevant to group, community, and organizational practice. Linkages of theory to practice for purposes of enhancing economic, social, and environmental well-being are emphasized. Students learn to recognize diversity through multiple factors, and deepen understanding of how these differences can influence poverty and marginalization, as well as power and privilege. Global interconnections of oppression are emphasized.

SWK 503. GP with Individuals and Families. 2 credits. Pre-requisite: Admission to the MSW Program. Pre-requisite or co-requisite: SWK 501. Generalist Practice with Individuals and Families provides foundational knowledge, values, and skill development for generalist social work practice with individuals and families using the strengths perspective. Emphasizes strategies and develops skills in relationship-building, assuming a collaborative partnership, describing problems, accessing resources, developing intervention plans, and evaluating progress with individuals and families.

SWK 504. GP with Treatment and Task Groups. 2 credits. Pre-requisite: Admission to the MSW Program. Pre-requisites or co-requisites: SWK 501, SWK 502. In Generalist Practice with Task and Treatment Groups, students develop foundational knowledge, values, and skills necessary for assessing, intervening, and evaluating within the context of group practice. Identification, analysis, and implementation of evidence-based interventions are emphasized, as is group practice within a social justice framework.

SWK 505. GP with Communities and Organizations. 2 credits. Pre-requisite: Admission to the MSW Program. Pre-requisite or co-requisite: SWK 502. Generalist Practice with Communities and Organizations acquaints students with the historical roots of social work in community and organizational practice, and with the changing landscape of organizations within the human service sector. Skill development relevant to engaging, assessing, intervening, and evaluating community and organizational practice is emphasized, as are issues relevant to macro-practice with diverse populations.

SWK 506. Social Policy. 2 credits. Pre-requisite: Admission to the MSW Program. Provides a basic understanding of the history and current patterns of social welfare services in the United States. Students apply a policy analysis framework to identify key issues, understand policy development, and assess the role of social policies and political processes

on the well-being of individuals, families, and communities. Students also learn to identify opportunities for actively engaging in the policy arena.

**SWK 507. SW Research Methods/Analysis.** 2 credits. Pre-requisite: Admission to the MSW Program. This survey course provides students with foundational knowledge of research methods and analysis, and prepares them for the development of advanced research skills. Students gain knowledge of the methods of scientific inquiry and how to construct and utilize evidence-informed research for practice. Ethical approaches to research are emphasized, as is the effective communication of empirically-based knowledge.

**SWK 515. GP Field Education I.** 3 credits. Pre-requisites or co-requisites: Admission to Field Education, SWK 516. Generalist field internship in a human service organization. Students apply foundation coursework, emphasizing core competencies and demonstration of practice behaviors. S/U grading only.

**SWK 516. GP Field Education Seminar I.** 1 credit. Co-requisite: SWK 515. Integration of foundation coursework with field internship in a human service organization. Continued development of identification with the social work profession is emphasized, as is application of social work ethics and values. Regular grading.

**SWK 517. GP Field Education II.** 5 credits. Pre-requisites or co-requisites: SWK 515, SWK 518. Generalist field internship in a human service organization. Students apply foundation coursework, emphasizing core competencies and demonstration of practice behaviors. S/U grading only.

**SWK 518. GP Field Education Seminar II.** 1 credit. Co-requisite: SWK 517. Integration of foundation coursework with field internship in a human service organization. Continued development of identification with the social work profession is emphasized, as is application of social work ethics and values. Regular grading.

## **Master of Social Work Distance/Online: CONCENTRATION (Advanced Standing)**

Classes are offered via videoconferencing online but will require time on-campus once during the course of the program. New cohorts begin classes each May. Applications are due on November 15 of the year prior to the start of the program. After the review process is complete, applicants whose applications are not completed until after the deadline for application may be rejected solely because of the number of applicants already accepted. Students may not begin field internships until they have satisfied the following requirements: 1) completion of campus lab requirement (required campus visit); 2) completion of required core coursework; 3) successful completion of background check. The schedule is as follows:

### **Advanced Generalist Concentration Courses (needed to complete MSW degree):**

#### First Semester (Summer Schedule)

- SWK 527 AG HBSE I (2)  
SWK 529 AG Research (2)  
SWK 530 AGP Individuals (2)  
*Total Credit Hours = 6*

#### Second Semester (Fall Schedule)

- SWK 528 AG HBSE II (2)  
SWK 533 AGP Families (2)  
SWK 534 AGP Treatment Groups (2)  
*Total Credit Hours = 6*

#### Third Semester (Spring Schedule)

- SWK 535 AGP Communities (2)  
SWK 536 AGP Organizations (2)

#### Electives (2)

*Total Credit Hours = 6*

#### Fourth Semester (Summer Schedule)

- SWK 537 AG Tools for Policy (1)  
SWK 997 Independent Study (2) & Elective (2)  
or SWK 998 Thesis (4)  
Elective (1)  
*Total Credit Hours = 6*

#### Fifth Semester (Fall Schedule)<sup>1</sup>

- SWK 580 AG Field Education I (5)  
SWK 581 AG Field Education Seminar I (1)  
*Total Credit Hours = 6*

#### Sixth Semester (Spring Schedule)<sup>1</sup>

- SWK 582 AG Field Education II (5)  
SWK 583 AG Field Education Seminar II (1)  
*Total Credit Hours = 6*

#### Note:

1. Social work classes 580, 581, 582 & 583 may be taken in either the fall or spring semester or over the course of two semesters as indicated above.

### ***Graduation Requirements***

The graduation requirements for students completing this program are as follows:

- Successful completion of 36 credit hours of courses approved by the social work faculty with at least a 3.00 grade point average. The number of electives required is dependent on whether a student selects the independent study or the thesis option.
- Completion of SWK 997 (an independent study project) or SWK 998 (a thesis) and a comprehensive final exam.
- Completion of at least 28 semester credits with UND. Transfer credits must be obtained in a CSWE accredited program, and a maximum of 9 credits will be

allowed for transfer.

- The development of a program of study in the semester in which the full-time student first enrolls in concentration courses, or the second semester in which the part-time student enrolls in concentration courses.
- Successful completion of the campus-based portion of the program.

### ***MSW Final Project***

All MSW students must complete an independent study project (ISP) or thesis.

### ***Master of Social Work Distance/Online: CONCENTRATION (Advanced Standing) Course Descriptions***

**SWK 527: AG HBSE I.** 2 credits. Pre-requisite: Admission to the Advanced Generalist Concentration. Advanced Generalist Human Behavior and the Social Environment I (HBSE I) provides students with relevant conceptual frameworks to guide advanced generalist practice with individuals and families. This course builds upon developmental theories and the social work ecological and systems perspectives.

**SWK 528: AG HBSE II.** 2 credits. Pre-requisite: Admission to the Advanced Generalist Concentration. Advanced Generalist Human Behavior and the Social Environment I (HBSE II) critique the theoretical foundations of practice from a social and economic justice perspective. Complex systems theory provides a framework for analyzing the intersections of dynamic practice contexts with the social, economic, and natural environments.

**SWK 529: AG Research Methods and Analysis.** 2 credits. Pre-requisite: Admission to the Advanced Generalist Concentration. Advanced Generalist Research Methods and Analysis advances students' existing knowledge of research methods and provides advanced generalist skills for making empirical and ethical research decisions, interpreting evidence-based practice to inform research approaches, and using research and data analysis to inform practice. Students build practice and program evaluation skills.

**SWK 530: AGP with Individuals.** 2 credits. Pre-requisites or co-requisites: Admission to the Advanced Generalist Concentration, SWK 527, SWK 529. Advanced Generalist Research Practice with Individuals equips students with advanced generalist skills to guide engagement, assessment, intervention, and evaluation with individual clients. Course assignments promote ethical and evidence-based practice relevant to diverse populations.

**SWK 533: AGP with Families.** 2 credits. Pre-requisites or co-requisites: Admission to the Advanced Generalist Concentration, SWK 527, SWK 529. Advanced Generalist Practice with Families teaches students advanced generalist skills in working with families to engage, assess, intervene and evaluate client systems. This class builds upon family therapy theories and their practical applications. Activities and assignments lead to necessary skill-building to work with families in therapeutic settings.

**SWK 534: AGP with Treatment Groups.** 2 credits. Pre-requisites or co-requisites: Admission to the Advanced Generalist Concentration, SWK 527, SWK 528, SWK 529. Advanced Generalist Practice with Treatment Groups uses an interpersonal perspective as a theoretical foundation for understanding group dynamics. The course emphasizes the development and demonstration of skills needed to provide interventions within treatment groups. Students learn how to engage

individuals in the group process, assess appropriateness for group, develop interventions, and evaluate the treatment group process.

SWK 535: AGP with Communities. 2 credits. Pre-requisites or co-requisites: Admission to the Advanced Generalist Concentration, SWK 528, SWK 529. Advanced Generalist Practice with Communities equips students with theoretical frameworks and models for community and policy practice, and provides tools for acting as effective change agents in community contexts. A social and economic development orientation is emphasized, as are changing socio-political contexts of practice, including globalization and the human rights movement.

SWK 536: AGP with Organizations. 2 credits. Pre-requisites or co-requisites: Admission to the Advanced Generalist Concentration, SWK 528, SWK 529. Advanced Generalist Practice with Organizations develops practice behaviors related to organizational leadership, managing various organizational systems, and developing an integrated practice approach for the purpose of promoting effective service delivery.

SWK 537: AG Tools for Policy. 1 credit. Pre-requisites or co-requisites: Admission to the Advanced Generalist Concentration, SWK 528, SWK 529, SWK 535. Advanced Generalist Tools for Policy emphasizes the development of skills for effective policy action to promote the social, economic, political, and environmental well-being of individuals, families, and communities.

SWK 580. AGP Field Education I. 3 credits. Pre-requisites or co-requisites: Admission to Field Education, SWK 581. Advanced generalist field internship in a human service organization. Students apply concentration coursework, emphasizing core competencies and demonstration of practice behaviors. S/U grading only.

SWK 581. AGP Field Education Seminar I. 1 credit. Co-requisite: SWK 580. Integration of concentration coursework with field internship in a human service organization. Understanding the role of the MSW-level social worker is emphasized, as is advanced application of social work ethics and values. Regular grading.

SWK 582. AGP Field Education II. 5 credits. Pre-requisites or co-requisites: SWK 580, SWK 583. Advanced generalist field internship in a human service organization. Students apply concentration coursework emphasizing core competencies and demonstration of practice behaviors. S/U grading only.

SWK 583. AGP Field Education Seminar II. 1 credit. Co-requisite: SWK 582. Integration of concentration coursework with field internship in a human service organization. Understanding the role of the MSW-level social worker is emphasized, as is advanced application of social work ethics and values. Regular grading.

SWK 997. Independent Study. 2 credits.

SWK 998. Thesis. 4 credits.

## **Master of Social Work CAMPUS-based Program: CONCENTRATION (Advanced Standing)**

Classes are offered primarily on Thursdays and Fridays to accommodate working students. New cohorts begin classes each August. Applications are due on January 15 prior to the start of the program. Students may not begin field internships until they have satisfied the following requirements: 1) completion of required core coursework; 2) successful completion of background check.

Thirty-six credit hours are required for program completion. Students enrolling in SWK 997 (2 credits) for an Independent Study Project must take five elective hours. Students desiring the Thesis option (SWK 998, 4 credits) must plan on at least four semesters, and are only required to take three elective hours.

The following schedule is recommended for those desiring a full-time three-semester program (a four-semester course of study is highly recommended due to the intensity of the three-semester option):

<u>Fall Schedule</u>	<u>Spring Schedule</u>
SWK 527 AG HBSE I (2)	SWK 528 AG HBSE II (2)
SWK 529 AG Research Methods & Analysis (2)	SWK 533 AGP Families (2)
SWK 530 AGP Individuals (2)	SWK 535 AGP Communities (2)
SWK 534 AGP Treatment Groups (2)	SWK 536 AGP Organizations (2)
SWK 997 Independent Study (2)	
Electives (3)	SWK 537 AG Tools for Policy (1)
<i>Total Credit Hours = 13</i>	Electives (2)
	<i>Total Credit Hours = 11</i>

### Summer or Fall Schedule<sup>1</sup>

- SWK 580 AG Field Education I (5)
- SWK 581 AG Field Education Seminar I (1)
- SWK 582 AG Field Education II (5)
- SWK 583 AG Field Education Seminar II (1)

*Total Credit Hours = 12*

#### Note:

1. Social work classes 580, 581, 582 & 583 may be taken in either the fall or spring semester or over the course of two semesters as indicated above.

### ***Graduation Requirements***

The graduation requirements for students completing this program are as follows:

- Successful completion of 36 credit hours of courses approved by the social work faculty with at least a 3.00 grade point average. The number of electives required is dependent on whether a student selects the independent study or the thesis option.

- Satisfactory completion of the advanced generalist concentration courses (36 credit hours).
- Completion of SWK 997 (an independent study project) or SWK 998 (a thesis) and a comprehensive final exam or equivalent.
- Completion of at least 27 semester-credits with UND. Transfer credits must be obtained in a CSWE accredited program, and a maximum of nine (9) credits will be allowed for transfer.
- The development of a program of study in the semester in which the full-time student first enrolls in concentration courses.

### ***MSW Concentration Course Descriptions***

SWK 527: AG HBSE I. 2 credits. Pre-requisite: Admission to the Advanced Generalist Concentration. Advanced Generalist Human Behavior and the Social Environment I (HBSE I) provides students with relevant conceptual frameworks to guide advanced generalist practice with individuals and families. This course builds upon developmental theories and the social work ecological and systems perspectives.

SWK 528: AG HBSE II. 2 credits. Pre-requisite: Admission to the Advanced Generalist Concentration. Advanced Generalist Human Behavior and the Social Environment I (HBSE II) critique the theoretical foundations of practice from a social and economic justice perspective. Complex systems theory provides a framework for analyzing the intersections of dynamic practice contexts with the social, economic, and natural environments.

SWK 529: AG Research Methods and Analysis. 2 credits. Pre-requisite: Admission to the Advanced Generalist Concentration. Advanced Generalist Research Methods and Analysis advances students' existing knowledge of research methods and provides advanced generalist skills for making empirical and ethical research decisions, interpreting evidence-based practice to inform research approaches, and using research and data analysis to inform practice. Students build practice and program evaluation skills.

SWK 530: AGP with Individuals. 2 credits. Pre-requisites or co-requisites: Admission to the Advanced Generalist Concentration, SWK 527, SWK 529. Advanced Generalist Research Practice with Individuals equips students with advanced generalist skills to guide engagement, assessment, intervention, and evaluation with individual clients. Course assignments promote ethical and evidence-based practice relevant to diverse populations.

SWK 533: AGP with Families. 2 credits. Pre-requisites or co-requisites: Admission to the Advanced Generalist Concentration, SWK 527, SWK 529. Advanced Generalist Practice with Families teaches students advanced generalist skills in working with families to engage, assess, intervene and evaluate client systems. This class builds upon family therapy theories and their practical applications. Activities and assignments lead to necessary skill-building to work with families in therapeutic settings.

SWK 534: AGP with Treatment Groups. 2 credits. Pre-requisites or co-requisites: Admission to the Advanced Generalist Concentration, SWK 527, SWK 528, SWK 529. Advanced Generalist Practice with Treatment Groups uses an interpersonal perspective as a theoretical foundation for understanding group dynamics. The course emphasizes the development and demonstration

of skills needed to provide interventions within treatment groups. Students learn how to engage individuals in the group process, assess appropriateness for group, develop interventions, and evaluate the treatment group process.

**SWK 535: AGP with Communities.** 2 credits. Pre-requisites or co-requisites: Admission to the Advanced Generalist Concentration, SWK 528, SWK 529. Advanced Generalist Practice with Communities equips students with theoretical frameworks and models for community and policy practice, and provides tools for acting as effective change agents in community contexts. A social and economic development orientation is emphasized, as are changing socio-political contexts of practice, including globalization and the human rights movement.

**SWK 536: AGP with Organizations.** 2 credits. Pre-requisites or co-requisites: Admission to the Advanced Generalist Concentration, SWK 528, SWK 529. Advanced Generalist Practice with Organizations develops practice behaviors related to organizational leadership, managing various organizational systems, and developing an integrated practice approach for the purpose of promoting effective service delivery.

**SWK 537: AG Tools for Policy.** 1 credit. Pre-requisites or co-requisites: Admission to the Advanced Generalist Concentration, SWK 528, SWK 529, SWK 535. Advanced Generalist Tools for Policy emphasizes the development of skills for effective policy action to promote the social, economic, political, and environmental well-being of individuals, families, and communities.

**SWK 580. AGP Field Education I.** 3 credits. Pre-requisites or co-requisites: Admission to Field Education, SWK 581. Advanced generalist field internship in a human service organization. Students apply concentration coursework, emphasizing core competencies and demonstration of practice behaviors. S/U grading only.

**SWK 581. AGP Field Education Seminar I.** 1 credit. Co-requisite: SWK 580. Integration of concentration coursework with field internship in a human service organization. Understanding the role of the MSW-level social worker is emphasized, as is advanced application of social work ethics and values. Regular grading.

**SWK 582. AGP Field Education II.** 5 credits. Pre-requisites or co-requisites: SWK 580, SWK 583. Advanced generalist field internship in a human service organization. Students apply concentration coursework emphasizing core competencies and demonstration of practice behaviors. S/U grading only.

**SWK 583. AGP Field Education Seminar II.** 1 credit. Co-requisite: SWK 582. Integration of concentration coursework with field internship in a human service organization. Understanding the role of the MSW-level social worker is emphasized, as is advanced application of social work ethics and values. Regular grading.

**SWK 997. Independent Study.** 2 credits.

**SWK 998. Thesis.** 4 credits.

## **PART IV: ACADEMIC AND PROFESSIONAL POLICIES AND PROCEDURES**

### **Standards for Social Work Education**

All social work students will be expected to read the Standards for Social Work Education, the *Code of Student Life* (<http://und.edu/student-affairs/code-of-student-life/> ), and the NASW Code of Ethics (<http://www.socialworkers.org/pubs/code/default.asp> ). Students will then be asked to sign an acknowledgment that they have read, are aware of the contents of, and will abide by the documents. The form will be kept in students' academic files.

Criteria for Evaluating Academic Performance, Policies, and Procedures for Review of Academic Performance, and Academic Grievances. Standards for Social Work Education.

### **Advanced Standing Policy**

In accordance with EPAS standards, advanced standing is awarded only to graduates holding degrees from baccalaureate social work programs accredited by CSWE, those recognized through its International Social Work Degree Recognition and Evaluation Service or covered under a memorandum of understanding with international social work accreditors.

### **Graduate Students**

A cumulative grade point average (GPA) of at least 3.00 for all work taken as a graduate student, i.e., while registered in the UND School of Graduate Studies, must be maintained in order to remain in satisfactory academic standing in the School of Graduate Studies; however, mere maintenance of a 3.00 GPA or better may not be considered adequate satisfactory performance. Satisfactory performance may include, but is not limited to, satisfactory research performance, a satisfactory GPA in the major, satisfactory performance in examinations, such as the comprehensive final examination, or satisfactory performance in other specific program requirements.

The academic standing and progress of Degree Students will be reviewed by advisors and the Director of the MSW Program periodically to determine whether appropriate progress is being made toward the degree. Students may be placed on probation with conditions or dismissed as a result of unsatisfactory academic performance or progress.

The conditions regarding Grade Point Average are as follows:

1. No decision on dismissal will be reached until a minimum of 12 graduate credits has been accumulated.

2. The academic standing of all graduate students whose cumulative GPA falls below 3.00 will be reviewed at the end of each academic term by the Dean of the School of Graduate Studies. Students who will be unable, for whatever reason, to raise their GPA to 3.0 within the next semester will be dismissed; students having accumulated 12 or more credit hours whose GPA drops below 3.0 will be placed on academic probation for one semester; students having accumulated fewer than 12 credit hours will be placed on academic probation until either (a) the GPA is raised to at least 3.00 or (b) 12 graduate credit hours are accumulated, whichever occurs first. If, at the end of a probationary period the GPA is still less than 3.00 the student will be dismissed.
3. If it is determined that a student whose cumulative GPA falls below 3.00 will not be able to raise their GPA to 3.0 within the next semester even if they pass all their courses, the student will be dismissed.

### **MSW Program Transfer Policy**

Up to a maximum of nine (9) credits may be transferred to the MSW Program if they meet the criteria of the Department of Social Work and the School of Graduate Studies. To be accepted by the Department of Social Work in lieu of required credits, the credits must be from a program accredited by the Council of Social Work Education or an equivalent accrediting agency, and they must have content comparable to the required credits they replace, as determined by the Director of the MSW Program. Elective courses (up to 5 credit hours) from programs not accredited by the Council of Social Work Education may be accepted as elective credits with approval from the Director of the MSW Program. In addition to the transfer criteria of the School of Graduate Studies, the Department of Social Work stipulates that students provide the syllabus for any course for which they are requesting transfer credit to ensure there is a clear and unquestioned relevance to the student's Program of Study. Transcripts are submitted to the Director of the MSW Program. ***No credit is granted for previous work or life experience.***

Requirements for transfer credit:

- The work must have been taken at an accredited North American institution.
- The student must have been enrolled as a graduate student.
- The work must have received graduate credit at the institution where it was earned.
- The student must have earned a grade of B or better.
- The work must be less than seven years old at the time the UND degree is awarded.
- Any course to be transferred may not have been counted toward any other degree earned at the University of North Dakota or any other institution.
- The course must have a clear and unquestioned relevance to the student's Program of Study.

## **ADVISEMENT POLICIES**

### **Advising**

The MSW Program Director and the Distance Education Director are the primary advisors for the Campus and Distance programs respectively.

For the Independent Study Project (ISP, SWK 997) or Thesis (SWK 998), the formats for advising vary across the MSW program options, i.e., Distance (Concentration) and Campus.

For the Campus program, students are matched with an advisor as part of the SWK 997 class based on students areas/topics of interest.

For the Distance program, an advisement fair is conducted during the required campus visit for the selection of advisors for the ISP or thesis.

Please be aware that you may not get your first choice for an advisor, as faculty must plan their advisement loads so that they have no more than the determined advisement load for that semester, which is generally less than five graduating advisees in any one semester. In other words, it is in your best interest to plan ahead and secure an advisor by the middle of your first semester as a graduate student.

Your advisor must be a member of the graduate faculty. To formalize your advisor appointment, complete the DocuSign form “Change Form” (form may be accessed on the School of Graduate Studies website (<https://und.edu/academics/graduate-school/current-students/forms.html>)). Please have the faculty member sign; this form must also be signed by the Director of the MSW Program. Then forward this form to the School of Graduate Studies. The Dean of the School of Graduate Studies has the final authority for approving your advisor appointment. If you do not select an advisor by the published deadline, the Director of the MSW Program will select one for you.

If you are planning to complete a thesis (SWK 998, 4 credits) please refer to the checklist for a detailed outline for thesis requirements and note you will need a three-person committee. The Chair of your thesis committee will serve as your advisor. If you complete an Independent Study (SWK 997, 2 credits), you will work with one faculty member who is your advisor around your research project.

It is wise to put a good deal of thought into your decision, as you will be working closely with your advisor for as long as it takes you to finish your degree. Advisors are also available to provide professional guidance, including assisting you with career planning or professional references.

You may want to consider the following when choosing your advisor:

- It is helpful to choose an advisor who has similar academic/research interests.

- If you are not sure whether your prospective advisor has expertise in your specific topic of interest – ask. You may also want to ask for a list of her/his recent and past publications. Reading your potential advisor's own work is the best way to determine his/her academic interests. If your interests do not match, s/he will likely suggest someone else with whom you should work. It is important that you find out how much time the professor has for each of her/his students. A professor who is spread too thin may be a source of frustration for you.
- Is your advisor available to you during the summer months (May 15-August 15)?
- Are we a good fit in terms of style and temperament?

**It is the responsibility of the student to become informed and to observe all regulations, procedures and deadlines required by the University, the 2015-2017 University of North Dakota Undergraduate and Graduate Catalog, and the program the student is pursuing. Faculty are available for advisement, but the student must initiate all steps of the processing of documents by the published deadline.**

Deadlines are published in the schedule of classes and in the University of North Dakota Undergraduate and Graduate Academic Catalog. Please be aware that ignorance of a rule does not constitute a basis for waiving that rule. The student is responsible for ascertaining his or her academic standing and grade-point average. All graduate students must maintain a 3.00 GPA. While the School of Graduate Studies attempts to notify students regarding any problems in the student's progress toward a degree, the student alone is responsible for maintaining satisfactory academic standing and progress.

All of the forms discussed on the following checklist are available on the School of Graduate Studies website (<http://graduateschool.und.edu/graduate-students/current/forms.cfm>) and are also posted on your MSW Community Blackboard site. Reminders about deadlines are periodically emailed to students by the Director of the MSW Program. Your advisor will assist you if you have any questions about these forms or the published deadlines. Before you have selected your advisor, please direct questions to the Director of the MSW Program if you are a Campus Concentration student, or the MSW Distance Education Director if you are a Distance Concentration or Foundation student.

## Forms Checklist

All forms can be downloaded from the School of Graduate Studies website at:  
<https://und.edu/academics/graduate-school/current-students/forms.html>

\_\_\_\_\_ **Choose an Advisor**

*(First Semester)*

\_\_\_\_\_ **Select the Members of Your Faculty Advisory Committee (Thesis option only)\***

*(no later than Second Semester)*

\_\_\_\_\_ **Submit Your Program of Study**

*(no later than Second Semester)*

\_\_\_\_\_ **Submit a Topic Proposal of Your Research**

*(As early as possible, but no later than the semester prior to your final semester)*

\_\_\_\_\_ **Advance to Candidacy**

*(No later than the semester before you plan to graduate)*

\_\_\_\_\_ **Apply to Graduate**

*(You must submit this by the published deadline for the term in which you plan to graduate)*

\_\_\_\_\_ **Preliminary Approval of Your Thesis (Thesis option only)\***

*(You must submit this by the published deadline for the term in which you plan to graduate)*

\_\_\_\_\_ **Notice of Defense of Your Thesis\***

*(One week prior for master's students)*

\_\_\_\_\_ **Final Defense of Your Thesis (Thesis option only)\***

*(At least two or three weeks before commencement)*

\_\_\_\_\_ **Submit a Copy of Your Thesis to the School of Graduate Studies to be checked for Format and**

**Style (Thesis option only)\***

*(Once your copy is approved by your committee)*

\_\_\_\_\_ **Submit a Final Copy of Your Thesis to the School of Graduate Studies (Thesis option only)\***

*(You must submit this by the published deadline for the term in which you plan to graduate)*

\_\_\_\_\_ **Submit the Final Copy of Your Independent Study, Scholarly Project or Design Project to Your Advisor\*\***

*(At least two to three weeks before commencement)*

\_\_\_\_\_ **Submit the form "Final Report on Candidate" to the School of Graduate Studies**

*(Your advisor must submit this by the published deadline for the term in which you plan to graduate)*

\* Only applies to students writing a thesis (SWK 998).

\*\* Only applies to students writing an independent study (SWK 997).

## **Social Work Program Leave of Absence**

Students who have successfully completed at least one semester in the Department of Social Work may request a Leave of Absence (LOA) for a maximum of 18 months.

Students must first meet with their academic faculty advisor and complete the “Leave of Absence” form:

(<https://na3.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=8695c685-7472-4954-a0aa-0836d63cd1d2&env=na3&acct=0b6b418b-b8d9-464a-afd1-2c657718f7b9&v=2>).

Academic Standing will be considered during the review process.

- If a student does not plan to register for a particular semester, the form for LOA must be submitted by the “Last Day to Add a Full-Term Course”. If the need for an LOA occurs during the semester, the application for LOA should be made by the “Last Day to Drop a full-term Course or Withdraw from School”. These dates may be found on UND’s academic calendars (<https://und.edu/one-stop/academic-calendar/>).
- Students who have been granted an LOA from the Department of Social Work under the provisions of this policy may re-enter according to the terms of their LOA, subject to available space in required courses at the time of re-entry on a first come/first serve basis according to date of final signature. Students must complete the re-entry section on the “Leave of Absence” form. Students will meet with their advisor prior to submission of the form.
- Students who have been on a LOA from UND for at least one semester, are required to apply for readmission to UND. To apply for readmission, complete the readmission form found on the Registrar’s Office website (<https://und.edu/academics/registrar/readmission.html>).
- Students may be dismissed from the MSW program if the following situations occur:
  - student does not return to enroll in social work courses at the time designated on the LOA form and have not requested an extension in writing;
  - student who does not have an approved LOA who withdraws from all social work courses in which they are currently enrolled; or
  - students who do not register in the next consecutive semester in which they would normally be enrolled
- Students who have been dismissed under the provisions of this policy and wish to re-enter the MSW program must submit an application for re-admission to the Department of Social Work. Such applications are subject to all required prerequisites and will be considered along with all applications in the appropriate applicant pool.
- Any consideration of special circumstance must be discussed with your advisor.

## **Academic Grievance Procedure within the MSW Program**

The following describe the Criteria for Evaluating Academic Performance, Policies, and Procedures for Review of Academic Performance and Academic Grievances. Standards for Social Work Education.

Much of this has been adapted from the University of Texas at Austin School of Social Work, and we acknowledge and appreciate their work.

<https://socialwork.utexas.edu/student-resources/bsw/policies-and-procedures/>

### **Introduction**

This document sets out Standards for Social Work Education that apply to all students enrolled at the Department of Social Work at the University of North Dakota. This document has been adapted from material secured from the School of Social Work at the University of Texas at Austin and readapted.

Because of the nature of professional social work practice, the Department of Social Work has different expectations of students than do non-professional programs. The standards described in this document are related to academic and ethical issues and are linked to students' abilities to become effective social work professionals. These standards are provided so that students and faculty can be clear about expectations and procedures to address academic performance concerns. The goal of the Standards for Social Work Education is to help students have a successful experience in the Department of Social Work.

Since becoming a professional is a gradual process, not all criteria are expected to be met at all times. Persons who teach and supervise students, along with program Assistant/Associate Deans, will assess student academic performance and apply their professional judgment to determine if standards are being met during a student's educational career. Professional judgment is the capacity to assess a situation by applying the values and knowledge of the social work profession, combined with a professional's own experience and practice wisdom. It also represents the application of knowledge, values, and skills to making decisions in a helping process.

### **Criteria for Evaluating Academic Performance in the MSW Program**

To meet its responsibilities to provide quality professional education and to facilitate functioning in a broad variety of professional situations, the Department of Social Work evaluates the academic performance of its students in four general areas: Basic Abilities to Acquire Professional Skills; Mental and Emotional Abilities; Professional Performance Skills, and Scholastic Performance. Meeting the criteria for scholastic achievement is necessary but not sufficient to ensure continued enrollment in a program. Both professional behavior and scholastic performance comprise academic standards.

## **Basic Abilities Necessary to Acquire Professional Skills Communication Skills**

### **Communication Skills**

The student demonstrates sufficient written and oral skills to comprehend information and communicate ideas and feelings.

- a) *Written:* Writes clearly, uses correct grammar and spelling, and applies appropriate writing style, including American Psychological Association (APA) referencing, appropriate source citation, and documentation. Demonstrates sufficient skills in written English to understand content presented in the program and to complete adequately all written assignments, as specified by faculty.
- b) *Oral:* Communicates effectively and sensitively with other students, faculty, staff, clients, and professionals. Expresses ideas and feelings clearly and demonstrates a willingness and an ability to listen to others. Demonstrates skills in spoken English to understand content presented in the program, to complete adequately all oral assignments, and to meet the objectives of field internship experiences, as specified by faculty. The student must demonstrate communication competencies by such behaviors as using appropriate grammar, syntax, inflection, and vocabulary in spoken and written expression.

### **Interpersonal Skills**

The student demonstrates the interpersonal skills needed to relate effectively to other students, faculty, staff, clients, and professionals and to fulfill the ethical obligations of the profession. These include a sense of justice, compassion, empathy, altruism, integrity, and demonstration of respect for and consideration of others. Takes appropriate responsibility for his or her own actions and considers the impact of these actions on others.

### **Cognitive Skills**

The student exhibits sufficient knowledge of social work and clarity of thinking to process information and apply it to appropriate situations in classroom and field. The student demonstrates grounding in relevant social, behavioral and biological science knowledge and research including knowledge and skills in relationship building, data gathering, assessment, intervention, and evaluation of practice, and exhibits ability to conceptualize and integrate knowledge and apply that knowledge to professional practice.

### **Physical Skills**

Physical attributes include adequate physical stamina and energy to carry out the responsibilities of social work over long hours and sensory abilities to support work in an agency setting with vulnerable clients.

## **Emotional and Mental Abilities Necessary for Performance in the Program and Professional Practice**

### **Stress Management**

The student demonstrates the ability to deal with current life stressors through the use of appropriate coping mechanism. Handles stress effectively by using appropriate self-care and developing supportive relationships with colleagues, peers, and others.

### **Emotional and Mental Capacities**

The student uses sound judgement and seeks and effectively secures assistance for medical or emotional problems that interfere with scholastic and professional performance. The student also engages in counseling or seeks out support and help if personal problems, psychosocial distress, substance abuse, or mental health difficulties do any of the following:

- compromise scholastic and other performance,
- interfere with professional judgment and behavior, or
- jeopardize the best interests of those to whom the social work student has a professional responsibility (as outlined in the current Codes of Ethics by NASW and North Dakota Board of Social Work Examiners).

<https://www.socialworkers.org/About/Ethics/Code-of-Ethics/Code-of-Ethics-English>

<https://www.ndbswe.com/>

## **Professional Performance Skills Necessary for Work with Clients and Professional Practice**

### **Professional Commitment**

The student exhibits a strong commitment to the goals of social work and to the ethical standards of the profession, as specified in the NASW Code of Ethics and the Code of Ethics for Social Work Licensure in North Dakota or other relevant boards. The student demonstrates commitment to the essential values of social work that includes the respect for the dignity and worth of every individual and the right of each individual to a just share of society's resources (social justice).

### **Professional Behavior**

The student exhibits behaviors that are in compliance with program policies, institutional policies, professional ethical standards, and societal laws in classroom, field, and community. Shows potential for responsible and accountable behavior by knowing and practicing within the scope of social work, respecting others, being punctual and dependable, prioritizing responsibilities, attending class regularly, observing deadlines, completing assignments on time, keeping appointments or making appropriate arrangements, and accepting supervision and criticism in a positive manner.

Works effectively with others, regardless of level of authority. Advocates for him/herself in an appropriate and responsible manner and uses proper channels for conflict resolution. Shows a

willingness to receive and accept feedback and supervision in a positive manner, as well as use such feedback to enhance professional development.

### **Self-Awareness**

The student exhibits knowledge of how one's values, attitudes, beliefs, emotions, and past experiences affect thinking, behavior, and relationships, and accurately assesses one's own strengths, limitations, and suitability for professional practice. The student shows awareness of self and how one is perceived by others. Reflects on one's own limitations as they relate to professional capacities. The student is willing to examine and change behavior when it interferes in working with clients and other professionals.

### **Ethical Obligations**

Behavior and classroom performance demonstrate adherence to the ethical expectations and obligations of professional practice. Ethical behaviors include:

- Adherence to the NASW Code of Ethics and the Code of Ethics for Social Work Licensure in North Dakota or other relevant boards.
- No conviction of an offense(s) determined by the department to have a direct bearing upon that individual's ability to practice social work unless sufficiently rehabilitated as determined by the Department of Social Work. (Reference NDCC Chapter 43-41-10 relative to grounds for denial of Social Work Licensure by the ND Board of Social Work Examiners).
- Systematic evaluation of clients and their situations in an unbiased, factual way. Suspension of personal biases during interactions with others.
- Comprehension of another individual's way of life and values. Empathic communication with and support of the client as a basis for a productive professional relationship.
- Appreciation for the value of diversity. Effective and nonjudgmental relation to and work with others who are different from oneself. Appropriate service to all persons in need of assistance, regardless of the person's age, class, race, religious beliefs, gender, disability, sexual orientation, and/or value system. No imposition of personal, religious, sexual, and/or cultural values on clients.
- Demonstration of respect for the rights of others. Commitment to clients' rights to freedom of choice and self-determination.
- Maintenance of confidentiality as it relates to human service, classroom activities, and field internship.
- Demonstration of honesty and integrity by being truthful about background, experiences, and qualifications; doing one's own work; giving credit for the ideas of others; and providing proper citation of source materials.

- Demonstration of clear, appropriate, and culturally sensitive boundaries. Does not sexually harass others; make verbal or physical threats; become involved in sexual relationships with clients, supervisors, or faculty; abuse others in physical, emotional, verbal, or sexual ways; or participate in dual relationships where conflicts of interest may exist.
- The Department of Social Work does not promise that a license can be attained merely by completing the program.

### **Scholastic Performance**

Information in this section was secured from UND policy regarding academic performance. Academic criteria are described in the *UND Undergraduate and Graduate Catalog*. This information is located at: <http://und-public.courseleaf.com/>

A cumulative grade point average (GPA) of at least 3.00 for all work taken as a graduate student, i.e., while registered in the UND School of Graduate Studies, must be maintained in order to remain in satisfactory academic standing in the School of Graduate Studies; however, mere maintenance of a 3.00 GPA or better may not be considered adequate satisfactory performance. Satisfactory performance may include, but is not limited to, satisfactory research performance, a satisfactory GPA in the major, satisfactory performance in examinations, such as the comprehensive final examination, or satisfactory performance in other specific program requirements.

### **Sources of Information upon which Academic Performance is Based**

Information about students' meeting academic performance criteria in the Department of Social Work may include but is not limited to any of the following:

- Feedback or reference letters from faculty, work supervisors, or supervisors of volunteer human service activity or other field experiences.
- Feedback from agency-based field instructors.
- Observation of classroom, volunteer, or field behaviors.
- Performance in oral and written assignments, examinations, social work skills labs, or other appropriate coursework.
- Student personal statements or self-assessments.
- Interviews with faculty or other professionals.
- Taped interview situations (audio or video).
- Feedback from students, staff, university (UND or other colleges and universities), helping professionals, or community about behaviors.
- Feedback from faculty in other social work programs that the student may have

attended.

- The Department of Social Work will adhere to FERPA guidelines.

### **Accommodations for Disabilities**

Material from this section was referenced from the University of North Dakota Disability Services for Students (DSS). No otherwise qualified student, on the basis of disability, shall be subjected to discrimination or excluded from participation in the Department of Social Work. A student with a disability may be protected by the Americans with Disabilities Act (ADA) and be eligible for a reasonable accommodation that will provide an equal opportunity to meet the academic criteria related to professional behavior and scholastic performance.

Any otherwise qualified student with a protected disability who requests a reasonable accommodation must notify DSS and provide documentation as needed. DSS makes recommendations for accommodations. The Department of Social Work will review academic performance criteria in light of individual student circumstances to explore issues of appropriateness and accommodation. An initial assessment, subsequent plan, use of outside experts (including DSS), and periodic checks between the Department of Social Work and the student are appropriate courses of action in making accommodations. Further information on DSS can be found at: <https://und.edu/student-life/disability-services/>

## **Student Rights and Responsibilities**

### **Student Responsibility (Code of Student Life)**

While UND faculty and staff members give students' academic advice and assistance, each student is expected to take responsibility for his or her education and personal development. The student must know and abide by the academic and disciplinary policies given in *UND's Undergraduate and Graduate Academic Catalog*, including rules governing quantity of work, the standard of work required to continue in UND, warning status and scholastic dismissal, and enforced withdrawal. First the student must know and meet the requirements of his or her degree program; must enroll in courses appropriate to the program; must meet prerequisites and take courses in the proper sequence to ensure orderly and timely progress; and must seek advice about degree requirements and other UND policies when necessary.

It is suggested that the student must give correct local and permanent address and telephone numbers to the Office of the Registrar. If email correspondence occurs, students are expected to use their UND email address. Official correspondence is sent to the address last given to the registrar; if the student has moved and failed to correct this address, he or she will not be relieved of responsibility on the grounds that the correspondence was not delivered.

The student must verify his or her schedule of classes each semester, must see that necessary corrections are made, and must keep documentation of all schedule changes and

other transactions.

## **Harassment Policy**

The University of North Dakota has policies to define and protect employees and students from harassment related to protected class.

### UND's Policy on Discrimination and Harassment

*The University of North Dakota (University/UND) is committed to the principle of equal opportunity in education and employment. UND does not discriminate on the basis of race, color, national origin, religion, sex, age, disability, sexual orientation, gender identity, genetic information, marital status, veteran's status, political belief or affiliation, or any other status protected by law or UND/North Dakota University System/State Board of Higher Education policy.*

*UND prohibits retaliation by its employees and students against a person who exercises their rights or responsibilities under any provision of state or federal law, including Title VII, the Americans with Disabilities Act, or the North Dakota Human Rights Act, or this policy.*

*Employees or students who violate this policy may face disciplinary action up to and including separation from the University. Third parties who commit discrimination or harassment may have their relationships with the University terminated and/or their privileges of being on University premises withdrawn.*

## **Making a Report**

The University encourages anyone who experiences discrimination or harassment to immediately report the incident to the University through the reporting options below. It is the University's policy to handle complaints at the earliest possible level to ensure a quick and effective response.

2. Using the on-line EO>Title IX report: <https://campus.und.edu/equal-opportunity/incident-report.html>
3. By contacting any of the following offices, as appropriate, in person, by phone, or in writing:

EO>Title IX Office – any report of harassment or discrimination  
Office of Student Rights & Responsibilities - any report against a student  
University Police Department – all reports of criminal activity.

## **Policies and Procedures for Review of Academic Performance**

The Department of Social Work may utilize three levels of review to evaluate concerns regarding a student's academic performance. The level of review depends upon the severity of the concern. Information disclosed during student meetings with faculty, program directors, or school administrators will not be kept confidential if the information raises concerns about professional performance. Faculty and/or program directors will share pertinent information with each other for the professional purpose of identifying student issues and enhancing problem solving about the concerns on a need to know basis.

### **Performance that May Result in a Review and/or Dismissal from the MSW Program**

Student reviews can occur under any of the following circumstances:

- Failure to meet or maintain any of the "Criteria for Evaluating Academic Performance"
- Scholastic dishonesty, including cheating, lying, plagiarism, collusion, falsifying academic records, or any act designed to give unfair academic advantage to the student.
- Behavior judged to be in violation of the current NASW Code of Ethics.
- Any threat or attempt to harm oneself or someone else.
- Commission of a criminal act that is contrary to professional practice, occurring during the course of study or occurring prior to admission to the Department of Social Work and becoming known after admission.
- Consistent pattern of unprofessional behavior.

### **Academic Probation/Dismissal Policy**

Information in this section was secured through the *UND Undergraduate and Graduate Academic Catalog* pertaining to the *Undergraduate Probation, Suspension, and Dismissal Policy*.

### **Scholastic Dishonesty**

Students are expected to maintain scholastic honesty. Scholastic dishonesty includes but is not limited to cheating on a test, plagiarism, and collusion.

- A. Cheating on a test includes, but is not restricted to:
  1. Copying from another student's test.
  2. Possessing or using material during a test not authorized by the person giving the test.

3. Collaborating with or seeking aid from another student during a test without authority.
4. Knowingly using, buying, selling, stealing, transporting, or soliciting in whole or in part the contents of any test.
5. Substituting for another student or permitting another student to substitute for oneself to take a test.
6. Bribing another person to obtain a test or information about a administered test.

B. Plagiarism means the appropriation, buying, receiving as a gift, or obtaining by any means another person's work and the unacknowledged submission or incorporation of it in one's own work. This includes appropriation of another person's work by the use of computers or any other electronic means.

C. Collusion means the unauthorized collaboration with another person in preparing written work offered for credit.

For detailed policy statements and procedures dealing with scholastic dishonesty, see the *UND Code of Student Life*.

1. Any student who does not maintain minimum academic requirements will, at the end of the term in which he or she fails to meet minimum standards, be placed on Academic Probation. Subsequent failure to meet these standards will result in dismissal from the university.
2. A student on Academic Probation may remove Probation by attaining a 2.0 GPA. A student on Academic Probation who does not remove his or her probation at the end of the next term (semester or summer session) in which he or she enrolls will be dismissed.
3. Students may apply for reinstatement only if highly extenuating circumstances have led to the academic deficiencies. Applications for reinstatement are processed through the office of your academic dean or program director. If you have not declared a major, please contact the Office of Admissions and Records.

## **Gatekeeping Policy: Concerns Regarding Student Performance**

Social work is a professional program that prepares students for practice. As such, all social work students must demonstrate adherence with policies, maintain classroom expectations related to assignments and attendance, and demonstrate professional expectations and the ethical codes of conduct outlined in this handbook. Typically, if a faculty member has concerns about student behavior, the initial concerns will be addressed informally in person as a first step toward remediation. However, there are three levels of formal gatekeeping, which are described below, and the process can begin at any of the three levels depending on the context. For instance any concern that would normally be reported to the State Board of Social Workers must be addressed with a Level 3 review, including gross breech of boundaries, impairment due to substances that affects work, substantiated child abuse, or criminal allegations related to physical harm to another person.

The MSW Program Director and student advisor will generally be included in the process, and, if the student is in a field placement, the Field Director and agency-based field instructor and liaison may also be involved. Students will receive a copy of all gatekeeping documents and have an opportunity to respond.

(Refer to the *Student Field Education Manual* for policies and procedures for evaluating students in Field Education.)

### **Levels of Review**

#### **Level 1**

A Level 1 review involves a meeting between a faculty member and a student, and occurs when a faculty member has concerns about a student enrolled in the social work program meeting regarding either professional behavior or scholastic performance. After the level 1 meeting, faculty (unilaterally or in consult with other faculty) will decide whether the issue is resolved, requires follow-up, or needs to be further addressed at level 2 or 3.

#### **Level 2**

A Level 2 review involves the faculty member, student, the student's advisor, and the MSW Program Director and/or Field Director (as appropriate). After the level 2 meeting, faculty will decide whether the issue is resolved, requires follow-up, or needs to be further addressed at level 3.

#### **Level 3**

A Level 3 review involves the faculty member, student, the student's academic advisor, the MSW Program Director and/or Field Director (as appropriate), and possibly other relevant participants. At the student's request, the MSW Student Representative can also be present.

Generally, this level review is called when problematic patterns are identified with students or when the issues are serious enough to require formal consultation that may lead to immediate dismissal from the program. The student will be notified in writing of the concerns and meeting date, with at least 48 hours to prepare for the meeting.

After the meeting has occurred, the program director or advisor will consult with the Chair of the Department who may consult with the Dean to discuss the situation and make recommendations regarding the student. Based on these steps the advisor, appropriate Director(s), and the MSW Committee will inform the student of the decisions, which can include, but may not be limited to, one or more of the following actions:

- *Continued participation in the program with no conditions.*

In these situations, the concern has been addressed and no further action is required.

- *Establish formal conditions for the student's continuance in the program.*

In these situations, specific conditions must be met for the student to remain in the program. Action may include establishing goals, a timeline and plan, and appropriate monitoring; providing mentoring and support; placing the student on probation and monitoring the student during the probationary period; referring the student to counseling and/or advising services; allowing the student to follow a reduced course load or delayed entry to the field internship; requiring the student to withdraw from the program with the option of reapplying; or other steps as determined during the process.

- *Consult with and/or refer to the Dean of Students.*

In some instances the University's Office of the Dean of Students may be consulted. If a referral is made to that Office after consultation, the student will be notified in writing about the nature of the concern and the fact that the referral is taking place. Situations which may result in referral to the Office of the Dean of Students include scholastic dishonesty, hazing, racial or sexual harassment, possession or use of firearms or other weapons on university property, damage or destruction of university property, and conduct that endangers the health or safety of any university student, employee, or campus visitor.

- *Counsel the student to change majors/degree programs and/or discontinue the student in the program.*

In some situations, it will be recommended that the student no longer continue in the social work program. In such cases the student may be counseled to voluntarily change majors or degree programs. If that advice is not pursued, the student will be dismissed from the program and possibly from the university.

Level 3 reviews should include clear, concise documentation of the problem areas as well as verification that these concerns have been discussed with the student (see Appendix II, MSW Program Gatekeeping Documentation Form). The Program Director or other, appropriate authority will provide written notification of the decision within ten calendar days of the review.

## **Academic Grievances—Student Opportunity to Address Concerns**

Pursuant to the student grievance procedures for undergraduate and graduate students provided in the *Code of Student Life*, students enrolled in the social work program have the right to express a complaint and to engage a process including the possibility to redress grievances related to academic matters, including decisions that are the result of reviews of these Standards for Social Work Education. Students are assured freedom from reprisals for bringing a grievance.

### **Procedures for Handling Academic Grievances Definition**

The Department of Social Work will follow the procedures outlined by the college pertaining to academic grievances. The term "academic grievance" is defined as: A statement expressing a complaint, resentment, or accusation lodged by a student about an academic circumstance (such as grading, testing, quality of instruction) which is thought by the student to be unfair.

Academic issues concerning grievance procedures differ from those described in the academic petition process. The petition process includes a request by the student to have a university, college, or program requirement waived or modified. It may include the right to appeal under circumstances outlined in the petition process. The substance of petitions and appeals is under the jurisdiction of individual colleges, schools, programs, or designated university committees. If a student thinks that a petition has not been handled fairly, the student may initiate a grievance based upon unfair treatment, but not upon the substantive issue.

### **The Grievance Process**

For undergraduate students, this process applies to any "complaint, resentment, or accusation lodged by a student about an academic circumstance (such as grading, testing, quality of instruction) which is thought by the student to be unfair" (*UND Code of Student Life*, Section 1).

The academic issues subject to the grievance procedures specified within this policy differ from those issues subject to the academic petition process, which include a request by the student to have a university, college, or program requirement waived or modified. "If a student thinks that a petition has not been handled fairly, the student may initiate a grievance based upon unfair treatment, but not upon the substantive issue" (*Code of Student Life*, Section 1).

All concerns within the scope of this policy must be pursued through the appropriate levels. For students, that is student and instructor, then Department Chair, and then College Dean. Faculty concerns should be addressed first to the appropriate Department Chair and then to the Dean.

### ***Grievance Options***

Any person who has a problem, complaint, or resentment, which may become subject to this grievance policy must attempt to resolve the grievance at the department level. That

individual shall hereinafter be referred to as the "grievant" and the issue of concern shall be referred to as the "grievance." If the grievance involves administrators (other than the Dean) or staff at the college level and/or college policies or procedures, other than those associated with the academic petition process, the Dean shall assign a Department Chair to handle the grievance in the manner noted below. If the grievance involves the Dean, the Provost and Vice President for Academic Affairs shall assign a Department Chair or Dean of another college to handle the grievance in the manner noted below.

*1. Informal Options*

The grievant shall discuss the grievance first with the person(s) involved as part of an attempt to resolve the situation.

After initial contact, the grievant may attempt to use either negotiation or mediation, or both, before initiating a formal grievance. In most instances, the grievant should attempt to resolve the grievance through negotiation by discussing the concern with the instructor and/or the Department Chair.

The grievant may initiate mediation by requesting assistance from any person or entity appropriate to provide mediation. If the person or entity requested to mediate the concern agrees to do so, that mediator shall contact the instructor and/or the Department Chair and proceed with mediation if that party agrees.

*2. Formal Options*

Within twenty (20) days of the occurrence which forms the basis for the grievance, or within ten (10) days of the final attempt at negotiation or the final effort at mediation, whichever is later, the grievant shall file a written grievance to the Department Chair, indicating the basis for the grievance and the specific remedy sought.

The Department Chair shall visit with the grievant and the individual(s) alleged to be the basis for the grievance and shall request such additional information as deemed necessary to render a response to the grievance.

Within fifteen (15) days after the grievance has been provided, the Department Chair shall provide the parties to the grievance with a written statement indicating what actions, if any, will be taken in response to the grievance.

It is the responsibility of the Chair to retain a record of the investigation of the grievance and copies of any relevant documents procured thereby.

This will be held in the Deans office as the office of record.

***Grievance Procedures***

*1. Procedure and Timing*

An appeal of a Department Chair's decision must be submitted by either party involved in the grievance (referred to in this stage of the process as the "appellant") to the Dean within fifteen (15) working days after notification of the decision of the Department Chair. The appeal must indicate the basis for disagreement with the Department Chair's decision and the remedy sought. A copy of the Department Chair's decision must accompany the appeal. The College Appeals Committee will be formed and a Chair elected within five (5) working days after the appeal has been filed.

The appeal process will be completed in twenty (20) working days from the day the committee is formed, unless all parties mutually agree to an extension of this timeline, or upon a showing of good cause by any party, an extension is granted by the committee. A copy of the recommendation of the College Appeals Committee will be sent within five (5) working days after completion of the appeal process by the Committee Chair to the parties, including the appellant, the Dean, the second party to the original grievance, and the Chair of the Department in which the grievance was originally considered.

## *2. Selection of the College Grievance Committee*

Members of the College Grievance Committee pool will be selected in the academic departments through elections conducted by September 1 of each year. Within each department, two faculty members, and two undergraduate students (if appropriate) will be selected for the pool.

For each appeal by academic staff, four faculty names will be drawn by lot from the college pool. Members of the department involved in the appeal being heard will be excluded from the drawing. In the event that any of the four faculty representatives are unavailable at the time of the hearing(s), additional name(s) will be drawn from the college pool.

In the case of student appeals, an undergraduate student also will be selected from the pool, by lot, to serve with the four faculty members. Any student(s) representing the department involved in the appeal will be excluded from the drawing. In the event that the student representative is unavailable at the time of the hearing(s), a new representative will be selected from the college pool.

## *3. Committee Procedures*

The committee must hold a meeting and elect a Chair within five (5) working days after the appeal has been filed. Selection of the Chair shall be by nomination of the committee members and majority vote of those individuals.

The committee shall set a date, time, and place for a hearing to receive testimony from the parties to the appeal.

The appellant, the second party to the original grievance, and/or the Department Chair whose decision is being appealed may provide documents for consideration by the committee. A copy of all such documents related to the appeal, including the file compiled by the Department Chair in conducting the original investigation, will be provided to the Dean's office for distribution to the committee members, Chair of the Department involved, appellant, and second party to the original grievance at least three (3) working days prior to the hearing.

#### *4. Hearing Procedures*

At least twenty-four (24) hours prior to the opening of the hearing, the appellant will provide a signed written statement to the Dean's office declaring whether the hearing is to be open or closed to the public. In the absence of such statement, the hearing is to be closed to the public.

Before the presentations by the principal parties to the Grievance Committee, the following instructions will be read by the chairperson: This process is not a disciplinary hearing, legal proceeding, or a courtroom process. The first phase of the meeting is designed for the committee to obtain information on the related factors and aspects of the appeal. The appellant and respondent will present their positions. Principal parties will not have the right to cross-examine each other. The committee has the right to question all parties in its attempt to achieve an understanding of the issue(s).

To begin, the appellant(s) will present their position(s) to the committee, followed by the presentation by the respondent. Any other principal parties, earlier identified, will be allowed to make a presentation. The committee may then follow with questions. After this phase of the meeting, the committee will deliberate and reach a final decision. If the principal parties choose to stay during the committee's deliberations, they may not participate. The principal parties and the Dean will be notified by the Chair of the Committee, in writing, of the decision within five (5) working days after completion of the appeal process.

The appellant will begin the hearing by giving an account of the problem, complaint, or resentment that led to the grievance. The appellant will also provide a response to the Department Chair's decision regarding the grievance.

The Department Chair who issued the department level decision against

which the appeal was filed shall then give an account of the issue(s), the investigation, and the decision. The second party to the original grievance, other than the appellant, will then be invited to give his or her account of the issue(s). However, the party is under no obligation to give such an account.

The principal parties involved may ask other persons to provide supporting testimony at the hearing. Each of these individuals must be identified to the committee prior to the hearing. If the hearing is an open hearing witnesses may not be present in the hearing room until after they have provided testimony and it has been determined that they will not be recalled for further testimony.

Any questions or responses by the parties involved in the appeal hearing will be directed through the chairperson and will be presented only after both sides have concluded their testimony.

The Grievance Committee Chair will assure that the discussion is limited to the specific matter(s) listed in the appellant's written appeal and will restrict the committee recommendation(s) to the specific matter(s) cited in that appeal. During the appeal hearing, the appellant may have an advisor present, but the advisor may not ask questions of parties to the appeal or witnesses and will not be allowed to address the committee unless asked to do so, or unless given permission to do so.

#### 5. *Committee Decision*

The Grievance Committee will consider all documents and testimony provided by the parties prior to deliberation. A quorum, defined as four out of five members for a student appeal or three out of four for a faculty appeal, must be present at the time of the vote. The recommendation(s) of the committee shall be approved by a majority vote of those present. The Committee Chair will vote only in case of a tie.

Any appeal not resolved at this level may be brought by either party to the appropriate university committee. Students should consult the UND Code of Student Life, Section 3.

### **Non-Academic Grievances**

Student-initiated grievances that are not academic in nature are addressed in other documents. Students should refer to the *Code of Student Life* and the *UND Undergraduate and Graduate Academic Catalog* for a more detailed discussion of specific grievance procedures.

## **PART V: LICENSURE INFORMATION, COMMITTEE REPRESENTATION, AND OTHER STUDENT RESOURCES**

### **Licensure Information**

The state of North Dakota licenses graduates from UND's MSW Program as a Licensed Master Social Worker (LMSW) or Licensed Clinical Social Worker (LCSW). Students majoring in social work at UND are permitted to take the North Dakota licensing exam during the semester they complete all of their graduation requirements. The North Dakota Board of Social Work Examiners requires a student to submit a Letter of Good Standing from the Department of Social Work or a final transcript before taking the exam. Information regarding licensing can be obtained from the North Dakota Board of Social Work Examiners, or, for other states, see the Association of Boards of Social Work Examiners.

The state of Minnesota licenses graduates from UND's MSW Program as a Licensed Graduate Social Worker (LGSW), Licensed Independent Social Worker (LISW) or Licensed Independent Clinical Social Worker (LICSW).

To become a LICSW, applicants must provide verification of 360 clock hours in clinical knowledge areas and meet specific requirements of supervision. (See Appendix 1)

Each state varies with regard to requirements for MSW licensure, and responsibility for licensure ultimately resides with each student. Early in the MSW journey, students should gather information about licensure in their state and consult faculty if there are questions.

### **Student Representation on MSW Committee**

This committee assists the Director of the MSW Program in overseeing curricular matters, program administrative tasks, program policy development, and assists with student gatekeeping matters. Please let the Director of the MSW Program know if you would like to serve as the student representative on this committee.

## References

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- Lewandowski, C.A. & GlenMaye, L.F. (2002). Teams in child welfare: Interprofessional and collaborative processes. *Families in Society: The Journal of Contemporary Human Services*, 83(3), 245-256.
- Mohan, B. & Allen, P.D. (2004). Model Four: Louisiana State University, Rethinking the LSU innovation. In A. Roy & F. Vecchiolla (Eds.), *Thoughts on an Advanced Generalist Education*. Eddie Bowers Publishing: Dubuque, IA.
- Morales, A. T., Sheafor, B. W., & Scott, M.E. (2010). *Social work: A profession of many faces*. 12th Edition. Boston: Allyn and Bacon.
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- Stuart, P.H. (1999). Linking clients and policy: Social work's distinctive contribution. *Social Work*, 44(4), 335-348.
- Zapf, M.K. (2010). Social work and the environment: Understanding people and place. *Critical Social Work*, 11(3). Retrieved August 14, 2012 from  
<http://www.uwindsor.ca/critica...-people-and-place>.

## Appendix I

University of North Dakota Master of Social Work							
Student:		Graduation Date:			Today's Date:		
Placement Location: <b>500 Hours</b>		Advisor:					
UND Curriculum	Minnesota Clinical Knowledge Areas in Hours						
	Differential Diagnosis (108)	Clinical Treatment Planning (36)	Clinical Intervention Methods (108)	Evaluation Methodologies (18)	Values and Ethics (72)	Culturally Specific (18)	
University of North Dakota Core Curriculum Courses							
SWK 527 AG HBSE I 2 credits = 30 hours	6		10		2	3	
SWK 529 AG Research 2 credits = 30 hours				12	2		
SWK 530 AG Individuals 2 credits = 30 hours	12	8	5		3	2	
SWK 533 AG Families 2 credits = 30 hours	4	9	9	2	2	4	
SWK 534 AG Groups	6	6	8	1	4	3	

2 credits = 30 hours							
SWK 582/583  Field Education Seminar I/II  2 credits = 30 hours					22	2	
TOTAL	28/108	23/36	32/108	15/18	35/72	14/18	147

**Field Education hours will vary depending upon the clinical nature of the placement.**

SWK 580/581  Field Education I/II  10 credits = 500 hours							
<b>Elective hours will vary depending on the number of credits of each elective. See page two for a list of electives and credits. List below, for total number of hours.</b>							

Report of Total Hours							
UND Curriculum	Differential Diagnosis (108)	Clinical Treatment Planning (36)	Clinical Intervention Methods (108)	Evaluation Methodologies (18)	Values and Ethics (72)	Culturally Specific (18)	Total (360)
Core Curriculum	28	23	32	15	35	14	147
Field Education							

Electives (list from page two):							
<b>TOTALS</b>							

<b>University of North Dakota Master of Social Work – Electives</b>							
UND Curriculum	Minnesota Clinical Knowledge Areas in Hours						
	Differential Diagnosis (108)	Clinical Treatment Planning (36)	Clinical Intervention Methods (108)	Evaluation Methodologies (18)	Values and Ethics (72)	Culturally Specific (18)	
<b>University of North Dakota Electives</b>							
SWK 560 Clinical Diagnosis  2 credits = 30 hours	16	5	6		2	1	
SWK 560 School Social Work  2 credits = 30 hours	2				2		
SWK 560 Working with Combat Veterans	4	5	4		1	1	

1 credits = 15 hours							
SWK 560 Play Therapy 2 credits = 30 hours	6	2	5		1	1	
SWK 560 Play Therapy 1 credit = 15 hours		2	6				
SWK 560 Children's Mental Health 2 credits = 30 hours	10	4	10	2	2	2	
SWK 560 Children's Mental Health 1 credit = 15 hrs	10	1	3		1		
SWK 560 Family Violence 1 credit = 15 hrs		2	3		1	1	
SWK 560 Issues with Aging 1 credit = 15 hrs	2		1		2	1	
SWK 560 Medical Social Work					4	2	

2 credits = 30 hours							
SWK 560 GLBTQ  1 credit = 15 hrs					3	12	
SWK 560 Diversity in Social Work  2 credits = 30 hours		3			2	25	
SWK 560 Diversity in Social Work 1 credit = 15 hrs		1.5			1	12.5	
SWK 560 Suicidality 2 credits = 30 hrs		5	10	2	3	10	
SWK 560 Motivational Interviewing 2 credits = 30 hrs		4	12	2	2	1	
SWK 560 Interprofessional Healthcare 1 credit = 15 hrs					5		
SWK 560 Supervision 1 credit = 15 hours					2	2	
SWK 560 Trauma Informed Care 2 credits = 30 hours		5	5	3	5	5	

## Appendix II

### UND Social Work Program Gatekeeping Documentation Form

<b>Student Name</b>			<b>Student ID</b>			
<b>Date of Meeting</b>			<b>Program</b>	<b>BSSW</b>		<b>MSW</b>
<b>Person initiating Gatekeeping Meeting</b>						

The student has been informed that a gatekeeping meeting was requested, the date and location of the gatekeeping meeting, and the potential consequences of gatekeeping.

**Please indicate the level of this gatekeeping meeting:**

- Level 1 (between faculty and student)
- Level 2 (between faculty, student, program director, and advisor)
- Level 3 (between faculty, student, program director, advisor, and other participants who have information; when incident may lead to discontinuance from program)

Copies of the completed documentation will be distributed to the student, advisor, individual initiating the form, and the Program Director, as well as the Field Director if the student is in field. Copies will be retained until the student's graduation from the program.

**Is the student not meeting or at risk of not meeting any of the following Social Work Program Performance Criteria? (See BSSW or MSW Student Handbook for a full description of each criteria)**

**Basic Abilities Necessary to Acquire Professional Skills**

- Communication Skills
- Interpersonal Skills
- Cognitive Skills
- Physical Skills

**Professional Performance Skills**

- Professional Commitment
- Professional Behavior
- Self-Awareness
- Ethical obligations

**Mental and Emotional Abilities**

- Stress Management
- Emotional and Mental Capacities

**Scholastic Performance**

- Does not meet UND and SWK Program Requirements

**Is the student violating a UND Code of Student Life Policy, university policy/standard, or Social Work Code of Ethics standard? If so, please indicate which policy/standard.**

**Reason/s for gatekeeping meeting** (Please be as detailed as possible. Indicate specific concerns regarding the student, any academic criteria or university policies not being met, dates of any incidents, relevant correspondence between you and the student or others involved, or attach other documentation.)

**Please list all persons present at the gatekeeping meeting and their relationship to the student.**

**As a result of the meeting, please indicate the expectations of the student and/or actions to be taken by the Department of Social Work.**

Faculty initiating meeting		Date
Program and/or Field Director		Date
Advisor Signature		Date
Department Chair Signature (if level 3)		Date

*"I have been informed of the gatekeeping process and the reasons this gatekeeping meeting was called. I understand the expectations and/or actions to be taken by the Department of Social Work as stated above, as well as the consequences I may face if these expectations are not met."*

Student Signature		Date
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Copies will be kept separate from academic file, and be made available to social work faculty for reasons related to performance review and field placement.

**A student may attach a written response to this form.**