



Yeshiva University
WURZWEILER SCHOOL OF SOCIAL WORK

PhD

Student

Handbook

WURZWEILER SCHOOL OF SOCIAL WORK YESHIVA UNIVERSITY

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**STUDENT HANDBOOK FOR THE PHD PROGRAM
YESHIVA UNIVERSITY
WURZWEILER SCHOOL OF SOCIAL WORK**

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**STUDENT HANDBOOK
Ph.D. PROGRAM
WURZWEILER SCHOOL OF SOCIAL WORK**

Welcome to the Ph.D. Program

This Student Handbook is designed to define and describe the rights and responsibilities of students at the Wurzweiler School of Social Work. Please note that the program's policies and procedures are subject to change. The School reserves the right to change policy and procedures without prior notice and will notify all parties of any significant changes. In regard to curriculum requirements, students will be governed by the guidelines in the Handbook in the year in which they entered the program.

The Handbook includes the School's Mission Statement and a statement of goals and objectives which provide an overview of the School's vision and direction. It states policies and procedures which are currently operating and is intended as a source of information for students, faculty, and field instructors. Policies and procedures pertaining to academic requirements, classroom behavior, grading, attendance, comportment, and change of status can be found in this Handbook. Discipline and academic performance policies are also included. The Appendices present important professional and policy background information.

We encourage you to review the *NASW Code of Ethics* and *the Indicators for the Achievement of the NASW Standards for Cultural Competence in Social Work Practice*, which can be found on the Wurzweiler website. Students are expected to conduct themselves in accordance with the Code of Ethics and the Standards for Cultural Competence during their time as students in the PhD program.

If you have questions or concerns, please consult your Program Administrator or the Associate Dean. We wish you the very best and hope that the time you spend at Wurzweiler is engaging, challenging, and successful.

Best of Luck!



Danielle F. Wozniak, MSW, PhD
Dorothy and David I. Schachne Dean



Jay S. Sweifach, DSW, LCSW, Professor of Social Work

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The *Vision* of Wurzweiler School of Social Work:

Our vision is to change the world through the generation and transmission of knowledge, the promotion of social and economic justice, and the advancement of professional values and ethics.

SECTION I: DOCTORAL PROGRAM HISTORY AND DESIGN

The Doctoral Program of the Wurzweiler School of Social Work (WSSW) was initiated in 1968. It is now one of the largest doctoral programs in social work in this country. To date about 200 graduates have received the degree of Doctor of Social Welfare (DSW) or PhD in Social Welfare and have moved on to distinguished careers in the profession of social work. As of April 2000, and with the approval of the New York State Department of Education, the degree offered by WSSW is a PhD in Social Welfare.

The core of all of the educational programs at WSSW lies in its mission to prepare students to undertake competent practice in the profession of social work at the direct practice, middle, and upper management levels and in teaching and research. In the Ph.D. Program, the preparation of "the scholarly practitioner" represents the extension of this core concept.

The WSSW doctoral program is grounded in practice. Students are expected to have an MSW degree (although exceptions can be made for those with a Master's degree in another preferably related field), to be employed in a social work or social service research position during their studies or, for those not able or eligible to work, to engage in volunteer work in a human services related field.

Preparation of the "scholarly practitioner" means that there is no one standard or uniform version of a professional role for which students are prepared. Rather, it is anticipated that the excellence and depth of their professional contributions will be recognized wherever graduates choose to work. Several career patterns have emerged from the variety of career choices of the program's graduates. Many have moved ahead as social work educators and some have assumed significant leadership positions in policy and management roles.

Each course in the program revolves around different aspects of the profession of social work. Guided by a clear educational philosophy, the program is designed to support interaction and integration of research, theory and practice. This dialectical relationship between research, theory and practice creates the program's learning environment.

On the occasion of the 18th Anniversary of the Wurzweiler School of Social Work in 1975, the Jewish Social Work Forum, a scholarly journal produced by WSSW and now entitled the Social Work Forum, devoted an entire issue to the doctoral program. Dr. Lloyd Setleis, then head of the Doctoral program, defined the assumptions on which the program was based. Dr. Setleis quoted a report, written in 1970, which explained that the Doctoral program was designed to be responsive to:

...the rapid and vast social changes...which have generated and heightened the struggle of individuals, groups, and communities to find meaningful and responsive relationships to those social institutions which are essential for creative and satisfying living. The character of contemporary social life has intensified the need for the social work practitioner who is capable of a scholarly undertaking that reflects a capacity and ability to engage himself [herself] with those social issues that are relevant to the purposes and objectives of professional social work. In this regard, the scholarly social work practitioner is needed to account for a changing social work practice in connection with the continuities and discontinuities which inhere in the historical development of the profession; the knowledge upon which professional activity depends; an ideology that gives professional activity its ethical and value-laden meaning; a methodology that provides order and form to professional activity. The establishment of the doctoral program is the School's response to the social and professional need for scholarly practitioners...

SECTION II: PROGRAM STRUCTURE

A. CURRICULUM OVERVIEW

The scholarly practice nature of the WSSW program builds upon students' professional experiences. The program aims to generate demonstrated proficiency in Social Work research, theory, knowledge, and understanding. This practice-based nature can be seen in the topics of the dissertations which students undertake and the central research questions that they seek to address. We encourage students to review dissertations that past students have produced. These are available through the ProQuest Dissertations and Theses Database using search term "Wurzweiler." Please contact a librarian if you need assistance in accessing this content. The curriculum is designed so that pre-dissertation coursework can be completed in three years of full-time study. Part-time students should plan to take at least two classes per semester, or three classes (6 credits) for those who are seeking federal loans. Please contact for the Office of

Student Finance for more information on the FAFSA, payment plans, or any questions regarding your bill.

Students must complete a minimum of 60 approved credits before they can become eligible for the PhD degree. After a total of six years in the program without completing the requirements for the degree, the Director and the Doctoral Committee will review the student's tenure in the program. At that time, the student will either be granted additional time to complete the degree or be dismissed from the program. Only in exceptional circumstances is a student allowed to remain in the program for a period exceeding ten years.

The curriculum described below is subject to change at the discretion of the Doctoral Committee. The Program Administrator or Associate Dean will communicate any major changes to the student body, as needed, and will revise this Handbook accordingly on the WSSW website.

First-Year Courses

Nine core courses are required of all new students. These core courses are intended to introduce students to doctoral-level coursework and standards of scholarship. Students acquire a foundation of social work research and theory that can help them analyze the dilemmas and contradictions of social work practice.

The courses are:

Ideology

Fundamentals of Applied Statistics

Social Work Practice Theories

Strategies of Inquiry I

Strategies of Inquiry II

History & Philosophy of Social Work

Legal Foundations of Social Work

Social Policy

Research Based Interventions

First-year courses may be completed in any order with the exception of Strategies of Inquiry I & II, which are sequential. **For this reason, students are urged to enroll in Strategies of Inquiry I in the Fall semester of the first year of full-time study.** A written Comprehensive Exam is required in order to move on to second-year coursework. The exam is offered three times a year, in January, May, and July. It is the responsibility of each student to contact the Program Administrator to sign up for one of these dates.

Second-Year Courses

In the second year, doctoral students move from structured study toward independent scholarly work. Second-year courses impart the technical and methodological skills necessary to undertake quantitative and qualitative data analyses as well as key professional competencies. In this year, students should identify a faculty member with whom they would like to work on the dissertation proposal and actively work to develop a dissertation topic with faculty support. This faculty member will ultimately chair the student's proposal committee and work with the student on assessing the scholarly literature that will frame the dissertation. Many students choose to switch faculty advisors at the beginning or midway through the second year. This is entirely acceptable but must be reported to and approved by the department.

Students are encouraged to explore possible dissertation topics in research papers and other assignments associated with their first- and second-year courses. The Fall semester of the second year typically consists of four required courses:

Quantitative Methods I

Qualitative Data Analysis

Grant Writing and Administration

Administrative Practice and Policy

These courses and their assignments are meant to help students obtain sufficient knowledge about their substantive areas of interest and the requisite methodological skills for collecting and analyzing related data. Students should also review begin taking electives at this time, if not earlier. Each student must complete three electives at the 8000-level to graduate. These rotate regularly but will include topics in statistics, mental health practice, gerontology, addictions, and eating disorders. Students may also petition to enroll in an elective offered in another school at YU in lieu of an elective. Please contact the Associate Dean or the Program Administrator if you wish to pursue this option.

The Spring semester of the second year typically consists of four courses:

Quantitative II

Advanced Legal Topics in Social Work

Social Work Education

Dissertation Proposal Planning Seminar I

By the end of the second year, students will have an idea of the dissertation topic they want to pursue and will have made significant progress on the literature review element of the dissertation proposal.

Students are advised to complete the Internal Review Board (IRB) online eligibility course over the summer of the second year. Eligibility is good for 6 years before it has to be renewed. Once this is completed, students should print a copy of the record and submit it to the doctoral office.

Third Year and Beyond

In the Fall semester of full-time study, students register for Dissertation Proposal Planning Seminar II. This course provides students with an opportunity to develop a full draft of the dissertation proposal in a structured environment. At this time, students should be aiming to complete their literature review and beginning to focus on the theory and research sections of their proposal. This includes identifying the theories that will guide their research and refining a question with appropriate hypotheses and methods. The Guide to the Preparation of the Dissertation Proposal, which serves as a basic text for the proposal seminar, clearly defines the standards and conventions to which students must adhere. The final course assignment is completion of a draft of the proposal.

Writing support is an integral part of the doctoral curriculum. Students should register in the Dissertation Methodology Proposal Lab after completing Dissertation Proposal Seminar I & II. The Proposal Methodology Labs offer individual consultation with an instructor with deep knowledge of the structure of the proposal format as well as general subject knowledge. Students will also be working with a faculty dissertation advisor at this stage in order to hone the scholarly contribution of his or her dissertation. Ordinarily, students will defend the proposal after one or two semesters in the Lab. If the proposal is not complete by that time, however, the Lab may be repeated for credit.

After the proposal defense, students should enroll in Dissertation Methodology Lab I and II to continue the writing process. Those falling short of the 60-credit requirement for the degree should also plan to register for the Doctoral Research sequence. Every student must register for a credit-bearing class as well as Doctoral Advising (SWK 8950) in order to retain active status in the program during the dissertation phase.

In rare cases, students complete all coursework and dissertation requirements before reaching the 60 credits needed for graduation. Students in this situation will register for Doctoral Research Finalization (SWK 8971B_Fall/SWK 8972B_Spring) in order to complete the program. The tuition bill will then reflect the remainder of the credits needed to reach 60. Doctoral Research Finalization does not substitute for any of the core coursework or electives described above. It is the student's responsibility to request Doctoral Research Finalization well in advance of his or her dissertation defense date--preferably at the beginning of the semester.

B. THE COMPREHENSIVE EXAM

The Comprehensive Exam should be taken at the end of first-year coursework. This written exam consists of 7 questions, of which students select 4 to answer. This is a six-hour, closed-book and closed-note exam to be conducted in the YU computer lab. Students based in Israel will have the exam proctored locally via the YU affiliate office in Jerusalem. The courses upon which the exam is based are:

Ideology

Social Work Practice Theories

Strategies of Inquiry (I & II)

History & Philosophy of Social Work

Legal Foundations of Social Work

Social Policy

Research-Based Interventions

The test is offered three times a year, in January, May, and July. Students should contact the Program Administrator to sign up for a test date. Faculty will evaluate the exams and return a decision within two weeks of the test date. The grades are Pass, Fail, and Oral Exam, which offers a second chance to students who have not performed adequately on the written test. Students who fail both the written and oral exams may be dismissed from the program. Students should ordinarily not register for second-year courses until the Comprehensive Exam is complete but may do so with departmental permission.

C. THE DISSERTATION PROPOSAL

All course work taken in the first and second- year of doctoral study shares the objectives of helping students think through and focus on a feasible dissertation topic. As the student proceeds through coursework, this focus should become increasingly more specific. The proposed dissertation research is expected to be a significant contribution to the building of the knowledge base of the social work profession. The writing of the proposal and the dissertation itself will demonstrate the student's mastery of scholarly research at the doctoral level.

In conceptualizing a proposal, students should review several proposals of past dissertations from those that are made available in the Dissertation Proposal Seminar. A list of completed dissertations is also available through the Doctoral Program Office and through the ProQuest Dissertations and Theses Database using the search term "Wurzweiler."

The proposal sets forth the study questions, hypotheses, research methodology, literature search of relevant theory and empirical studies, and the practice and/or policy implications of the proposed inquiry. All proposals must have substantial social work content to be assessed by the

student's advisor. Approval of the proposal takes place at a hearing chaired by the student's advisor and two additional Proposal Committee members who are Wurzweiler faculty. There may be times when a part-time member of the WSSW faculty or a faculty person from either another department at Yeshiva University or from an outside school will serve as one of the Proposal Committee members. Proposal Committee members from outside of academia are permitted with permission of the dissertation advisor and the Associate Dean. At least one Proposal Committee member must be a full-time WSSW faculty member.

The dissertation proposal is a detailed description of the proposed research project. The proposal serves as a contract between the student and Wurzweiler School of Social Work. Students should keep in mind that advisors and readers must reach a consensus regarding the merits of the proposal and may require changes at several points during the review process. The high standards of the dissertation proposal and consensus among reviewers increases the probability of subsequent approval of the proposal by the Institutional Review Board and of eventual completion of the dissertation. However, neither are guaranteed by a successful proposal hearing.

Students should refer to *Guidelines for the Writing of the Dissertation Proposal* as a guide to constructing a proposal. This text is used as a course text in the Dissertation Proposal Seminar and is available from the Program Administrator. Students are responsible for following the guidelines in effect at the time that they enroll in Proposal Seminar I. Any student wishing to construct a dissertation under new guidelines must obtain permission from the dissertation advisor and the Associate Dean.

References

All proposals, dissertations, and in-class assignments must adhere to contemporary American Psychological Association (APA) style guidelines--7th edition, at the time of this writing. Students will be informed if the APA issues a new edition of its guidelines. It is important that students use the latest APA style so that their work conforms to what is currently being used by the discipline's journals and professional publications. Please see [this site](#), maintained by Purdue University, for a detailed guide to APA citation.

Approval by the Committee on Clinical Investigations

All proposals are reviewed by the Yeshiva University Institutional Review Board (IRB) to determine whether human subjects who participate in the research are adequately protected against harm as a consequence of their participation and that adequate informed consent has been obtained. All research projects approved in this process must include strict measures to protect the confidentiality of the responses by the human subjects at the time of inquiry and thereafter. Under no circumstances can the research commence until the IRB has rendered an affirmative decision in writing.

Effective October 1, 2000, the National Institutes of Health require that all investigators who submit applications or proposals involving human subjects provide in their applications “A description of education completed in the protection of human subjects.” To meet this requirement, WSSW is incorporating relevant educational components into several doctoral level courses: Strategies of Inquiry, Quantitative Methods I and II, and the Dissertation Proposal Seminar. In addition, all doctoral students, prior to submission of the proposal to the IRB, are to complete and pass an on-line examination regarding research on human subjects. Information about signing up for this exam is available from the Doctoral Program Office and/or your research professor.

D. THE DISSERTATION

Only after the proposal has been accepted and approved by the Western IRB can research work begin on the dissertation study. The Guide for the Writing of the Dissertation is periodically updated and the most recent copy is available in the Doctoral Office. The Guide has been written in such a way as to ease the transition from the proposal to the dissertation. In the event that it becomes necessary to make changes to the study outlined in the proposal, students should consult with the dissertation advisor regarding IRB approval. The advisor will let the student know if additional IRB approval is required before proceeding with dissertation work.

The turnaround time for faculty reviewing dissertation chapter drafts may be up to four weeks, to give faculty ample time to provide thoughtful feedback. Students should attempt to contact the advisor before contacting the Associate Dean or Program Administrator, who will then make inquiries intended to efficiently resolve the situation.

All students are required to have a Dissertation Committee member from outside the WSSW faculty. Students who did not include an outside committee member at the proposal stage should discuss potential participants with the dissertation advisor. When a prospective committee member has been identified, the advisor should submit that individual’s C.V. to the Associate Dean for formal approval.

E. GRADUATION

Wurzweiler holds graduation ceremonies in May and July of each year. In order to be seated and hooded, the final version of the dissertation must have been successfully defended, all revisions made, and final written approval given to the dissertation committee by the graduation application deadline stated each year by the Office of the Registrar--usually April and early July. It is the student’s responsibility to apply for graduation by the deadline and resolve any outstanding debts to the university. Each graduating student should also audit his or her transcript, with the support of the Program Administrator or faculty advisor, to ensure that all requirements have been met. Failure to do so may result in a delayed conferral of the degree.

SECTION III: ACADEMIC STANDARDS

A. GRADING SYSTEM

Initial grade assignments are determined by individual instructors. Students are graded using letter grades of: A, A-, B+, B, B-, C+, C, F. In some doctoral classes, the grades of S (satisfactory), U (unsatisfactory), and P (pass) are given instead of letter grades. An instructor may give a student who has not completed all course requirements in a given semester an I (incomplete) or the letter grade the student has earned based on the work submitted. Students in the doctoral program are expected to maintain a grade point average of 3.0, or a B.

B. INCOMPLETES

Students are expected to satisfactorily complete all requirements before the last class session of the semester. Extensions will be allowed only within the following guidelines:

- Incompletes should be considered exceptional; students are expected to complete their course work by the end of the semester.
- The grade of Incomplete or “I” is given at the discretion of the instructor. If the instructor chooses not to give an “I” grade, he or she may determine the student’s grade based on the work completed.
- The student may petition the course instructor from which the “I” grade was received for an additional extension. Such an extension is contingent upon a written agreement with the instructor, including a specified submission date, and departmental approval.
- The Office of the Registrar will change any grade of “I” to an “F” at the end of the subsequent semester. Therefore, the maximum time allowed for completion of all course requirements is one semester.

Students may ordinarily not enroll in course work for the next semester until such time as the “I” grade is changed. Exceptions to this policy may be made in exceptional circumstances with written approval of the Associate Dean.

A student who receives two or more incompletes in a given semester will be placed on academic probation for the following semester. If an incomplete is received in any course at the end of that semester, the student may be dropped from the program on the recommendation of the instructor, academic advisor, and Associate Dean. The final decision is made by the Associate Dean. Appeals to such decisions may be made to the Dean of the School of Social Work.

C. MAINTENANCE OF GOOD STANDING

Students are required to maintain satisfactory standards of scholastic performance and progress. Degree candidates must maintain a B average (3.0). A student is considered to be in academic jeopardy in any of the following situations:

- Any individual grade less than a "B" (that is, B-, C+, or C) in a course raises questions as to the student's ability to continue in the program and places the student on academic probation.
- If an overall 3.0 grade point average is not maintained the student shall be placed on academic probation. A student on academic probation must raise his or her overall grade point average to a 3.0 level by the following semester. Failure to achieve the required 3.0 average after being placed on academic probation is grounds for dismissal.
- A student who receives a grade of F in any course will be dropped from the program.
- A student who receives a grade of "unsatisfactory" or "U" for any course will be placed on academic probation.
- A student who receives more than one grade of "unsatisfactory" or "U" will be dropped from the program.

D. PROGRAM TIME FRAMES

Completion of required coursework, including electives, should take place within three years of full-time study or five years of part-time study. Completion and acceptance of the proposal by the committee and IRB should take place within three years. Completion and defense of the dissertation following proposal acceptance by the IRB should take place within three years. Students are expected to finish the program within ten years, although five to eight years is more typical.

Any student requiring additional time at any stage of the process must receive permission from the Associate Dean. Those students who require additional time beyond the sixth year will request an extension for one year, with the recommendation of the faculty advisor. The Doctoral Faculty Committee which the Director of the Doctoral Program chairs, has the authority to grant such extensions up to and including a tenth year of study. Each year, the student's advisor must request an annual extension based upon the continuing productivity of the student's work. The intent of this policy is to hold both student and advisor accountable for the appropriate fulfillment of their respective roles in ensuring progress on the dissertation.

Occasionally, a student will complete and defend a dissertation prior to earning the 60 credits required for graduation. Under no circumstances will this credit requirement be waived. It

is the responsibility of the student to plan for and pay all tuition and fees associated with the 60-credit program. All required courses must be completed, including three 8000-level electives, for the degree to be conferred.

E. TRANSFER CREDITS

Up to four credits may be transferred for a doctoral-level course taken within five years prior to entry into the WSSW doctoral program at another accredited institution of higher education. Only grades of “B” or higher will be considered. Transfer credits may not replace required coursework but may be counted towards the total of the 60 credits required for the degree. Transfer credits are not entered on a student's permanent record until the student has satisfactorily completed at least 12 credits at Yeshiva University and may be revoked, either in whole or in part, if subsequent work is not satisfactory. The award and withdrawal of transfer credits occurs at the discretion of the Associate Dean and the Office of the Registrar.

As doctoral courses at Wurzweiler are generally worth two credits, approved transfer courses carrying more than two credits at another institution will be worth two credits each. Courses transferred from another institution appear on the student's record with credit value only; grades earned elsewhere are not entered into the records of Yeshiva University.

The evaluation of credits for transfer will begin after the applicant has been accepted by the Wurzweiler School of Social Work and paid the necessary deposit. The procedure is as follows:

1. Students must complete an Application for Transfer Credit towards a Graduate Degree (Form T21.5) and submit it to the department.
2. Students must have an official transcript(s) sent directly to the Doctoral Office.
3. Students must supply the Doctoral Office with copies of the course description(s), school catalogue, and course syllabi.
4. When all the necessary paperwork is received and completed, the materials will be forwarded to the Office of the Registrar. The student will be notified, in writing, by the Office of the Registrar when a decision has been reached.

SECTION IV: EXPECTATIONS OF CONDUCT

A. CLASS ATTENDANCE

Students are expected to attend all classes as scheduled. Students unable to come to a class session should notify the instructor as far in advance as possible. The student is responsible for making up any missed material through independent reading and consultation with the instructor.

Failure to attend three sessions of a class may result in a failing grade. Failure to participate in online discussions may be counted as an absence in online or hybrid courses.

B. ACADEMIC INTEGRITY AND PROFESSIONALISM

Doctoral students are expected to show respect for the views of others, dedication to the advancement of knowledge, and respect for instructors and peers. They are also expected to adhere to the highest ethical standards in their professional lives.

Yeshiva University takes plagiarism, falsification, or fabrication in any form seriously and will sanction acts of such misconduct. Plagiarism occurs when an individual directly copies another's work without citation, paraphrases major aspects of another's work without citation, or combines the work of different authors into a new statement without reference to those authors. Presenting the ideas and/or work of another student as one's own is also considered plagiarism. It is not plagiarism to formulate a presentation of an idea or concept as a reaction to someone else's work provided that the original material is appropriately cited.

A student's affirmation of his or her work on any examination, course assignment, or degree requirement is assumed by the School to guarantee that the thoughts and expressions therein not expressly credited to another are original to the student. Evidence to the contrary may result in failure of a course, disciplinary dismissal from the program, or such other penalties as are deemed proper by the doctoral faculty, chaired by the Associate Dean or Dean.

Falsification means manipulating, changing, or misrepresenting research materials, equipment, or processes, or changing or omitting data or results such that the research is not accurately represented in the research record. Fabrication means making up data, experiments, or other significant information in proposing, conducting, or reporting research. Any student who can be shown to have plagiarized, falsified, or fabricated any assignment in a course or in writing the proposal or dissertation will be subject to disciplinary action that may include expulsion.

Maintenance of good standing is dependent on developing and maintaining standards of ethical and professional conduct. Students are expected to adhere to the Code of Ethics of the National Association of Social Workers (see especially Section 4.08, 5.01-2).

C. CONFIDENTIALITY

Given the personal nature of classroom discussion and the presentation of case materials, students are expected to maintain the confidentiality of their classmates. Students may break confidentiality to apprise the department of comments by a student or faculty member that may constitute harassment, discrimination, or threat.

D. HIPAA

In line with HIPAA regulations concerning protected health information, it is important that you understand that any case information you present from your work will need to be de-identified. What this means is that any information that would allow another to identify the person must be changed or eliminated. This includes obvious identifiers such as names and birth dates but may also contain other information that is so unique to the person that it will allow for identification, including diagnosis, race/ethnicity or gender. If diagnosis, race/ethnicity or gender is directly related to the case presentation, it can be included if it will not allow for identification.

SECTION V: ACADEMIC RESOURCES AND SUPPORT

A. STUDENT SUPPORT SERVICES

The Counseling Center offers a range of services to current Yeshiva University students attending classes at the Manhattan campuses, including counseling and support, medication management and referrals. All services are free of charge and confidential. For more information, visit: <http://www.yu.edu/student-life/counseling/>

The Office of Disability Services collaborates with students, faculty and staff to provide reasonable accommodations and services to students with disabilities. Students anticipating the need for extra time or any other accommodation should contact ODS: <http://www.yu.edu/Student-Life/Resources-and-Services/Disability-Services/>

Wurzweiler Writing Support Services offers writing support services to enhance student writing skills. Support is available in-person, on the Wilf campus, and online via videoconference and email. Students can request an appointment via: <http://yu.edu/wurzweiler/writinghelp>

Academic Computing is a service center for students and faculty seeking support with academic computing equipment and facilities at Yeshiva University. For assistance, visit: <http://yu.edu/its/academic-computing/>

Students in need of support services not listed above are urged to contact the Program Administrator, dissertation director, or Associate Dean.

B. FACULTY ROLES AND FUNCTIONS

The policies governing the doctoral program and its curriculum are recommended by the Doctoral Program Committee which consists of all full-time faculty members serving as teachers of doctoral courses and the Program Director. Part-time faculty may be asked to serve on the Doctoral Program Committee either by the full-time Doctoral Program Committee membership or by invitation from the Program Director, and/or by invitation of the Dean of WSSW. The Doctoral Program Committee meets regularly during the academic year (September - May) to coordinate curriculum changes and discuss student progress and issues. Policies are recommended by the majority vote of the members of the Doctoral Program Committee. The Dean serves as an ex-officio member of the Doctoral Program Committee and at the Committee's suggestion will be recused from discussions concerning student progress or status, student complaints, that may result in appeals.

C. ROLE OF THE ADVISOR

Advising and guiding doctoral students is a critical part of the Wurzweiler approach. To support our new students, we offer dual advising: faculty advising and academic advising.

Academic advising is conducted by the Program Administrator and includes guidance through the curriculum, course selection, and the resolution of registration issues. The academic advisor will also get to know each student and work to match him or her with faculty, resources, and opportunities that may be of particular interest. Students and instructors should also contact the academic advisor with concerns over coursework or progress in the program. Students should make an appointment to meet with the academic advisor before each semester for course planning purposes.

Faculty advisors nurture the intellectual development of each advisee and help to orient them to the discipline. The role of the faculty advisor changes over time as students move through the different phases of the program. In year one, the faculty advisor serves as a general resource to discuss research, career paths, and publications.

The advisor/advisee relationship becomes more formal after the Comprehensive Exam. Please note that students may request to switch advisors at the end of the first year, or earlier with departmental permission. Ideally, by the second year the student will have determined which faculty member will chair the proposal committee. This faculty member will provide consultation and support as the student develops a proposal and will work with the student on any necessary revisions. The faculty advisor will also contribute to an overall evaluation of each student's progress.

Advising at the Dissertation Stage

The faculty advisor serves as chair of the student's Doctoral Dissertation Committee. Most students will have completed all of their course work by the end of their third full-time year. All efforts are focused on the dissertation once the proposal has been accepted.

At the proposal and dissertation stage, advisement should be focused on:

- Setting schedules and timetables for completion of the proposal and/or dissertation
- Reviewing drafts of the proposal and/or dissertation
- Recommending changes or new avenues of inquiry
- Providing suggestions about internal and external resources
- Monitoring progress and adherence to timetables
- Clarifying procedural requirements regarding dissertation format and style
- Assisting with identifying a dissertation committee
- Notifying the Program Administrator or Associate Dean when the student is ready to defend
- Chairing the defense
- Overseeing any needed corrections based on the defense hearing
- Encouraging scholarly writing based on the dissertation

Advisors and students are expected to meet early each semester to discuss expectations for the coming months. The frequency and focus of advisement should reflect the status of the student in the program, his/her strengths and weaknesses, and the individual needs of the student as seen from the perspective of the advisor and student. An agreement along these lines might include, as appropriate to the situation:

- Frequency of meetings
- Focus of meetings
- Agreement as to schedule and timetables for proposal completion and/or dissertation
- Advisor responsibilities
- Student responsibilities

D. REFERENCES/RECOMMENDATIONS

Doctoral students often request letters of recommendation from faculty for scholarships, awards, and jobs. Students should obtain the permission of the faculty person before indicating his/her name as a reference. Unless there are compelling reasons otherwise, any faculty reference should be requested from and prepared by the student's advisor.

E. FINANCIAL AID

Doctoral students may seek several sources of financial aid to help meet education expenses. The first of these is scholarships, issued to a select group of students at the time of admission. These are granted by WSSW and managed by the Office of Student Finance (OSF) on the Wilf campus. OSF also guides students through federal and state aid options and administers loans. Students seeking external loans are urged to file a FAFSA and contact OSF as early as possible following admission.

WSSW offers teaching assistant and adjunct instructor opportunities to doctoral students on a regular basis. Such opportunities depend on available funds and the needs of the school in a given semester. Those who are interested in teaching should contact the Program Administrator for future consideration. Some students may also be qualified to work in Field as a field instructor or SIFI instructor. These positions typically require licensure, significant agency experience, and supervisory experience. Those interested should contact the Director of Field Education.

F. STUDENT GOVERNANCE

Students are encouraged to participate in the development of programming, support services, and areas of the curriculum. The forum for this participation is the student government, which in 2019-20 will be organized by Professor Laurie Blackman. In addition, student representation will be invited when ad hoc committees or task forces are established to accomplish specific purposes.

G. INSTRUCTIONAL INFORMATION

E-Reserves: Access to full-text copies of the texts on-reserve for a course are made available digitally whenever possible. The link for e-reserves is <http://yulib002.mc.yu.edu:2262/er.php> and this material will also be made available via Canvas. Your professor will provide you with any necessary passwords

Academic Calendar: Students are responsible for checking the official WSSW academic calendar and syllabi, available on the school website, prior to the beginning of the semester. Each course will run for 14 weeks or classes. Be aware that some course meeting dates may be changed due to holidays.

CANVAS: Canvas is our online learning management system. For information, see: <https://www.yu.edu/its/academic-computing/student-computing/eLearning>

All classes, whether face-to-face (F2F) or online, have an association Canvas shell. Canvas support is available at all times by calling: (800) 829-7418.

H. IMMUNIZATIONS

The State of New York has mandated that students must be immunized against measles, mumps, and rubella in order to attend classes. Immunity may be demonstrated either by a blood test, proof of having had these diseases, or by written documentation of immunization against these diseases. Students must complete an immunization form and submit it to WSSW prior to attending classes. The form is available at orientation or through the school's main office, Belfer 925.

I. HEALTH INSURANCE

All graduate students enrolled in a face-to-face academic program at Wurzweiler are required to be covered by a health insurance plan. Students are automatically enrolled in Yeshiva University Graduate Students Health Insurance Plan but may waive out of the University's coverage by submitting a form with proof of external insurance.

SECTION VI: GRIEVANCE PROCEDURE AND DISMISSAL

A. GROUNDS FOR DISMISSAL

Students are expected to maintain an average of 3.0, or a B grade. Those who fail to maintain minimum academic standards, as described in Section III of this handbook, may be placed on probation or dismissed from the program. Academic dishonesty, unprofessional conduct, or any violation of the NASW Code of Ethics may be grounds for dismissal. Consumption, influence, or possession of alcohol or other controlled substances in class may be grounds for dismissal.

B. CONCERNS RAISED BY STUDENTS

Should a problem arise with a member of the full- or part-time faculty, students are advised to:

1. Address the issue with the faculty member in question, provided that the student deems it safe to do so
2. Bring the issue to the Program Administrator or faculty advisor for support
3. Inform the Associate Dean, if the steps above have not resulted in a resolution to the conflict.

If the steps above have been taken and the student still considers the problem to be unresolved, s/he may submit a written request for a Doctoral Committee hearing. The rulings of this committee, including the decision of whether to consider the grievance, are considered final. The processes above should be initiated no later than 30 calendar days past the final day of class in the semester in which the alleged infraction occurred.

C. CONCERNS RAISED BY FACULTY

Concerns regarding the capacity, performance, or the continuation of a student in the program will be brought to the attention of the Associate Dean and/or Program Administrator. Faculty should discuss these concerns with the student before requesting consultation with a specially-appointed ad hoc advisory Doctoral Committee, to consist of two faculty members chosen and chaired by the Associate Dean. This group provides consultation and advice to faculty and students.

If the advisory group agrees that serious questions exist regarding a student's performance or capability, they will recommend one of the following actions:

- Suspension with hearing to follow, in situations which may pose the risk of imminent danger
- Dismissal
- Issuing of a Letter of Concern to identify performance and set forth requirements and benchmarks

A probationary period may be provided for the student to meet requirements as set forth in the Letter of Concern. The committee may recommend regular meetings between the faculty advisor and the student during this period. At the midpoint, the committee will assess the student's progress and identify any remaining steps. In the event that the student has not successfully met the requirements specified in the Letter of Concern, he or she may be dismissed from the program.

D. APPEAL OF DISMISSAL

Any student who has been dismissed from the program may appeal this action within 30 days of the written notice of dismissal. To do so, the student must submit a written request to the Dean's Office. An Appeals Committee, consisting of three faculty members from the Doctoral Program chosen by the Associate Dean, will convene and elect a chair. Those who have served on the advisory committee addressing concerns over a particular student will not serve on the Appeals Committee for this same student.

The Appeals Committee will provide a full review of the factors leading to dismissal. It will review the student's file, including the following:

- Probation letters and Letters of Notice of Concern
- Correspondence with faculty or administration
- Academic transcripts
- Any other relevant material, including written work

The Appeals Committee will give the student the opportunity to be heard. The student will be invited to address the Committee and may present written material if she or he chooses. The student may name supporting witnesses for the Appeals Committee to speak with for relevant information. These individuals will not be present at the appeals meeting. The committee alone makes the determination of which witnesses to call and may decline specific requests by the student in this regard. The committee may meet with any faculty member, administrator, student, or other individual who may have relevant information to offer.

At such time as the committee assesses its inquiry to be sufficient, it will reach a recommendation by majority vote. The standard will be whether the appropriate procedures were followed and whether the student was treated fairly. The Appeals Committee will communicate its recommendation to either support or overturn dismissal to the Dean. The Dean will make the final decision and notify the student in writing. The Dean may exercise his or her discretion and impose a sanction short of dismissal. The decision of the Dean is final.

E. APPEAL OF GRADES

Faculty have the sole authority to give grades. While a grade of B or higher is not eligible for appeal, students may appeal grades lower than a B through a written petition to the Associate Dean within 30 days of the posting of the grade in question. The Associate Dean may recommend to the Dean that the grade be changed. If the Associate Dean elects not to make this recommendation, the student may appeal directly to the Dean. The Dean will change the grade if s/he determines that faculty acted with extreme and egregious unfairness. This decision is final.

SECTION VII: PROCEDURES FOR CHANGING STATUS

A. MAINTENANCE OF REGISTRATION

Students are required to maintain continuous registration with the University until they complete all of the requirements for a degree. To do so, a student should register for at least one

credit-bearing course in each semester (Fall & Spring) or request a Leave of Absence. Registering for zero-credit advising does not satisfy this requirement.

B. LEAVE OF ABSENCE

Students may take a Leave of Absence from the program for a period of no longer than one semester within a 12-month span. The student must request a Leave of Absence via the department and the Office of the Registrar. International students should also contact Jennifer Golden.

A Leave of Absence is granted only to students who are in good academic standing and will not extend the time limits set on completion of the program, except in the case of government service. Requests for medical leave follow the Leave of Absence procedure but require additional medical documentation.

Students requiring more than one semester away from their studies should formally withdraw and reapply at a future date. A student who neither registers nor secures an official Leave of Absence for any semester may be considered as having withdrawn from the School.

C. WITHDRAWING FROM THE PROGRAM

A student wishing to leave the program for a period of more than one semester should formally withdraw. This process entails notifying the faculty advisor, class instructors, and Program Administrator, and submitting a Withdrawal Form to the Office of the Registrar. Students who elect to withdraw are expected to make all necessary provisions for responsible separation from classes and any professional appointments at WSSW. Students who have withdrawn from the program may reapply by contacting the Program Administrator and submitting a form.

D. WITHDRAWING FROM A COURSE

Students may withdraw from courses without penalty based on the deadlines designated in the Academic Calendar. After those dates, a "W" will appear on the transcript only after the necessary paperwork has been signed off on by the Associate Dean's Office.

A student withdrawing from a course should notify the instructor and the Program Administrator and file any necessary forms with the Office of the Registrar.

MSW/PhD students should contact their academic advisor regarding policies on withdrawing from courses taken in conjunction with fieldwork.

E. AUDITING A COURSE

Audits are permitted depending on course capacity and pending instructor consent. The regulations regarding auditing courses are listed on the WSSW Request to Audit a Course form (see Appendix E). Please read the regulations carefully, complete the form including instructor's signature, and return the form to the Registrar's Office with payment of \$50. Auditing a course does not contribute to the maintenance of active status.

Frequently Asked Questions

Below are some of our most frequently asked questions. If you do not see your question addressed, please contact us jsweifac@yu.edu or eve.mayer@yu.edu.

How do I contact Wurzweiler?

The PhD Director's Office is located on the Wilf Campus, Belfer Hall 903. Relevant email addresses are above.

What is "My YU" (myyu)?

The location on the web where you can access all your student information is www.yu.edu/myyu.

You can view information pertaining to your admission to the program, requirements and forms from the Registrar's Office and your tuition/bill. You can also log in to My YU to update your contact information, marital status, etc. First-time users will need to create an account by designating a login ID and PIN. See the links below to get started:

How do I get a YU email account?

Students are assigned a Yeshiva University Mail System email account upon admission. To find your login information, go to www.yu.edu/findid. Non-registered students cannot access those accounts which are needed to receive correspondence from the program and to access the Canvas Course Management System. If you prefer to use a different account, you must set up your YU email account to forward to your primary email address so that you may still receive important communications from the program. YU employees are required to communicate with students only via official YU accounts. You should write to faculty and members of administration through this account.

What is Canvas?

Canvas provides a variety of course support features including an online curriculum, useful links, course documents of many sorts, communication tools including chat rooms, message boards, and email access to classmates and your professor. Most courses at Wurzweiler use Canvas.

The primary method of accessing course work and corresponding with professors is via the Canvas Course Management System. Every student requires access. To access Canvas, visit <https://yu.instructure.com>. You will need your Active Directory (AD) credentials (username and password) to login to Canvas. If you don't know your AD username and password, you can find it here: <http://yu.edu/findid>.

If you have trouble logging into Canvas, eMail – canvassupport@yu.edu or call 212-960-5438

How do I find out what my Student ID # is?

Your personalized ID# will be printed on your acceptance letter. Please memorize and/or keep this number handy as this is the number that the school uses to identify you (very much like a social security number). Keep in mind that this number is different than the number that's on your picture ID card and should only be shared with faculty or staff members if necessary.

How do I obtain a Student ID card?

All new students must obtain an ID card through the Security Office located at 521 West 185th Street. ID cards can only be obtained 24-48 hours following the first semester's registration.

How do I apply for student parking?

Students apply for parking through the Security Office at 521 West 185th Street. See the Department of Safety and Security website for more information.

How do I register for courses?

Students can register for courses online and can add and drop up until the deadlines stated in the Academic Calendar. For assistance, contact the Program Administrator.

What is a financial hold, and who do I contact to resolve it?

The Registrar's Office will not register students with outstanding debts to the university. To resolve a hold, contact the Office of Student Finance and set up a payment or payment schedule. Students cannot be added to Canvas for a course until they are officially registered. A student whose registration is not complete will not get a grade even though they may have attended class.

How do I see my grades and transcript?

Log into www.yu.edu/myyu and select Student and Financial Aid from the main menu. Select Student Records to view your grades and transcript.

What office should I contact regarding loans and tuition bills?

For questions regarding your FAFSA, federal student loans, and your bill, please contact the Office of Student Finance at studentaid@yu.edu. For questions regarding scholarships, please contact the Program Administrator or Graduate Enrollment Management.

APPENDIX A: Non-Discrimination and Anti-Harrassment Policy**YESHIVA UNIVERSITY PROGRAM PURSUANT TO THE SEXUAL ASSAULT PREVENTION AND CAMPUS SECURITY ACT OF 1990**

During the 1990 Legislative session, the New York State Legislature passed, and the Governor signed into law as Chapter 739 of the Laws of 1990, new requirements for colleges and universities regarding campus security.

The law requires each college to provide specific information to incoming students about sexual assault prevention, the legal consequences of sex offenses, the college's policies, available counseling and support services and campus security procedures.

Students in need of assistance regarding sexual assault and/or campus security should immediately contact the Security and Safety Department, 24-hour emergency phone (212) 960-5330.

Students can obtain confidential counseling at the following offices:

Students on the Wilf Campus and Beren Campus - Yeshiva University's Office of Student Services, (212) 960-5330 and Yeshiva University's Counseling Center, (646) 685-0112. Cardozo Law School - Office of Student Affairs, (212) 790-0313.

Ferkauf Graduate School of Psychology and Wurzweiler School of Social Work - Ferkauf Psychological Services Center, (212) 430-2218.

[Non-Discrimination and Anti-Harassment Policy](#)

Yeshiva University is committed to maintaining an academic work and living environment in which all individuals are treated with respect and dignity. Everyone at the University has the right to work and learn in an environment that promotes equal opportunities for all. Thus, this Policy prohibits discriminatory practices, harassment, and sexual misconduct of any kind. Where discrimination, harassment or sexual misconduct has occurred, the University will act promptly

to stop it, prevent its recurrence, and discipline and/or take other appropriate action against those responsible.

APPENDIX B: MSW/PhD Program

The MSW/PhD program at WSSW enables especially motivated MSW students to complete both the MSW and PhD programs without having to take five otherwise necessary MSW classes. The student will thus save a total of fifteen credits (assuming a 3-credit structure) off of the combined program requirements. This substitution does not work in the other direction; that is, an MSW class cannot take the place of a PhD course even if that class is similar and/or appears in the grid below. The substitutions for which MSW/PhD students are eligible are:

<u>PhD class</u>	in place of	<u>MSW class</u>
8421: Strategies of Inquiry I		6402: Applied Methods of SW Research
8296: Social Policy		6210: Social Welfare Policy
8823: Ideology		6134: Social Work Values & Ethics
8809: Legal Foundations of SWK		Elective
8814: Social Work Practice Theories		Elective

Students who are interested in pursuing the MSW/PhD program should apply in the second semester of the first year. They should also avoid taking the MSW courses listed in the righthand column, above. A sample roadmap is available on the WSSW website and advising, both prior to applying and once accepted, is available via the Program Administrator. MSW students may also contact the Associate Dean to express interest in, or ask questions about, the combined program. Students in the Online MSW or Sara Schenirer MSW programs should contact their Program Director to develop a workable course of study.