



Yeshiva University
WURZWEILER SCHOOL OF SOCIAL WORK



MASTER OF SOCIAL WORK

ONLINE POLICY MANUAL

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www.yu.edu/wurzweiler

**WURZWEILER SCHOOL OF SOCIAL WORK
YESHIVA UNIVERSITY**

Wurzweiler Contact Information

ONLINE STUDENT SUCCESS

(212) 960 0800

onlinesocialwork@yu.edu

ONLINE ADMISSIONS OFFICE

(646) 846-7107

omsw@online.yu.edu

**EXECUTIVE DIRECTOR OF ONLINE
EDUCATION**

Elizabeth Denhoff

(212) 960-5361

elizabeth.denhoff@yu.edu

FIELD INSTRUCTION OFFICE

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wsswfield@yu.edu

WSSW STUDENT WRITING CENTER

wsswwriting.setmore.com

Yeshiva University Contact Information

OFFICE OF THE REGISTRAR

(212) 960-0274

wilfregistrar@yu.edu

OFFICE OF STUDENT FINANCE

(212) 960-0269

studentaid@yu.edu

OFFICE OF SAFETY AND SECURITY

(212) 960-5200

security@yu.edu

POLLACK LIBRARY

(212) 960-5378

<https://library.yu.edu>

OFFICE OF DISABILITY SERVICES

(646) 592-4280

akelsen@yu.edu

STUDENT COUNSELING CENTER

(646) 685-0118

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WELCOME TO THE SCHOOL OF SOCIAL WORK

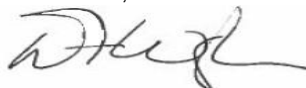
Welcome to the Wurzweiler School of Social Work. This **Policy Manual**, together with the School's website (www.yu.edu/wurzweiler/), is designed to define and to describe the rights and responsibilities of students at the Wurzweiler School of Social Work. It is important for MSW students to be aware of and to understand the School's policies and procedures. This **Policy Manual** (<http://www.yu.edu/wurzweiler/curriculum/manuals/>) is a "living document" in that changes to it are anticipated as new policies and procedures are developed. The School reserves the right to change policy and procedures without prior notice and to notify all parties of such changes. In regard to curriculum requirements, students will be governed by the Manual in the year in which they entered the program.

This **Policy Manual** 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, courseroom behavior, grading, attendance, comportment, and change of status can be found in this Manual. How to handle student and faculty concerns about a student's performance in the School is 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*. Students are expected to conduct themselves in accordance with the Code of Ethics and the Standards for Cultural Competence in the courseroom and in field placements.

If you have questions or concerns, please contact your student success coordinator and/or faculty advisor. 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

SECTION I VISION AND MISSION

A. 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.

B. The MISSION OF WURZWEILER SCHOOL OF SOCIAL WORK:

Wurzweiler School of Social Work was conceived of the belief that there was a need for a school of social work dedicated to a dual purpose—excellence of social work practice in both the Jewish Communal Service Field and in the wider world of social services. Historically and currently, the school's mission has adhered to a distinct set of values—excellence of teaching and learning, cultural competence, professional ethics and values, scholarship, social justice, and the importance of service to individuals, groups, and communities. The program is accessible to all interested applicants nationally and internationally and its graduates serve diverse sectors of society in the United States and globally. The program attracts students of diverse backgrounds and cultures so that they bring their heritage and world view to bear on the learning process. The program's task is to develop social workers who are ethically and culturally competent; who possess empathy for people of diverse social, cultural and economic backgrounds; and who demonstrate awareness and understanding of the complex environments in which people live and develop. Equipped with the requisite professional knowledge, skills, values and ethics, students are trained to work with vulnerable populations and to have an impact on the profession of social work. Wurzweiler graduates are expected to have the confidence and leadership to make a difference in the global society wherever there is a need for advocates for human rights and social justice.

C. COMPETENCY - BASED EDUCATION

In 2008, the Council on Social Work Education (CSWE) adopted a competency-based education framework for its Educational Policy and Accreditation Standards (EPAS) which are included in the Appendix to this Manual. As in related health and human service professions, the EPAS moved from a model of curriculum design focused on content (what students should be taught) and structure (the format and organization of educational components) to one focused on student learning outcomes. An outcomes oriented approach refers to identifying and assessing what all students should demonstrate in practice. In social work, this approach involves assessing students' ability to demonstrate the competencies identified in the educational policy.

Competency-based education rests upon a shared view of the nature of competence in professional practice. Social work competence is the ability to perform complex practice behaviors in the delivery of professional service to promote human and community well-being.

EPAS recognizes a holistic view of competence; that is, performance of practice behaviors is guided by knowledge, values, skills, and cognitive and subjective processes that include the social worker's critical thinking, subjective reactions, and exercise of judgment in regard to unique practice situations. Overall professional competence is multidimensional and

composed of interrelated competencies. An individual social worker's competence is seen as developmental and dynamic, changing over time in relation to continuous learning.

Competency-based education is an outcomes-oriented approach to curriculum design. The goal of the outcomes approach is to ensure that students are able to demonstrate the integration and application of the competencies in practice with individuals, families, groups, organizations, and communities. In the EPAS, social work practice competence consists of ten interrelated competencies that are composed of knowledge, values, skills, and cognitive and subjective processes, followed by a set of component practice behaviors. Competence is demonstrated by the acquisition of knowledge, values, skills, and cognitive and subjective processes described in each competency. Using a curriculum design that begins with the outcomes, expressed as the desired competencies, Wurzweiler faculty develop the substantive content, pedagogical approach, and educational activities that are expected to provide learning opportunities for students to demonstrate the competencies. Assessment of student learning outcomes is an essential component of competency-based education. Assessment provides evidence that students have demonstrated the level of competence necessary to enter professional practice, which in turn shows programs are successful in achieving their goals. Assessment information is used to improve the educational program and the methods used to assess student learning outcomes.

SECTION II CURRICULUM

A. CURRICULUM DESIGN

The curriculum, which is anchored in an Ecological and Systems perspective, is organized to conform to the Educational Policy and Accreditation Standards (2008, 2015) of the Commission on Accreditation of the Council on Social Work Education. During the first year of study, students complete a year-long generalist practice course which serves as the foundation of their professional practice. In the second year, areas of specialization are offered in Advanced Clinical Practice with Individuals and Families, Social Group Work and Community Social Work Practice.

The goal of Wurzweiler's MSW program is to prepare competent advanced-level practitioners for social work practice. The educational program enables students to integrate the knowledge, values and skills of the profession and helps them to develop into competent professionals.

An essential aspect of the curriculum is the emphasis placed on the student's understanding and development of the conscious use of self. Students are expected to struggle with various theoretical perspectives in developing their analytic and interventive skills. How students use themselves in relation to the individual, group, family or community, as well as agency and School, is viewed to be of crucial importance in their development as professional social workers.

The following table reflects the organization, sequencing and integration of the School's curriculum:

B. GENERALIST AND ADVANCED CURRICULUM

Generalist Curriculum	Advanced Standing Curriculum
Social Welfare Organization	Concentration options in Specialized Practice
Human Behavior and the Social Environment (HBSE)	Advanced Clinical Practice with Individuals & Families I & II
Field Work Seminar	Advanced Social Work Practice with Groups I & II
Cultural Diversity	Advanced Community Practice I & II
Social Work Practice and Evaluation Research	Advanced Field Work I & II
Elective One	Social Welfare Policy
Generalist Social Work Practice I & II	Psychosocial Pathology
Generalist Social Work Practice Field Work I & II	Philosophical Foundations of Social Work
	Social Work Values and Ethics
	Applied Methods in Social Work Research
	Elective Two
	Elective Three
	Integrative Essay

C. COURSE DESCRIPTIONS

For a full listing of course descriptions, please visit: <https://wurzweiler-online.yu.edu/academics/msw-curriculum>.

SECTION III STUDENT RIGHTS AND RESPONSIBILITIES

A. STUDENTS AT WURZWEILER

The student body reflects the diversity of society at large. WSSW students bring their unique personal perspectives to the educational process. An array of activities and opportunities is part of the educational milieu at Wurzweiler. The student activity fee provides funds for the various student-run educational and social activities throughout the school year, including regular meetings for business and educational purposes.

Comment [JH1]: Do the online students pay a student activity fee? ED awaiting an answer

Advanced Standing students have earned a baccalaureate degree in social work (BSW) from a CSWE accredited social work program within the past six years and have an overall degree GPA of 3.00 or better. Persons who have undergraduate degrees in other fields are not eligible for advanced standing.

The Wurzweiler School of Social Work seeks to develop expert practitioners who are independent in thought and action; who are socialized into the values of the social work profession; who are aware of their own personal values and beliefs and how these impact on their practice; who are analytic in their approach and able to utilize a systemic and problem solving perspective to guide their interventions; and who are aware of the consequences of their interventions—with a strong sense that their social responsibility goes beyond the individuals or groups they serve.

The School also stresses empathy for people of all social, economic, and ethnic backgrounds; the courage to take risks and stand up for professional convictions; self-awareness and appreciation of the complex nature of social work and of the limitations of the social worker; the ability to seek and accept supervision; familiarity with social work and related literature resulting in the continual seeking of additional knowledge outside of school; awareness of the interpersonal, social, economic, and political structures in which social work clients live and struggle in the contemporary world with emphasis on issues affecting people of color, vulnerable populations and women; and a strong commitment to social and economic justice. The rigorous demands of the graduate social work curriculum require full commitment by students in order to make optimum use of available educational opportunities. No modification of requirements or performance in class or field can be made on the basis of external employment commitments.

STUDENTS

Matriculated students have been admitted to the School as degree-seeking students. The minimum semester course load is 9 credits for part-time students and 12 to 16 credits for full – time students. Students are responsible for ensuring that courses selected will meet their degree requirements for graduation.

Comment [JH2]: We believe part time should be listed as 3-6 credits & full time should be 6-12 credits. We may want to omit the credit requirements all together. I don't think we plan to have non matriculated students, correct? ED checking into this one for us.

B. FACULTY ADVISING

Every Wurzweiler student is assigned a faculty advisor within the first few weeks of classes. Advisors are an important resource for academic and career planning. An advisor can assist

you in choosing courses and can help you to resolve problems regarding coursework and field placements.

C. 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.

<http://www.yu.edu/student-life/counseling/>

Office of Disability Services collaborates with students, faculty and staff to provide reasonable accommodations and services to students with disabilities.

<http://www.yu.edu/Student-Life/Resources-and-Services/Disability-Services/>

Wurzweiler Writing Support Services Wurzweiler offers “in-house” writing support services to enhance student writing skills. Students can request an appointment via

<http://yu.edu/wurzweiler/writinghelp>

Academic Computing is a service center for students and faculty who require support with academic computing equipment and facilities at Yeshiva University.

<http://yu.edu/its/academic-computing/>

Student Success Coordinator Your first program partner will be a Student Success Coordinator—your go-to for questions about registration, enrollment, access to the online learning system, submitting coursework and more. Available throughout your program’s duration, your Student Success Coordinator ensures that you are never without a source of information and support.

D. INSTRUCTIONAL INFORMATION

Criteria for Grading Papers: Wurzweiler has clear guidelines about how papers are graded:

https://www.yu.edu/sites/default/files/legacy/uploadedFiles/Academics/Graduate/Wurzweiler_School_of_Social_Work/The_Forest/Cloud/CRITERIA%20FOR%20GRADING%20PAPERS%202009.pdf

E-Reserves: Access full text copies of most of the “on reserve” articles for a course from your home computer. You will need Adobe Acrobat to use this service. Your professor will provide you with a password. The link for e-reserves is <http://yulib002.mc.yu.edu:2262/er.php>

Confidentiality: Given the nature of courseroom discussion and the presentation of case materials and at times personal revelation in class, students are reminded that the same commitment to confidentiality with clients extends to classmates. What is shared in class stays in class.

Canvas: Canvas is our online learning management system. For information, see the following website: <https://www.yu.edu/its/academic-computing/student-computing/eLearning> All classes, have a Canvas shell associated with the class. Canvas support is available 24/7/365 at (800) 829-7418.

WILL CANVAS SUPPORT BE DIFFERENT FOR ONLINE STUDENTS?

Comment [JH3]: This service should go through Canvas Help Desk. Erin and Jes to update with canvas info.

Comment [JH4]: Does this apply to online students or can they use their SSO credentials? ED checking on this.

Comment [JH5]: Recommend deleting this section as the information will be on one stop page.

Comment [JH6]: Erin & Jes will verify the correct contact information.

E. PROFESSIONAL CONDUCT

Graduate study requires excellence of character as well as excellence of intellect. Graduate students are expected to show seriousness of intellectual dedication; respect for the views and convictions of others; concern for the impact of advanced knowledge on society at large; regard for instructors, fellow students and the School as a whole; and, above all, adherence to the highest ethical and moral standards in their personal and professional lives. All Wurzweiler students have access to the NASW Code of Ethics and the NASW Indicators for the Achievement of Cultural Competence in Social Work Practice on the School's website, which are incorporated by reference into this Manual. Students are held accountable to conduct themselves according to the Code and the Indicators in the online courseroom and field placement. (<https://www.socialworkers.org/About/Ethics/Code-of-Ethics/Code-of-Ethics-English>)

- Students are expected to conduct themselves in a respectful and courteous manner with all members of the Wurzweiler Community be that in the Field Agency, online courseroom or with fellow students. Refer to the NASW Code of Ethics Standards 3 and 4.
- Protect the "safe space" of the courseroom by not divulging information about clients discussed or comments made by other classmates. Confidentiality should be maintained when discussing the events taking place in a course with outside students or faculty.

F. PLAGIARISM

All written work submitted by students is to be their own. Ideas and concepts that are the work of others must be cited with proper attribution. The use of the written works of others that is submitted as one's own constitutes plagiarism and is a violation of academic standards. The School will not condone plagiarism in any form and will apply sanction to acts of plagiarism. A student who presents someone else's work as his or her own work is stealing from the authors or persons who did the original thinking and writing. Plagiarism occurs when a student directly copies another's work without citation; when a student paraphrases major aspects of another's work without citation; and when a student combines the work of different authors into a new statement without reference to those authors. It is also plagiarism to use the ideas and/or work of another student and present them as your own. It is NOT plagiarism to formulate your own presentation of an idea or concept as a reaction to someone else's work; however, the work to which you are reacting should be discussed and appropriately cited. Any student who can be shown to have plagiarized any part of any assignment in a course will automatically FAIL the course and will be placed on Academic Probation and will be referred to the Associate Dean for disciplinary action which may include expulsion. A student may not submit the same paper or an assignment from another class for credit. If students or faculty are concerned that written work is indeed plagiarized, they can use the following "plagiarism checker" websites, easily accessible, and generally free on Google:

www.grammarly.com/plagiarism_checker www.dustball.com/cs/plagiarism.checker
www.plagtracker.com
www.plagium.com/
www.plagscan.com/seesources/
www.duplichecker.com/

As a Wurzweiler student, maintaining good standing in the program is dependent on developing and maintaining high standards of ethical and professional behavior. Students are required to adhere to the Code of Ethics promulgated by the National Association of Social Workers (NASW).

G. HIPAA

In line with the new 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.

H. BIOLOGY REQUIREMENT

The Council on Social Work Education requires that all students have completed and passed with a “B” or better an undergraduate Human Biology course. If you do not have such a course on your transcript, or if you did not earn a “B” or better in the course, you can take an on-line human biology course at www.innerbody.com and submit your response to the Dean’s Office within your first semester at Wurzweiler.

I. MALPRACTICE INSURANCE

The Wurzweiler School of Social Work participates in a professional liability insurance program underwritten by Chicago Insurance Company. A blanket liability policy provides coverage for students engaged in field work as well as for faculty members serving as field liaison.

J. CHILD ABUSE AND REPORTING REQUIREMENT

NY State mandates that social workers provide documentation of having completed two hours of coursework or training regarding the identification and reporting of child abuse and maltreatment. This is a requirement and once taken, does not need to be completed again. WSSW requires that this training be completed prior to graduation as well.

Students are required to participate in a 2-hour web-based online training course, which is offered by NY State and available to be taken 24/7. There is no charge for taking this course. It is offered by the NY State Office of Children and Family Services. The course does not need to be completed in one sitting, but must be completed within 30 days of beginning the course. Progress is saved at the end of each section, so students can complete it at their own pace. Interactive exercises are customized for the major disciplines. Users also learn definitions, indicators, and how to make a report to the New York Statewide Central Register. The course is user friendly, fully narrated, and includes taped video segments that enhance learning points. Most importantly, this course meets the New York State Education Department mandatory requirements for Training in Child Abuse Identification and Reporting. At the conclusion of the course, print a certificate of attendance, and submit a copy of it to Jeanette

Comment [JH7]: Do all online students need to complete this requirement or just those residing in NY? ED to check on this one.

Wermuth at jeanette.wermuth@yu.edu or in-person in BH 912.

The link for the course is as follows:

1. <https://www.hslcnys.org/hslc/>
2. CLICK ON "CREATE ACCOUNT"
3. Fill out form - and select "social services."
4. Click on Register Account
5. A link is sent to your email account
6. Click on the link (in the email) to validate your email account
7. In a second email, you will be given a Username & temporary password
8. Return to the webpage and enter your username and password.
9. You will be brought to a webpage - look for the box entitled "registered classes"
10. In that box, it should read "Mandated Reporter Web-Based On-Line" - Confirmed
11. Click on that course - this will begin the training.

If you need help with the online MANDATED REPORTER - CHILD ABUSE IDENTIFICATION AND REPORTING - CLASS contact the Mandated Reporter (Child Abuse) Training Help Desk

* at 1-800-836-0903 and press 3 OR email: MRCustomerService@bsc-cdhs.org

SECTION IV SCHOOL-RELATED MATTERS

A. REGISTRATION

Course Availability

The faculty and administration of the School pride themselves on the richness and flexibility of the curriculum and its course offerings. Enrollment levels may occasionally affect the variety of elective courses available to students or may reduce the range of days and times of those sections of the same class being offered. The School reserves the right to cancel a class when enrollment drops below a reasonable number. The School guarantees that required courses will be available to students. However, when sections are consolidated; students need to take these courses whenever they are given.

Add/Drop Period

In-coming students and on-going students register for classes on-line each semester. Look for announcements about on-line registration posted on our website or ask your faculty advisor (<http://www.yu.edu/wurzweiler>). The Academic Calendar lists the dates for adding or dropping courses and these dates differ each semester. Tuition penalties are incurred for dropping a course after the official Add/Drop period. Please contact the Office of Student Finance for further information (<http://yu.edu/osf/>). When a student who is registered for a course then decides not to take the course, the course must be officially dropped through the Associate Dean's Office.

Withdrawals

A student who wishes to withdraw from the Program must complete an "Application for Official Withdrawal from the School" Form through the Associate Dean's Office. To formally withdraw from the School, the following steps must be taken:

1. Discuss the reason for withdrawal with your student success coordinator and faculty advisor.
2. See the Associate Dean to complete the withdrawal and Add/Drop Forms.
Satisfy all remaining financial responsibilities with the University's Financial Aid Office.
Contact the Admissions Office, in writing, of your intent to withdraw from the Program.

B. CLASS ATTENDANCE

The University does not permit students to audit classes that they are not officially registered for.

Attendance is crucial for the success of our students. A consistent online presence provides the professor and fellow students with the necessary interaction to assist the student in skill development and professional growth. Simply logging in does not constitute attendance. Students are expected to attend all classes, which is determined by regularly logging in, accessing course content, participating in discussion threads, and completing assignments in accordance with the syllabus. Fellow students and the professor count on each student for their insights and intuitive input throughout the entirety of the course.

C. GRADING SYSTEM

1. Students are graded using letter grades of A, A-, B+, B, B-, C+, C, F.
2. Students are required to maintain a 3.0 GPA or better to remain in good academic standing.
3. Students will receive a "Y" grade for their field work if they are making satisfactory progress at the mid-year evaluation. Such a grade is required to continue in the field placement for the second semester. Students who successfully complete the year of field placement will receive a "P" grade.
4. A student who has not satisfied an "Incomplete" grade for a course (see Section D, below) may be prevented from registering for the next semester. An "Incomplete" in the first semester of a year-long course must be completed before the student can register for the second half of the course.
5. Students are expected to satisfactorily complete all course requirements before the last class session of each semester (see Section D, below).
6. A student who fails either Field Work or a Practice class receives a failing grade for both. Practice class and Field Work are integrally related and therefore constitute a year of study.
7. The field instructor makes a recommendation for the grade to be received in Field Work. The faculty advisor makes the final decision as to the awarding of the grade.
8. A student who fails a required course must repeat that course.

Enrollment in certain courses requires successful completion of other courses. Please see Pre- and Co- Requisite List of Courses: <http://www.yu.edu/wurzweiler>.

D. 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:

- The student should discuss with the instructor the need for more time to complete an assignment. The instructor may give the student additional time up to the deadline due date for all Incomplete grades. (See the Academic Calendar for that semester.)
- Any Incomplete grade will automatically become a failing grade after the Incomplete grade due date.
- This option is not available to students who have filed for graduation.

E. ACADEMIC STANDARDS

Students are required to maintain satisfactory standards of scholastic performance and progress. Failure to make satisfactory progress toward degree requirements may result in the loss of financial aid, scholarships and loans. Degree candidates are required to maintain a "B"

average (3.00). If an overall 3.00 grade point average is not maintained in a given semester, the student will automatically be placed on academic probation. Receipt of a "C" grade in any course will result in an automatic academic review of the student's progress and receive a Letter of Notice of Concern from the School. A student who earns a "B-" in a practice class or field internship will automatically be placed on academic probation. A student on academic probation must raise his or her overall grade point average to a 3.00 level by the following semester. Failure to achieve the required 3.00 average after being placed on academic probation is grounds for dismissal by the School. A student who fails a course in any semester will automatically be placed on academic probation for the following semester. Failure in two or more courses results in automatic dismissal from the School. All students admitted to the Advanced year of the master's program must have satisfactorily completed all Generalists Practice course requirements. Students who are not in good standing will receive a letter from the Associate Dean's Office informing them that they cannot register for the second year. The Office of the Registrar will receive a list of those students who have not maintained satisfactory academic progress to ensure that they cannot register.

F. POLICY AND PROCEDURE ON TRANSFER OF CREDITS

Credits may be transferred for a graduate course taken within the past five years at another accredited graduate school of social work if the course grade is a "B" or higher, with the exception of field work grades. Field Work grades are generally "P" grades and they are transferable. Students with a shortage in the field placement hours or credits must make them up. Elective courses that have been transferred from another graduate school of social work do not fulfill the elective requirements for a Wurzweiler Certificate. Some programs grant Credit, No Credit or Honor grades. The equivalence of these grades to letter grades must accompany the transfer of credit form.

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 these may be revoked, either in whole or in part, if subsequent work, either generally or in a particular subject, is not satisfactory. As courses at Wurzweiler are three (3) credits, courses which may be more than three credits at another social work institution will be accepted in transfer as three credits. Students will not be given more credits than earned. Courses transferred from another social work institution, whether taken before or after admission at Yeshiva University, appear on the student's record with credit value only; grades earned elsewhere are not entered on the records of Yeshiva University.

The Wurzweiler MSW Program is a 60 credit Master's degree. The maximum total number

of credits that may be transferred from an accredited, MSW degree-granting institution is 12. This includes all required and elective courses (3 credits each) and field work credits (3 credits each). There are certain courses which are part of the Wurzweiler curriculum which may not be offered at other social work institutions and therefore must be taken at Wurzweiler, (i.e. Philosophical Foundations of Social Work). As a result, although transfer credits have been granted for course work at other social work institutions, these specific courses may be required, which may extend the course of study beyond the normal time frame or number of credits required for a degree.

In accordance with accreditation guidelines from the Council on Social Work

Education, the Wurzweiler School of Social Work does not give academic credit for:

1. Work, volunteer, or life experience
2. Undergraduate courses; and/or
3. Graduate courses that have been used to fulfill requirements for other graduate degrees. Under certain circumstances, course work that may be repetitive may be waived. Students are required to select other courses to earn the credits needed for graduation.

Students who have completed less than a full year of a graduate social work program will receive no transfer credit for practice courses, fieldwork and any full year courses. Any shortfall in credits needed for graduation must be made up by taking elective courses.

Students entering the Advanced Standing Program with a degree from a Baccalaureate Social Work Program accredited by the Council on Social Work Education will be required to take 36 credits of advanced coursework.

Students who have completed graduate course work in research must be able to demonstrate their research competence in a meeting with the Research Sequence chair who may approve a waiver for the course.

It is the applicant's responsibility to apply for transfer credits. The evaluation of credits for transfer will begin after the applicant has been accepted to the Wurzweiler School of Social Work and has paid his or her deposit.

1. Students must complete an "Application for Transfer Credit Toward a Graduate Degree" form and submit the form to the Associate Dean's Office.
2. Students must have an official transcript(s) sent directly to the Associate Dean's Office no later than two months after beginning their studies at Yeshiva University or two months after completion of these courses, whichever is later.
3. Students must provide the Associate Dean's Office with copies of the course description, school catalogs and/or course syllabi.
4. Students must earn 12 credits at WSSW before the Transfer of Credit form is processed.

When all the necessary paperwork is received and completed, the materials will be forwarded to the Office of the Registrar. The Office of the Registrar holds the final decision as to whether credits are transferred.

G. FINANCIAL AID INFORMATION

For any financial aid related questions, please contact the office directly:

<https://www.yu.edu/osf/undergraduate-student-aid/faqs>. For questions regarding your FAFSA and federal student loans, please contact the Office of Student Finance at studentaid@yu.edu.

SECTION V PROCEDURES FOR CHANGING STATUS

A. WITHDRAWING FROM THE PROGRAM

When withdrawing, students are expected to make all necessary provisions for responsible separation from classes and field instruction, including preparation of agency clientele and completion of outstanding records and other procedures essential to responsible termination in the field.

The following formal withdrawal procedures should be adhered to:

1. Notification and discussion with student success coordinator and advisor;
2. Notification to field and class instructors;
3. Filing an Official Withdrawal Form signed by the Associate Dean;

Note: Without an Official Withdrawal Form, it will be assumed that the student is still registered.

B. WITHDRAWING FROM A COURSE OR FIELDWORK

Students may withdraw from field work or individual courses without penalty based on the deadlines designated in the School 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. As certain courses must be taken in conjunction with field work, withdrawal from one of these courses or field work requires withdrawal from the others.

In case of withdrawal from individual courses or field work, the following procedure should be adhered to:

1. Notification and discussion with student success coordinator and advisor;
2. Notification to field and class instructor; and
3. Filing of Program Change and Withdrawal Forms with the Registrar's Office

C. LEAVE OF ABSENCE

Students who expect to return at some future time should file a request for a formal "Leave of Absence" available from the Associate Dean's secretary. Such leaves are normally granted for a maximum of two semesters or twelve months. Leaves of Absence, except for the purpose of government service, do not extend the time limits set for completion of degree requirements, which are normally five years. A Leave of Absence is granted only to students who are in good academic standing. Requests for medical leave must follow the above Leave of Absence procedure. However, medical documentation must be provided to the School prior to approval of the leave and prior to readmission.

D. MAINTENANCE OF REGISTRATION

Students are required to maintain continuous registration with the University until they complete all of the requirements for a degree. There are three mechanisms for doing so:

- a. Registering for at least one academic course in each semester
- b. Requesting a Leave of Absence; or
- c. Registering for Master's Research.

In addition to the above:

A Leave of Absence is only available to students who have earned credits at WSSW. Therefore, first semester students are not eligible for a Leave of Absence. They must withdraw from the School and apply for readmission when they wish to return.

A Leave of Absence is only granted under extraordinary circumstances. All Leave of Absences for international students must be approved by the International Student and Scholar Advisor.

Jennifer Golden, MA
Director, International Student and Scholar Services
Principal Designated School Official (PDSO)
Alternate Responsible Officer (ARO)
Yeshiva University – Manhattan Campuses
646.592.4203 phone (Wilf Campus)
646.685.0394 fax
www.yu.edu/oiss

A student who neither registers nor secures an official Leave of Absence for any semester will be considered as having withdrawn from the School. Such a student who wishes to resume studies will be required to apply for "READMISSION."

Students who withdrew from the School and wish to apply for Readmission must follow the regular admissions procedure. Their admission will be subject to the usual admissions criteria in effect at the time of application for Readmission

Comment [JH8]: Do students need to apply for a LOA in Summer term? The form does not include Summer. ED to add summer to LOA form.

E. MASTER'S RESEARCH (SWK 6971 – 0 OR 1 CREDITS)

Students are required to maintain continuous registration with the University until they complete all degree requirements. A student who fails to complete course requirements, including, but not limited to, the submission of the Thesis prior to the date of graduation, must register for Master's Research. The mechanism for accomplishing this is SWK 6971 Master's Research, 0 credits.

Students who are no longer taking courses but have not completed all requirements for the Master's degree (those having to finish "Incompletes" or complete the Thesis), must register for Master's Research for 1 credit. Students are thus maintained on the University's rolls and permitted to use the University libraries and consult with members of the faculty. The charge

for this course is equivalent to tuition for a one-credit course plus the usual registration and student fees.

F. INTEGRATIVE ESSAY (SWK 6900 – 0 CREDITS)

A student who does not complete the Thesis by the end of his or her last semester must register for Master's Research (SWK 6971). The fee is the equivalent of 1 credit. The student must re-file his or her intention to graduate with the Office of the Registrar.

G. GRADUATION

All course requirements, 60 credits including the Thesis, must be completed before the date of graduation. Unless all of the degree requirements, including the submission of the Thesis are completed prior to graduation, the student will not be eligible to graduate at that time. All requirements for a degree must be completed within five (5) years.

In order for a MSW student to be listed in the Commencement Program, a minimum of 60 credits (including required and elective courses) must be completed by the end of the Semester in which they file with the Registrar's Office to graduate. Students who have completed fewer credits or who have not had their Thesis accepted will not be listed on the Commencement Program and will not be permitted to participate in the Graduation ceremony.

SECTION VI GROUNDS FOR DISMISSAL AND APPEALS PROCEDURES

A. GROUNDS FOR DISMISSAL

- a. A "C" grade earned in a course raises concern. More than one "C" grade raises questions as to the student's ability to continue in the Program.
- b. More serious concern is raised when a student earns an "F" grade, and as such, will automatically be placed on Academic Probation.
- c. Failure in two or more courses results in automatic dismissal.
- d. Failure to maintain a cumulative 3.00 GPA for two consecutive semesters may be grounds for dismissal.
- e. Provisional students will automatically be dismissed if they have not earned a grade of "B" in every class and their GPA falls below a 3.00 during their first semester.
- f. Professional behavior, especially in practice settings, is an academic requirement not separate from the educational component of the Program. Unprofessional behavior and any violations to the NASW Code of Ethics are grounds for dismissal.
- g. Cheating, exercising dishonesty and/or plagiarizing are academic grounds for dismissal.
- h. Consumption, influence or possession of alcohol or other controlled substances in field placement are grounds for immediate dismissal.
- i. Failure to meet generally accepted standards of personal integrity, professional conduct, or inappropriate or disruptive behavior toward colleagues, faculty or staff (whether at School or field placement), or any other individual may subject students to dismissal.
- j. Students are required to complete their degree within five years of admission. Failure to do so is grounds for dismissal.

B. CONCERNS RAISED BY STUDENTS

Should a problem arise in regard to the student's field work, field instructor, courseroom work, faculty advisor, courseroom teacher, or other faculty member, the following process is available for resolving the problem:

- a. If a problem is encountered in the field or in a class, the student is expected to take responsible action by talking to the field instructor or the professor involved.
- b. If the issue remains unresolved or there is a desire for further clarification, the student should speak with his or her faculty advisor.
- c. If the issue is still unresolved, the student can arrange to see the Director of Field Instruction (if the problem pertains to field work), or the Associate Dean (if the problem relates to courseroom issues).
- d. If the above steps have been taken and the student feels that the issue or problem remains unresolved, the student can request a Student Review (see Section D, below) for further consultation. The Committee's decision as to whether or not to review the matter and make a determination of the issues shall be final.

THE ABOVE PROCEDURE SHOULD BE INITIATED WITHIN THE SEMESTER IN WHICH THE PROBLEM OR INCIDENT OCCURS AND NO LATER THAN 30 CALENDAR DAYS BEYOND THE FINAL DAY OF CLASSES IN ANY GIVEN SEMESTER.

C. CONCERNS RAISED BY FACULTY

If there are questions about the capacity, performance, or the continuation of a student in the Program, these concerns will be brought by the faculty member to the attention of the student's advisor and the Associate Dean. The faculty advisor, after meeting and discussing their concerns with the student, may request consultation with the **Student Review Committee** which consists of four faculty members, the Associate Dean and the Director of Field Instruction. The Committee is chaired by the Associate Dean.

The Student Review Committee serves in an advisory capacity to faculty member when students are experiencing academic or field work problems which involve difficulties in learning or adhering to the professional standards of the program or the profession. The Committee may also be consulted by students (see Section B, above). If it is felt that there are serious questions about the student's performance or continuation in the Program, the following procedure is utilized:

- a. In cases or situations which may pose the risk of imminent danger, the School may immediately suspend the student with proceedings to follow.
- b. In cases of plagiarism and/or cheating, students will automatically fail the course and will be placed on Academic Probation.
- c. In any case in which there are academic performance issues, a Letter of Notice of Concern is sent to the student indicating the nature of the difficulties and the academic requirements to be met by the student. Students also have the opportunity to present their case before the Student Review Committee at any time during this process.
- d. A probationary period may be provided for the student to meet requirements as set forth in the above-mentioned letter. During this period, there will be regular meetings between the faculty advisor and the student designed to help the student meet the requirements. At the midpoint of the period, an appraisal of progress will be made academic requirements.
- e. In the event that the student has not successfully met the requirements specified in the Letter of Notice of Concern, he or she may be dismissed from the Program. The student who is to be dismissed from the Program will have the decision conveyed to him or her in writing and signed by the Associate Dean acting as Chair of the Student Review Committee.
- f. A student who has been notified in writing that he or she has been dismissed from the Program may request in writing a review of this decision by a Hearing Appeals Committee prior to a final determination by the Dean. The Hearing Appeals Committee shall review situations in which a student appeals his or her dismissal from the School for academic or disciplinary reasons. The Hearing Appeals Committee shall have the responsibility to review documents pertaining to the dismissal, to meet with the student and appropriate faculty and to make recommendations to the Dean.

D. APPEAL OF DISMISSAL

1. Any student, who has been dismissed from the Program, may appeal this action, in writing, within 30 days of the written notice of dismissal.
2. The dismissed student is required to present a written request addressed to the Hearing Appeals Committee. This request should be submitted via the Dean's Office.
3. The Hearing Appeals Committee will consist of three (3) faculty members and two (2) student representatives. The Hearing Appeals Committee will convene and select a Chair. Each member of the Committee will have one vote.
4. Once the Hearing Appeals Committee is formed, it will review the student's file including but not limited to, the following items:
 - (A) Probation letter(s)
 - (B) Field Work evaluations
 - (C) Any correspondence concerning student's field work or academic performance during a student's tenure at WSSW
 - (D) Student evaluation forms submitted by instructors
 - (E) Any correspondence the student has submitted to WSSW faculty or Administration
 - (F) Any other material the Committee considers relevant.
5. The Hearing Appeals Committee will contact the student and arrange for a meeting so that the student will have the opportunity to orally present the nature of his/her appeal to the dismissal process.
6. The Hearing Appeals Committee may also meet with any of the faculty members or others who were involved with the student to gain a fuller perspective of the events leading to the dismissal process.
7. After review of written communications and oral presentations from the student and others, the Hearing Appeals Committee will communicate with the Dean in one of the following ways:
 - (A) Support the determination to dismiss the student (Based on the conclusion that the appropriate procedures were followed); or
 - (B) Recommend overturning the decision to dismiss the student (The conclusion that the appropriate procedures were not followed).
8. The decision of the Hearing Appeals Committee will be by majority vote. It will be communicated to the Dean in written form, who will take the recommendation under advisement. The Dean will make the final determination and notify the student in writing. The decision of the Dean is final.

E. APPEAL OF GRADES

THE FACULTY HAS SOLE AUTHORITY TO GIVE GRADES. The Student Review Committee and the Hearing Appeals Committee shall have no authority to change a

student's grade or to consider such issues. A student may appeal a final course grade of "F" in writing directly to the Dean only after first discussing the matter with the instructor and his or her advisor. The Dean may override an "F" grade only if the Dean finds extreme and egregious unfairness. An appeal of an "F" grade must be made within 30 calendar days of receipt of the grade.