



Master of Social Work Program  
**College of Social Work**

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THE UNIVERSITY OF UTAH

# **MSW Program Handbook**

(Policies and Procedures)

Updated June 30, 2024

College of Social Work  
395 South 1500 East  
Salt Lake City, Utah 84112-0260  
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<https://socialwork.utah.edu/msw/>

## **Introduction**

The College of Social Work (CSW) Master of Social Work (MSW) Program Handbook is the official document of policies, procedures, and resources governing the MSW Program. All students must be familiar with its contents. Every effort will be made to provide students accurate and current MSW Handbook information. The College of Social Work reserves the right to change, without notice, policies, procedures, programs, and other matters as circumstances require. Further, MSW curriculum and program policies are evaluated regularly. As a result, changes will be made to the curriculum or policies as recommended by the MSW Advisory Committee and the College Council. Every effort is made to notify students when these changes occur.

Current policies, procedures, and standards of the MSW Handbook apply to all current students, regardless of their matriculation date. The University of Utah Code of Student Rights and Responsibilities <https://regulations.utah.edu/academics/6-400.php> and the NASW Code of Ethics <https://www.socialworkers.org/About/Ethics/Code-of-Ethics/Code-of-Ethics-English> are also integral policies and professional standards in establishing expectations for the MSW Program, administration, faculty, and students.

### **CSW Anti-Racism Statement**

The College of Social Work commits to the long-term work of anti-racism; that is, recognizing and dismantling racism and interrelated oppressions in its curriculum, programs, organizational practices, processes, and outcomes. Anti-racist social work education supports us in doing the important work of reshaping social work practice, programs, and policies for a society of equal opportunity and belonging. It explicitly highlights, critiques, and challenges all forms of racism—individual, interpersonal, institutional, and structural—by addressing how racist beliefs and ideologies structure lived experiences, personal and professional relationships, education and employment opportunities, and physical and emotional health. It also examines and challenges how programs and institutions such as education, health care, housing, food access, justice, and social provisioning, among others, support and maintain disadvantages and advantages along racial lines. We engage in the work of anti-racism to prepare social workers who will contribute to building a just and peaceful society.

### **CSW Civility Statement**

The College of Social Work is strongly committed to the values and ethics of the social work profession as indicated by the National Association of Social Workers. The NASW core values include: service, social justice, the dignity and worth of the person, the importance of human relationship, integrity, competence, human rights, and scientific inquiry. The College of Social Work does not discriminate against applicants, students, or employees on the basis of age, class, color, creed, disability, ethnicity, family structure, gender, gender identity, marital status, national origin, political orientation, race, religion, sex, or sexual orientation. We expect all

social work staff, faculty, and students to endeavor to provide an affirming environment that is anti-oppressive and supports individuals' backgrounds and lived experiences, including the use of preferred names and pronouns.

### **CSW Curriculum Statement**

Social work education encompasses learning, observing, listening to, and talking about a wide variety of difficult or challenging life experiences that may overlap with the personal experiences of students. When this happens, students may experience feelings that are unpleasant, intense, and challenging to manage.

Students enrolled in graduate level social work training need to be prepared to engage in an appropriate and professional manner with course content, challenging conversations, and client interactions, all of which are critical to advanced social work training. Avoiding uncomfortable course content or discussions or disrupting field practicum training due to difficulty managing personal experiences may result in academic progression delays.

The College of Social Work encourages students to exercise self-awareness, adaptability, and self-care. In turn, the College of Social Work is committed to supportive learning environments that foster relationships and encourage openness, self-awareness, adaptability, and self-care.

If you are experiencing emotional difficulties with course content, discussions, or client interactions in field, please reach out to the respective course instructor or our advising team. We are happy to provide information about campus and community resources intended to support you.

Please note the following, according to the [University of Utah Content Accommodations policy](#):

- Accommodations do not require faculty to alter course content.
- Accommodations do not permit students to "opt out" of course assignments for religious or any other reason.
- Accommodations do not oblige faculty to grant accommodation requests, except in those cases when a denial would be arbitrary and capricious or illegal.
- Accommodations do not require faculty to predict what course content may conflict with a student's deeply held core beliefs.
- Accommodations do not require faculty to judge either the sincerity or the validity of a student's beliefs.
- The University of Utah and the College of Social Work cannot guarantee that all students will be able to complete all classes or majors at the University.

## **Land Acknowledgement**

The University of Utah has both historical and contemporary relationships with Indigenous peoples. Given that the Salt Lake Valley has always been a gathering place for Indigenous peoples, we acknowledge that this land, which is named for the Ute Tribe, is the traditional and ancestral homelands of the Shoshone, Paiute, Goshute, and Ute Tribes and is a crossroad for Indigenous peoples. The University of Utah recognizes the enduring relationships between many Indigenous peoples and their traditional homelands. We are grateful for the territory upon which we gather today; we respect Utah's Indigenous peoples, the original stewards of this land; and we value the sovereign relationships that exist between tribal governments, state governments, and the federal government. Today, approximately 60,000 American Indian and Alaska Native peoples live in Utah. As a state institution, the University of Utah is committed to serving Native communities throughout Utah in partnership with Native Nations and our Urban Indian communities through research, education, and community outreach activities.

We encourage you to explore the indigenous land you live and work on. You can find this information on [native-land.ca](https://native-land.ca).

## **Lauren's Pledge**

I will listen and believe you if someone is threatening you.

[McCluskey Center for Violence Prevention](https://www.mccuskeycenter.org/)

## **Family Educational Rights and Privacy Act (FERPA)**

Student records at the University of Utah are governed by the Family Educational Rights and Privacy Act (FERPA). The act forbids the university from releasing personal identifiable student educational records or files, or personal information contained in those files, without the student's written consent, except in specified situations. For a full description of the rights of students and their parents under these regulations, please visit

<https://registrar.utah.edu/handbook/ferpa.php>

## **University of Utah Nondiscrimination and Accessibility Statement**

The University of Utah and College of Social Work do not discriminate on the basis of race, ethnicity, color, religion, national origin, sex, pregnancy, pregnancy-related conditions, age, disability, sexual orientation, gender identity, gender expression, genetic information or protected veteran's status, in employment, treatment, admission, access to educational programs and activities, or other University benefits or services.

The University does not discriminate on the basis of sex in the education program or activity that it operates, as required by Title IX and 34 CFR part 106. The requirement not to discriminate in education programs or activities extends to admission and employment. Inquiries about the application of Title IX and its regulations may be referred to the Title IX Coordinator, to the Department of Education, Office for Civil Rights, or both.

Additionally, the University endeavors to provide reasonable accommodations and to ensure equal access to qualified persons with disabilities. [Click here to request a reasonable accommodation.](#)

Where discrimination is found to have occurred, the University will take reasonable steps to investigate the matter, stop the harassment, prevent its recurrence, and remedy its effects.

If you or someone you know has experienced discrimination, [sexual misconduct](#) including sexual harassment, or disability discrimination, we encourage you to report it to the University's designated and authorized Title IX/ADA/Section 504 Coordinator in the Office of Equal Opportunity and Affirmative Action:

Director & Title IX Coordinator  
Office of Equal Opportunity and Affirmative Action (OEO/AA)  
383 South University Street, Level 1 OEO Suite  
Salt Lake City, UT 84112  
801-581-8365  
[oeo@utah.edu](mailto:oeo@utah.edu)

Online reports may be submitted at <https://oeo.utah.edu/>

For further information, please see:  
<https://www.utah.edu/nondiscrimination/>  
<https://regulations.utah.edu/general/1-011.php>  
<https://regulations.utah.edu/general/1-012.php>

## **MSW Program Contact Information**

### **MSW Program Office**

College of Social Work Building  
395 South 1500 East, Room 331  
Salt Lake City, UT 84112  
801-581-3026  
[MSWDirector@utah.edu](mailto:MSWDirector@utah.edu)  
<https://socialwork.utah.edu/msw/>

### **Field Education Office**

College of Social Work Building  
395 South 1500 East, Room 322  
801-585-7811  
<https://socialwork.utah.edu/practicum/>

### **Academic Advising Office**

College of Social Work Building  
395 South 1500 East, Room 319  
[msw@utah.edu](mailto:msw@utah.edu)  
<https://socialwork.utah.edu/advising/>

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# 1. The College of Social Work

## 1.1. History and Purpose

Founded in the fall of 1937, the College of Social Work consisted of a one-year certificate program designed to prepare students for work in social service agencies. This program was expanded to a two-year Master of Social Work Program (MSW) in 1949. The MSW Program is accredited by the Commission on Accreditation of the Council on Social Work Education and was last reaffirmed in 2020.

The MSW Program at the University of Utah prepares students for advanced social work practice and is grounded in the profession's values and ethics, emphasizing a commitment to social justice. The Generalist-year curriculum is designed to provide a broad, integrated perspective of social work knowledge in evidenced-based practice, ethics, human behavior in the social environment, self-reflexive practice, policy and macro practice, and clinical practice, which includes theoretical frameworks underlying methods of intervention. In the Specialist year, students are provided the opportunity for specialization in advanced generalist practice. Students select an area of focus from the following: Aging, Child Welfare, Forensic, Global, Health, Mental Health, and Substance Use. In addition, students directly practice course knowledge in the field through practicum placement.

## 1.2. Mission and Goals

The University of Utah College of Social Work is dedicated to providing outstanding education and training to the professional social workers of tomorrow. Through education, research, and community engagement, the College of Social Work advances the transformation of policies, practice, and interventions to alleviate human suffering, enhance well-being, and promote social justice.

Similarly, the mission of the MSW Program is as follows:

*We prepare students to be professional social workers who enhance the well-being of all people through attention to the needs and empowerment of those who are vulnerable, oppressed, and living in poverty. Our graduates apply the person-in-environment framework and advance social, racial, economic, and environmental justice in order to enhance individual and community well-being from local to global contexts. They are trained to think critically about issues of power, oppression, and privilege with respect to practice, the provision of services, and the evaluation and analysis of programs and policies. Through scientific inquiry and practice experience, students are prepared to competently and ethically apply the full range of professional social work skills to develop and expand individuals' capacity to address their own needs and relationships and increase the responsiveness of organizations, communities, and social institutions to human rights and social problems.*

The following program goals support and enhance the mission:

**Table 1. MSW Goals & Relevance to Mission**

<b>MSW Goals &amp; Relevance to Mission</b>
<b>Goal One: Recruit and train students who are aware of and committed to the mission and ethics of social work.</b>
<i><b>Relevance to mission:</b></i> The mission statement emphasizes training students to think critically about issues of power, privilege, and oppression. As identity factors form the daily reality for individuals, families, groups, and communities, the focus upon how oppression, marginalization, or alienation can create privilege or power remains tantamount. Developing a varied student body and awareness of manifold identity factors for all students leads social workers to work with individuals, families, groups, multidisciplinary teams, and community organizations to enable change.
<b>Goal Two: Deliver a professional curriculum that emphasizes critical thinking skills, is grounded in the liberal arts, and includes both evidence- and theory-based content.</b>
<i><b>Relevance to mission:</b></i> The MSW curriculum is structured to support critical thinking and problem-solving among students through collaborative work in courses and field education settings. A liberal arts education empowers learners to deal with change and complexity by providing exposure to society, science, and culture (AACU, 2017). Grounded in the liberal arts, the MSW Program offers students opportunities to explore local and global cultures and traditions, develop analytical skills, and apply their skills and knowledge about policies, services, and interventions to real-world settings. Through skill building and engaging with evidence-based and theory-based content, students develop interventions that enhance individual, family, community, and global well-being. These interventions can lead to the prevention and alleviation of human suffering.
<b>Goal Three: Provide students with the knowledge, skills, and ethical foundation necessary for entry into advanced social work practice.</b>
<i><b>Relevance to mission:</b></i> The MSW curriculum offers students a breadth of activities, including providing direct services, evaluating program outcomes, and measuring practice effectiveness. With guidance from experienced faculty, field faculty liaisons, and field instructors, such activities can lead to developing, analyzing, advocating, and providing direction for ethical policy and service provision, which promotes the development of more socially-just agency policies and/or federal, state, or local laws. The MSW Program provides important educational content through both didactic and experiential learning activities and student exercises as beginning social workers to prepare for leadership and specialist roles within the profession. The program provides seven distinct areas of focus to prepare students for advanced social work practice: Aging, Child Welfare, Forensic, Global, Health, Mental Health, and Substance Use.

**Goal Four: Prepare students to work with vulnerable and marginalized individuals, couples, families, groups, organizations, and communities with respect, knowledge, skill, and humility.**

**Relevance to mission:** All students are required to grapple with issues of identity and culture and process the ways they impact vulnerable and oppressed populations. The MSW curriculum also seeks to recognize the significant contributions to practice, research, and teaching communities made by Indigenous People; people of color; people with disabilities; and lesbian, gay, bisexual, transgender, and queer (LGBTQ+) individuals. The curriculum celebrates multiplicity locally, nationally, and globally, both explicitly and implicitly.

**Goal Five: Prepare students to recognize and to influence the dynamics of power, oppression, and privilege.**

**Relevance to mission:** Students are prepared to become critically conscious and reflexive practitioners in a global and multicultural world with an emphasis on deeper cultural awareness and humility. Students participate in didactic and experiential curricular components that prepare them to work with a variety of populations and experience the dynamics of power, oppression, and privilege.

**Goal Six: Prepare students to contribute to innovative and responsive programming that will strengthen social work practice, enhance social policies, and promote social, economic, and environmental justice.**

**Relevance to mission:** Students are prepared to conceptualize innovative policies and interventions that seek to improve quality and access to a range of services and supports targeted to various populations, individuals, families, groups, organizations, and communities.

### **1.3. Strategic Plan and Core Values**

The College of Social Work programs are guided and directed by the following [Strategic Plan and Core Values](#):

- **Strategic Plan**
  - Create and apply new knowledge in partnership with the community
  - Educate and empower College of Social Work students to effect social change and transform lives
  - Engage communities to improve well-being and social justice
  - Ensure the long-term viability and national visibility of the College of Social Work by advancing excellence in instruction and research
- **Core Values**
  - Student success and engagement
  - Research and teaching excellence
  - Sustainability
  - Global vision and strategy
  - Community

- Leadership

#### **1.4. Administrative Structure and Governance**

The College of Social Work operates as a semiautonomous professional college at the University of Utah under a College Charter approved by the University Senate. The College of Social Work Dean is responsible for the overall administration of the College. Each degree program in the CSW is administered by a director.

The College Council serves as the legislative body in formulating curricula, programs, and policies of the College of Social Work. College Council membership consists of the Dean, full-time and part-time faculty members, student representatives, and staff representatives. Individuals with adjunct, visiting, and clinical faculty appointments participate as nonvoting members. The College Council meets monthly. Any student may participate in the College Council by suggesting items to be included in the council agenda. Such requests are coordinated through the co-presidents of the Master of Social Work Student Association (MSWSA). The student co-presidents or their delegates are designated as the official representatives of the student body to the College Council.

As a part of the University of Utah, the College of Social Work, its faculty, staff, and students are subject to the regulations and policies of the University of Utah and specifically the [Graduate School](#).

#### **1.5. Standing Committees of the College**

The College Council has established several standing committees to implement the College of Social Work programs and policies. Membership on these committees is open to students. The MSWSA coordinates student appointments.

#### **1.6. Student Association (MSWSA)**

Students are an integral part of the College of Social Work community. All students become members of the Master of Social Work Student Association (MSWSA) upon starting the MSW Program. MSWSA provides students the opportunity to organize in their own interests. The MSWSA organizes social and support functions and holds elections annually according to their constitution, which is approved by the Associated Students of the University of Utah (ASUU) governing body. Only MSW students are eligible for these positions. MSWSA is represented with full voting rights on the College Council and MSW Advisory Committee. Students may also serve on university-level committees.

#### **1.7. International Phi Alpha Honor Society for Social Work University of Utah Lambda Iota Chapter**

Phi Alpha Honor Society for Social Work University of Utah Lambda Iota Chapter extends membership each year to outstanding graduate students. Phi Alpha Honor Society for Social Work membership is offered to the top 37.5% of the graduating social work class. Students are

notified by the appointed academic advisor by email. Students then receive information from Phi Alpha with instructions on how to become a member, which includes a lifetime membership fee. Students will receive a membership certificate and pin. Members may choose to purchase a Phi Alpha cord prior to graduation. Members can wear the Phi Alpha pin and cord at graduation. Students may receive other invitations to join honorary societies; however, the Phi Alpha is the only honor society added to the University of Utah transcript and the CSW Convocation program.



## 2. MSW Program Options

### 2.1. Program Options

The College of Social Work offers several options for an MSW degree, including three dual-degree programs. MSW admission criteria are the same for all program options, with additional requirements as indicated for Advanced Standing and Child Welfare Title IV-E funded programs. Admission is for the following fall semester unless indicated otherwise below. Courses may be delivered in a variety of modalities. Program options include the following:

- [Advanced Standing MSW Program](#) is open to applicants with a BSW degree from a CSWE-accredited program in the last seven years (at the time of application). In this program, students complete 45 credit hours over three semesters. Classes are held during regular daytime, weekday hours, as is field practicum in most cases. Applications are accepted every year for potential admission starting the following summer semester.
- [Advanced Standing MSW Online Program](#) is open to applicants with a BSW degree from a CSWE-accredited program in the last seven years (at the time of application). In this program, students complete 45 credit hours over three semesters following the same course sequence as the campus-based Advanced Standing MSW Program. Courses are offered entirely online and are mainly asynchronous. Field practicum is completed in person on weekdays in your geographical area. The majority of field practicum placements are during normal business hours. Applications are accepted every year for potential admission starting the following summer semester.
- [Two-Year Full-Time MSW Program](#) is a full-time, two-year, 60-credit-hour program offered on the University of Utah campus. Classes are held during regular daytime, weekday hours, as is practicum in most cases. Applications are accepted every year.
- [Two-Year Full-Time MSW Online Program](#) is a full-time, two-year, 60-credit-hour program with courses offered entirely online and follows the same course sequence as the campus-based Two-Year Full-Time MSW Program. Online courses are mainly asynchronous. Practicum is completed in person on weekdays in your geographical area. The majority of practicum placements are during normal business hours. Applications are accepted every year.
- [Three-Year Evening and Weekend Program](#) is a full-time, three-year, 60-credit-hour program offered at the University of Utah Salt Lake City campus, as well as at the University of Utah Graduate Center in St. George, Utah. Classes are held Friday evenings and Saturdays during fall, spring, and summer semesters. Practicum hours are completed typically during the day on weekdays at community agencies. Applications are accepted every three years.
- [Child Welfare Title IV-E Evening Program](#) is held on the University of Utah campus for DCFS/DJJS-approved employees. The program consists of 60 credit hours over three years. Applications are accepted every three years, contingent on Title IV-E funding.
- [Child Welfare Title IV-E Distance Program](#) is live-streamed to select locations across Utah for DCFS/DJJS-approved employees. Classes meet Friday evenings and Saturdays. The program consists of 60 credit hours over three years. Applications are accepted every three

years, contingent on Title IV-E funding.

- [Child Welfare Title IV-E Online Program](#) is offered entirely online and mostly asynchronous for DCFS/DJJS-approved employees, with the exception of practicum hours which are completed in person in the student's geographical area. The program consists of 60 credit hours over three years. Applications are accepted every three years, contingent on Title IV-E funding.

Full descriptions and planning guides for each option can be found at:

<https://socialwork.utah.edu/msw/programs/index.php>

## **2.2. Dual Degrees**

The MSW Program has three dual degree program options:

- [MSW/Master of Public Health dual degree](#) (three years full-time study)
- [MSW/Master of Public Administration dual degree](#) (three years full-time study)
- [MSW/Juris Doctorate \(Law\) dual degree](#) (four years full-time study)

Students wishing to complete one of the three dual degree programs must apply to both programs at the same time, be accepted into both in the same year, and must (according to University policy) graduate from both at the same time, even if requirements for one program are completed prior to requirements for the second. If a dual-degree student opts to withdraw from one of the two programs or does not complete the requirements within the University four-year degree term limit policy, the student will have to complete all the courses and requirements in the remaining degree program. Dual degree programs are not available to students in the MSW Advanced Standing, Online, and three-year program options.

## **2.3. Graduate Certificates**

Students wishing to complete a graduate certificate in [Women's Health](#) or [Leadership, Justice, and Community Practice](#) must meet with the certificate advisor to discuss their course plan prior to turning in their required declaration of intent form. Graduate certificates are not available to students in the MSW Online program options.

## **2.4. Student Course Feedback Forms**

Students rate the effectiveness of each course and the teaching effectiveness of faculty at the conclusion of each semester. Students can access the course feedback forms through each course's Canvas page. Student feedback is taken very seriously by faculty and administration. Students should take the time to constructively rate each course with care and integrity, keeping in mind that their aggregate responses are reviewed by the faculty member and the CSW administration. Faculty can improve only when they are able to build on the input they receive from students. Students are also encouraged to communicate their concerns directly to the faculty member in a professional manner and to provide specific suggestions for improvement.

### **3. MSW Program Start to Finish**

#### ***3.1. Educational Policy and Accreditation Standards***

The Commission on Accreditation of the Council on Social Work Education (CSWE) is responsible for establishing standards and conducting accreditation reviews that stimulate improvement in professional social work education and train graduates to meet the changing demands of professional practice.

In keeping with those responsibilities, the Commission issues a set of Educational Policy and Accreditation Standards (EPAS), which “supports academic excellence by establishing thresholds for professional competence. It permits programs to use traditional and emerging models and methods of curriculum design by balancing requirements that promote comparable outcomes across programs with a level of flexibility that encourages programs to differentiate” (Education Policy and Accreditations Standards Introduction, 2022).

Information on CSWE and the EPAS is found at <http://www.cswe.org>.

#### ***3.2. Curriculum Design***

The MSW curriculum is organized to provide a generalist perspective during the Generalist year and a focused area of study in the Specialist year. “Generalist practice is grounded in the liberal arts and the person-in-environment framework. To promote human and social well-being, generalist practitioners use a range of prevention and intervention methods in their practice with ... individuals, families, groups, organizations, and communities based on scientific inquiry and best practices” (CSWE EPAS 2022; p.17). Students will select an area of focus in the Specialist year from the following: Aging, Child Welfare, Forensic, Global, Health, Mental Health, and Substance Use. Students in the Title IV-E Program options will complete the Child Welfare area of focus. Students in the Advanced Standing MSW Online, Two-Year Full-Time MSW Online, and Three-Year Evening and Weekend Program options will complete the Mental Health area of focus.

##### **3.2.1. Generalist Year**

During the Generalist year, students are required to complete a series of foundation courses outlined in Tables 2-5. Courses in these core subject areas provide a foundation for social work practice and prepare students to enter Specialist-year coursework in a practice area of focus. The generalist practitioner identifies with the social work profession and applies ethical principles and critical thinking in practice at the micro, mezzo, and macro levels. Advanced Standing students enroll in summer Bridge courses that extend and deepen the Generalist perspective learned in the BSW Program. Since much of the coursework is experiential, students are expected to attend class and participate in exercises and role-plays designed to develop their practice skills. The attendance/absence policy is found in Section 5.3, Academic Policies.

Table 2 provides the course number, course name, and credit hours for the foundation courses of the Generalist year for students in the Two-Year Full-Time program options.

**Table 2: CSW Generalist Year Required MSW Courses (2-Year Full-Time Program)**

<b>Generalist Year, Fall Semester</b>		
<b>Course #</b>	<b>Course Name</b>	<b>Credits</b>
<a href="#">SW 6001</a>	Practice I: Assessment, Engagement, Intervention, and Evaluation	3
<a href="#">SW 6030</a>	Human Behavior and the Social Environment (HBSE)	3
<a href="#">SW 6040</a>	DSM and Psychopathology	3
<a href="#">SW 6240</a>	Social Policies and Programs: Advocacy and Analysis for Justice	3
<a href="#">SW 6511</a>	Generalist Field Practicum I (or SW 6813 for school-based placement)	3
<b>Generalist Year, Spring Semester</b>		
<b>Course #</b>	<b>Course Name</b>	<b>Credits</b>
<a href="#">SW 6002</a>	Practice II	3
<a href="#">SW 6110</a>	Research for Social Work Practice	3
<a href="#">SW 6120</a>	Diversity and Social Justice: Reflexive and Ethical Social Work Practice I	3
<a href="#">SW 6140</a>	Community-Based Strategies for Social Change	3
<a href="#">SW 6512</a>	Generalist Field Practicum II (or SW 6814 for school-based placement)	3

Table 3 provides the course number, course name, and credit hours for the foundation courses of the Generalist years for students in the Three-Year Evening and Weekend Program option for Salt Lake City and St. George.

**Table 3: CSW Generalist Years Required MSW Courses (3-Year Evening & Weekend Program)**

<b>Generalist Year 1, Fall Semester</b>		
<b>Course #</b>	<b>Course Name</b>	<b>Credits</b>
<a href="#">SW 6001</a>	Practice I: Assessment, Engagement, Intervention, and Evaluation	3
<a href="#">SW 6030</a>	Human Behavior and the Social Environment (HBSE)	3
<a href="#">SW 6040</a>	DSM and Psychopathology	3
<b>Generalist Year 1, Spring Semester</b>		
<b>Course #</b>	<b>Course Name</b>	<b>Credits</b>
<a href="#">SW 6002</a>	Practice II	3
<a href="#">SW 6110</a>	Research for Social Work Practice	3
<a href="#">SW 6120</a>	Diversity and Social Justice: Reflexive and Ethical Social Work Practice I	3

Generalist Year 2, Fall Semester		
Course #	Course Name	Credits
<a href="#">SW 6240</a>	Social Policies and Programs: Advocacy and Analysis for Justice	3
<a href="#">SW 6511</a>	Generalist Field Practicum I (or SW 6813 for school-based placement)	3
Generalist Year 2, Spring Semester		
Course #	Course Name	Credits
<a href="#">SW 6140</a>	Community-Based Strategies for Social Change	3
<a href="#">SW 6512</a>	Generalist Field Practicum II (or SW 6814 for school-based placement)	3

Table 4 provides the course number, course name, and credit hours for the foundation courses of the Generalist years for students in the Title IV-E Evening Program option.

**Table 4: CSW Generalist Years Required MSW Courses (Title IV-E Evening Program)**

Generalist Year 1, Fall Semester		
Course #	Course Name	Credits
<a href="#">SW 6001</a>	Practice I: Assessment, Engagement, Intervention, and Evaluation	3
<a href="#">SW 6030</a>	Human Behavior and the Social Environment (HBSE)	3
Generalist Year 1, Spring Semester		
Course #	Course Name	Credits
<a href="#">SW 6002</a>	Practice II	3
<a href="#">SW 6040</a>	DSM and Psychopathology	3
Generalist Year 1, Summer Semester		
Course #	Course Name	Credits
<a href="#">SW 6110</a>	Research for Social Work Practice	3
<a href="#">SW 6240</a>	Social Policies and Programs: Advocacy and Analysis for Justice	3
Generalist Year 2, Fall Semester		
Course #	Course Name	Credits
<a href="#">SW 6120</a>	Diversity and Social Justice: Reflexive and Ethical Social Work Practice I	3
<a href="#">SW 6140</a>	Community-Based Strategies for Social Change	3
<a href="#">SW 6511</a>	Generalist Field Practicum I (or SW 6813 for school-based placement)	3
Generalist Year 2, Spring Semester		
Course #	Course Name	Credits
<a href="#">SW 6512</a>	Generalist Field Practicum II (or SW 6814 for school-based placement)	3

Table 5 provides the course number, course name, and credit hours for the foundation courses of the Generalist years for students in the Title IV-E Online and Distance Program options.

**Table 5: CSW Generalist Years Required MSW Courses (Title IV-E Online & Distance Cohorts)**

<b>Generalist Year 1, Fall Semester</b>		
<b>Course #</b>	<b>Course Name</b>	<b>Credits</b>
<a href="#">SW 6001</a>	Practice I: Assessment, Engagement, Intervention, and Evaluation	3
<a href="#">SW 6030</a>	Human Behavior and the Social Environment (HBSE)	3
<a href="#">SW 6040</a>	DSM and Psychopathology	3
<b>Generalist Year 1, Spring Semester</b>		
<b>Course #</b>	<b>Course Name</b>	<b>Credits</b>
<a href="#">SW 6002</a>	Practice II	3
<a href="#">SW 6110</a>	Research for Social Work Practice	3
<a href="#">SW 6240</a>	Social Policies and Programs: Advocacy and Analysis for Justice	3
<b>Generalist Year 2, Fall Semester</b>		
<b>Course #</b>	<b>Course Name</b>	<b>Credits</b>
<a href="#">SW 6120</a>	Diversity and Social Justice: Reflexive and Ethical Social Work Practice I	3
<a href="#">SW 6140</a>	Community-Based Strategies for Social Change	3
<a href="#">SW 6511</a>	Generalist Field Practicum I (or SW 6813 for school-based placement)	3
<b>Generalist Year 2, Spring Semester</b>		
<b>Course #</b>	<b>Course Name</b>	<b>Credits</b>
<a href="#">SW 6512</a>	Generalist Field Practicum II (or SW 6814 for school-based placement)	3

### 3.2.2. Specialist Year

Students select and complete one area of focus in the Specialist year. Students are also required to take a Practice class in an area of focus other than their primary area of focus. This course may be an Advanced Practice II course, even if the student has not taken the Practice I class in that area of focus.

Students in the Advanced Standing MSW Online and Two-Year MSW Online Program options will take Substance Use Practice I as their outside area of focus Practice class.

School Social Work courses are not an area of focus and do not count as Practice classes outside the student's area of focus. School Social Work courses count as elective course credit.

Students may take electives from among those recommended in their area of focus, chosen from general electives, or may take additional area of focus Practice courses. A limited number of predetermined elective credit courses are available in the Online, Three-Year Evening and Weekend, and Title IV-E Program options.

The area of focus choice guides the student’s Specialist-year practicum placement. Students work with their field faculty liaisons to identify practicum placements that match their area of focus.

**Table 6: CSW Specialist Year MSW Required Courses**

Specialist Year Areas of Focus, Core Courses		
Course #	Course Name	Credits
<a href="#">SW 6220</a>	Diversity and Social Justice: Reflexive and Ethical Social Work Practice II	3
<a href="#">SW 6521</a>	Advanced Field Practicum I (Fall) or SW 6823 for school-based placements	4
<a href="#">SW 6522</a>	Advanced Field Practicum II (Spring) or SW 6824 for school-based placements	4

**Table 7: CSW Specialist-Year Area of Focus Required Courses**

Specialist Year Areas of Focus Course Descriptions			
<i>*In each Area of Focus, students are required to take an additional Practice class in any other Area of Focus.</i>			
Area of Focus	Course #	Course Name	Credits
Aging			
	<a href="#">SW 6750</a>	Aging Practice I: Social Work with Older Adults (Fall)	3
	<a href="#">SW 6751</a>	Aging Practice II: Chronic Illness in Older Adults (Spring)	3
	<a href="#">SW 6754</a>	Interdisciplinary Seminar Series on Aging (Spring)	1
Child Welfare			
	<a href="#">SW 6301</a>	Child Welfare Practice I: Evidence-Based Practice and Interventions for Trauma in Children/Adolescents (Fall)	3
	<a href="#">SW 6302</a>	Child Welfare Practice II: Trauma-Focused Intervention Across Ages, Cultures, and Settings (Spring)	3
Forensic			
	<a href="#">SW 6701</a>	Forensic Practice I: Theory and Direct Practice (Fall)	3
	<a href="#">SW 6702</a>	Forensic Practice II: Evidence-Based Practice Models (Spring)	3

Global		
<a href="#">SW 6350</a>	Global Social Work Practice I: Global Perspectives in Social Work (Fall)	3
<a href="#">SW 6351</a>	Global Social Work Practice II: Practice with Immigrant and Refugee Communities (Spring)	3
Health		
<a href="#">SW 6201</a>	Health Practice I: Role of Social Workers in Health Settings (Fall)	3
<a href="#">SW 6203</a>	Health Practice II: Integrated Behavioral Health (Spring)	3
Mental Health		
<a href="#">SW 6401</a>	Mental Health Practice I: Children and Adolescents (Fall)	3
<a href="#">SW 6402</a>	Mental Health Practice II: Adults and Aging (Spring)	3
Substance Use		
<a href="#">SW 6740</a>	Substance Use Practice I: Evidence-Based Principles and Therapeutic Alliance (Fall)	3
<a href="#">SW 6741</a>	The Use and Misuse of Psychoactive Medications and Their Effects (Fall)	3
<a href="#">SW 6745</a>	Substance Use Practice II: Assessment, Motivators, and Therapy Models (Spring)	3

**Table 8: School Social Work Career Path**

School Social Work Career Path		
<i>MSW students electing to complete the School Social Work Career Path must meet with Advising to apply for this option and complete requirements; only one year of Practicum in a school setting is required.</i>		
Course #	Course Name	Credits
<a href="#">SW 6650</a>	School Social Work Macro Skills*	3
<a href="#">SW 6651</a>	School Social Work Micro Skills*	3
<a href="#">SW 6813</a>	School Social Work Field Practicum – Generalist	3
<a href="#">SW 6814</a>	School Social Work Field Practicum – Generalist	3
<a href="#">SW 6823</a>	School Social Work Field Practicum – Specialist	4
<a href="#">SW 6824</a>	School Social Work Field Practicum – Specialist	4

*\*Please note, the School Social Work Career Path may not be substituted for the Area of Focus or outside Area of Focus Practice course. School Social work courses count as elective credits.*



### **3.3. Field Education**

Field Education is considered the signature pedagogy of the social work curriculum. Students must complete field practicum clock hours, learning objectives, practice requirements, and 100% of the co-curricular Canvas coursework. MSW students in the Two-Year Program complete both generalist and specialist field practicum in the first and second years, respectively. Advanced Standing students complete specialist field practicum only. Students in the three-year program options begin their generalist field practicum during their second year and specialist field practicum in the third year of the MSW Program. Students complete field practicum in approved community agencies under the direct supervision of a qualified practitioner. This practitioner serves as the student's field instructor. Placements are assigned by the Field Education team and may require direct application with the agency. Every effort is made to assign students to one of their top ten choices but due to high demand, this cannot be guaranteed.

All partnering agencies have been carefully vetted by the College of Social Work to ensure alignment with professional accreditation standards established by the Council on Social Work Education (CSWE). Concurrent assessment is made of the credentials, experience, teaching ability, and professionalism of agency field instructors.

Please note that, unless otherwise indicated, students must maintain a minimum of 12 clock hours per week within their agency settings unless exceptions are granted pursuant to CDA, CSWE, or program discretion.

#### **Family Educational Rights and Privacy Act ([FERPA](#)) and Student Information**

The student, Director of Field Education, field faculty liaisons, field instructors, partnering agencies, academic advising, and administrators work collaboratively in the educational process and are considered University of Utah employees or extensions of the University of Utah with legitimate educational interests. Information and concerns regarding student needs and student performance and progress will be shared among these individuals as required to optimize student learning. Accordingly, the Field Education office may, in good faith, share practicum-related information, in compliance with FERPA, with appropriate persons including the Director of Field Education, field faculty liaisons, agency representatives, field instructors, partnering agencies, academic advising, MSW and Online Program Directors, and the Associate Dean and/or Dean of the College of Social Work. Practicum-related information is defined as information that may involve the field placement selection, clients, constituents, agency field instructors, staff, the student learning experience, evaluative information, concerns regarding student performance or school, and/or agency policies. Such information will be shared to facilitate and enhance the learning process and to protect clients, peers, and colleagues.

#### **ADA Accommodations and the Center for Disability and Access**

Students are required to contact the [Center for Disability & Access](#) (CDA) prior to the start of the practicum if they require accommodations for Field Education. Please note that Field Education requires a CDA letter separate from classroom accommodations, and students

should initiate this process as early as possible.

For detailed information related to Field Education, please refer to the [MSW Field Education Handbook](#).

### ***3.4. Independent Study and Independent Research***

SW 6900 Independent Study or SW 6940 Independent Research offers students opportunities to engage in independent learning or research experiences focused on content not included in the MSW Program curriculum. Students may take one to two credit hours of SW 6900 Independent Study in any given semester, up to a maximum of four credit hours that may be applied to their MSW degree. SW 6940 Independent Research can be taken for one to two credit hours in a semester. A maximum of 2 credit hours may be applied to the MSW degree.

The faculty member who supervises the Independent Study/Research should be selected on the basis of expertise in the topic of study. The student and the faculty member must develop a 15-week syllabus (12 weeks for summer semester) for the course the student is proposing along with a completed contract for Independent Study/Research. This syllabus should be modeled on a regular MSW course syllabus and must include course description, course objectives, week-by-week learning activities, assignments, and methods of evaluation/grading. Note: The student must articulate how the study or research applies to the field of social work and will enrich the student's knowledge and skills. Independent Study/Research will not be approved if the material is covered elsewhere in the curriculum.

Independent Study and Independent Research require 45 clock hours per credit hour, which equals three hours spent per week for a one-credit Independent Study/Research and six hours per week spent for a two-credit Independent Study/Research in a 15-week semester. The Independent Study/Research should also include regular consultation with the faculty sponsor throughout the semester. This consultation is accomplished through documented work time on the study and regularly scheduled meetings with the instructor to provide opportunities for discussion and integration of the material studied as documented on the syllabus and Independent Study/Research contract.

The completed proposal and contract form found in the [MSW Community Canvas page](#) for either Independent Study or Independent Research must be approved by the faculty member who agrees to supervise the study and the MSW Program Director or Online Program Director, and must be submitted to the student's academic advisor. Expected standards of student performance for Independent Study/Research are comparable to those of required courses. Performance measures may include a written paper, an annotated bibliography, an oral examination, or another assignment, which must be clearly outlined in the proposed syllabus.

### ***3.5. Credit for Life Experience***

The MSW Program does not grant course credit for life experience, previous work experience, or courses applied to another degree.

### **3.6. Email Requirements**

All students are expected to establish a UMail email account. All messages from the University, such as emergency closures, critical incidents, student specific information and all messages from the College of Social Work will be sent via email to students using the UMail account address. If students forward their UMail messages to other email accounts, they must still check their UMail account regularly to ensure no important emails are missed. Students will not be given consideration for nonreceipt of emails forwarded from the UMail or not reading email sent to the UMail account. As a student preparing to enter the social work profession, it is expected that students will maintain a high level of professionalism in all email correspondence.

### **3.7. Academic Workload**

According to University policy, no candidate for a graduate degree is permitted to register for more than 16 credit hours in any single semester without prior permission from the cognizant program director and the Dean of the Graduate School. See the required "Request for more than 16 credits" form at [Course Modules: MSW Community \(instructure.com\)](#).

The full-time MSW Program is designed to be completed in two years (four to five semesters) with an average of 15 credit hours per semester. A schedule of nine graduate credit hours per semester is considered full-time by the University for financial aid purposes and meets registration requirements for MSW degree candidates; however, it will take longer than four to five semesters to complete the MSW program.

### **3.8. Minimum Continuous Registration**

All MSW students must be enrolled in at least one class of graduate-level (6000 level or above) coursework from the time of formal admission through completion of all requirements for the degree they are seeking unless granted an official leave of absence (see Leave of Absence section below). For students whose cohort course plan does not include summer semester, summer registration is not required.

If students do not comply with the continuous registration policy or do not obtain an official leave of absence by the semester deadline, they will be automatically discontinued from graduate study. In this case, the student must apply for readmission to the MSW Program during the next application cycle. Note: Maintaining continuous registration status may differ from full-time enrollment status. Please see <https://gradschool.utah.edu/graduate-catalog/registration/>.

## **4. Academic Advising**

The Academic Advising office at the College of Social Work supports students by providing comprehensive advising to promote students' academic, personal, and professional success. Prospective and current students can connect with Social Work academic advisors via email, phone, videoconference, or in person. Academic Advisors offer drop-in and appointment options. Students can visit <https://socialwork.utah.edu/advising> to contact academic advisors or make an appointment.

### **4.1. Prospective MSW Students**

Academic advisors work with prospective students who are exploring social work as a possible career and area of study. Recorded MSW Program information sessions and application workshops, as well as virtual live MSW Q&A sessions are available. Individual questions not answered in the recordings can be addressed at a live Q&A session or emailed to [msw@utah.edu](mailto:msw@utah.edu). Academic advisors do not offer individual meetings for prospective or current applicants. Prerequisite course suggestions may be found at [msw-prerequisite-requirements.pdf \(utah.edu\)](#). You may request a prerequisite review at [University of Utah MSW Program - Prerequisite Review Request \(qualtrics.com\)](#). Additional questions may be submitted to [msw@utah.edu](mailto:msw@utah.edu).

### **4.2. Orientation and Transition**

Academic Advising assists newly admitted students with orientation and transition. Academic advisors provide information about next steps such as enrollment and semester-by-semester course plans. The MSW Program collaborates with faculty and staff, as well as with campus partners, to provide students with a comprehensive orientation to the program. Students learn about program features and course options, meet faculty and staff, and learn about university resources such as the Counseling Center, CDA, and the research librarian. They are also introduced to opportunities for campus involvement and student leadership. Key policies are also explicitly highlighted during the program orientation.

### **4.3. Current Students through Graduation**

Current MSW students should meet with their MSW academic advisor regularly to ensure they are on track for graduation, as well as making the most of the many resources and opportunities at the University of Utah. Academic advisors help students navigate academic challenges, petitions, and other complex situations. They connect students with valuable opportunities, such as career preparation events.

MSW students may contact their academic advisor for a number of reasons, including the following:

- Course plan and degree requirements
- Class permission code requests

- Transfer credit evaluation
- Academic concerns
- Information and clarification about University and MSW Program policies
- Petitions for consideration of exception to policy
- Information and referrals to a wide variety of campus resources, including those listed through [Student Affairs](#), and:
  - [Basic Needs Collective](#)
  - [Career and Professional Development Center](#)
  - [Center for Child Care and Family Resources](#)
  - [Center for Disability and Access](#)
  - [Center for Student Wellness](#)
  - [Counseling Center](#)
  - [Feed U Pantry](#)
  - [Graduate Writing Center and E-Tutoring](#)
  - [Health & Wellness Center](#)
  - [International Student & Scholar Services](#)
  - [Marriott Library Resources](#)
  - [McCluskey Center for Violence Prevention](#)
  - [University Writing Center](#)
  - [Veterans' Support Center](#)
  - [Victim-Survivor Advocacy](#)
- Referrals for emergency funding
- Graduate certificates
- Applying for graduation
- Leave of absence requests

## 5. Academic Policies

### 5.1. Residency Requirements

University policy requires in-person graduate students to complete at least 24 credit hours in resident study at the University of Utah; there is no resident study requirement for students in fully online programs. This policy does not refer to or fulfill Utah residency requirements for determination of in-state tuition.

For Utah residency requirements for tuition purposes, please see the Graduate School policy [Residency for Tuition Purposes: Graduate Policies | Admissions \(utah.edu\)](#)

### 5.2. Registration

Registration is the first responsibility for students entering the program. Students are admitted to a specific MSW Program option and are not permitted to take courses with other cohorts or to switch between program options, e.g., students admitted to the two-year full-time program may not switch to the three-year or online programs. Students can access detailed registration instructions, tutorials, and information at <http://registrar.utah.edu/register/index.php>. Admitted students need to be aware that after they receive the acceptance notice from the MSW Program, it can take up to six weeks for the admission process to be completed by the University of Utah Office of Admissions. Students are not able to register until this process has been completed and they have been notified of official admission and, if applicable, received their student ID number.

To register, students access the secured Campus Information System (CIS) at [www.cis.utah.edu](http://www.cis.utah.edu). Students use their student ID number (uNID), which is provided in a letter from the Office of Admissions, and a password to access the information. The MSW Program cannot provide the student with their uNID. If the student is new to the University, the initial password will be date of birth (month, day, and year, e.g., 01011992).

Once a student is officially enrolled in a course, the University holds the student accountable for tuition, unless the student formally drops the class(es) by the stated deadline. A student may drop a class through the CIS system until 11:59 PM Mountain Time on the date of the add/drop deadline without tuition charges. After the deadline to drop without penalty has passed, a grade of “W” is placed on the transcript. The “W” grade does not affect the GPA; however, the student is still responsible for tuition. Any student withdrawing after this day will not have tuition refunded. <https://registrar.utah.edu/handbook/withdrawal.php>.

CSW students who are University of Utah employees, such as graduate assistants, and are eligible for tuition benefits may need to enroll for additional credits to maintain eligibility for tuition benefits. Please refer to the University of Utah [Graduate School](#) website for specific policies regarding this status.

The College of Social Work supplies new students with course information for registration. Each

course section has a class number, which is necessary for registration. Several sections may be listed for certain courses. The [class schedule](#) is available online and is updated regularly if courses are canceled or day/times/locations change.

All students who remain in good standing are eligible to register each semester, providing they maintain continuous enrollment in fall and spring semesters (summer semester excepted). If classes are full, they are strongly encouraged to waitlist and check the class schedule often for changes in seating availability. Class enrollments change often until the end of the first week of the semester. Permission codes to exceed course caps are not given, and students are encouraged to fill their schedules with those sections that have openings. A late fee is assessed by the University if registration occurs later than dates shown in the University of Utah [Academic Calendar](#) for each semester. Students are provided with an earliest registration appointment time by the University. Students should regularly check the University of Utah's website regarding registration.

### ***5.3. Attendance/Absences***

In all MSW courses held in person, full attendance/participation is expected, as much of the learning is experiential and the result of course discussion and dialogue. All in-person courses have an attendance requirement as part of classroom participation; online courses have requirements regarding consistent student participation.

Students who are unable to attend/participate in class due to illness are expected to notify their instructors prior to their absence from class. In this case, instructors are encouraged to make alternative assignments available to the student. Students who miss more than four classes (for any reason) will not be able to pass that course. Students who can anticipate absences (such as scheduled surgeries) are expected to meet with their instructors to discuss options available to them.

Attendance and participation are equally important in online courses. Active participation and engagement are critical to student success. Online courses will provide multiple opportunities each week for instructors to assess student attendance/participation; these opportunities may include on-time completion and submission of assignments, tests and quizzes, discussion forums, interaction with classmates, communication with the instructor, and other forms of course participation. Active participation in online discussions and timely completion of assignments require students to log in at least four times on different days throughout the week.

It is imperative that students check UMail, Canvas MSW Community and course announcements, and discussion forums daily. Students who are unable to attend/participate in class activities on time due to illness or emergency are expected to contact their course instructor as soon as possible to make alternative arrangements. Lack of attendance/participation will affect the final grade and may result in a non-passing grade.

The College adheres to the University of Utah's policies regarding accommodation of absences

for explicitly listed and other compelling reasons. University policy regarding bereavement is as follows:

The University recognizes that students may experience times of grief and bereavement due to the loss of someone close. In the unfortunate event that a student experiences the loss of a parent, guardian, sibling, spouse, roommate, or other person close to them, such that they will need to be absent from classes, they should notify – or have a friend or family member notify – the Dean of Students. Subsequently, the student is responsible for providing documentation of the death or the funeral service they attended. Documentation may include, but is not limited to, a memorial service program or a newspaper/website obituary notice. Given proper documentation, instructors are encouraged to excuse the absence and make reasonable adjustments, modifications, or adaptations, as described in the guidelines above. (Policy 6-100: [Instruction and Evaluation](#), Section O).

#### **5.4. Tuition Payments and Failure to Pay Tuition by Deadline**

Students can find options to pay tuition at <http://fbs.admin.utah.edu/income/tuitioninfo/tpo/>. Students are responsible for officially dropping any classes for which they are registered but not attending by the deadlines outlined in the University [Academic Calendar](#). Students who do not pay tuition by the due date will have their class(es) canceled. Classes cannot be reinstated by paying tuition after the deadline, which will result in the student not being able to continue in their program until the following year, as most courses are sequential.

If a student has paid tuition or has entered into a payment agreement with Income Accounting, class(es) will not be automatically cancelled for nonattendance or for failure to pay tuition as agreed upon in the payment agreement. The student will continue to be held responsible for tuition, even if never attending the course(s), unless the student officially withdraws from the course(s) by the appropriate deadline. Deadlines are found in the University [Academic Calendar](#). Contact the Office of the Bursar & [Student Loan Services](#) with questions regarding tuition at [income@utah.edu](mailto:income@utah.edu) or by calling (801) 581-7344.

#### **5.5. Withdrawal Policies**

Students may withdraw from a course without penalty or permission by meeting University deadlines to do so. These dates are found on the University [Academic Calendar](#). Dropping classes after the drop deadline will result in an obligation for the student to pay full tuition, and tuition will typically not be refunded. Please see University policy for more details: <https://registrar.utah.edu/handbook/exception.php>. Students who wish to petition for late or retroactive withdrawal may meet with the Director of Advising and Admissions to discuss their options.

Students are not automatically dropped from their classes for nonattendance. Students who do not attend their classes but do not drop them or withdraw will receive an “EU” grade, which is equivalent to an “E,” or failing grade.



### **5.6. Proof of Immunization**

Students who attend the University of Utah are [required](#) to be fully vaccinated against measles, mumps, and rubella (MMR). The University of Utah does not require but strongly encourages vaccination against COVID-19. Proof of additional immunizations may be required by a student's practicum agency.

Pursuant to Utah law, students may seek a medical, religious, or personal [exemption](#) from receiving mandatory vaccines.

Please submit the dates and a copy of your immunization records through the Student Health Patient Portal to avoid a registration hold.

Please contact the Immunization Program Office at 801-581-5804 if you have questions or concerns regarding the immunization requirement or for assistance with fulfilling this requirement.

### **5.7. Registration Holds**

A hold may be placed on a student's record for various reasons, such as nonpayment of tuition, failure to meet academic standards, completion of community standards courses, lack of immunization documentation, or noncompliance with other University regulations/obligations. A hold on the record can impact one or more of the following:

- Enrollment/registration
- Receiving a transcript
- Disbursement of financial aid
- Refund from Income Accounting

To check on existing holds, log into the [Campus Information Services](#), go to your student home page, and then click on the Task tile.

### **5.8. Audit or Electing CR/NC**

All courses taken to fulfill graduation requirements for the MSW degree must be taken for a letter grade, with the exception of certain 1 credit courses which may be offered for CR/NC.

The University has the following policy on audited courses: An audit grade ('V') can be elected in credit courses when no grade is desired. Students may audit a class if it is not available to be taken as non-credit or if they want to attend the class for their own personal benefit. Students auditing a course are not held responsible for completed coursework or tests during the class. An audited course will show on a student transcript with a 'V' grade and '0.00' as the awarded number of credit hours. Audited courses are not included in the student's GPA calculation and do not count for meeting the graduation requirements of the MSW Program. Tuition and fees are assessed at the same rate as classes taken for credit. Students indicate their desire to audit a class at the Registration window (#13), on the second floor of the Student Services Building or

by calling (801) 581-8969 until the fourteenth calendar day of the term. Audited courses may not count toward MSW graduation requirements.

### ***5.9. Credit for Courses Taken Outside the College of Social Work***

Students may not apply more than four credit hours of credit taken outside the College of Social Work to the MSW requirements unless specifically approved by the MSW Program Director to fulfill requirements for special programs such as graduate certificates. Students enrolled in a graduate certificate may count up to six non-MSW certificate credits toward their MSW elective credit courses. Graduate certificates are not available to students in the MSW Online Programs.

Credit is not accepted for special institutes, workshops, and conferences unless students are enrolled in a previously approved Independent Study or Research course (please see Section 3.4). Courses taken by correspondence or home study are not eligible for graduate credit in the MSW Program.

Only U of U graduate-level courses numbered 6000 or above will be considered for MSW credit. Proposed courses must be semester-long (or the equivalent) and involve academic requirements and course experiences that are comparable to courses in the MSW Program. Courses taken outside the College of Social Work and applied to the MSW degree must have direct relevance to social work and to the student's career objectives. Course content may not substantially duplicate content offered in required or elective credit courses offered by the College of Social Work.

To seek credit for a course completed outside the College, a student should complete a Request for Non-College of Social Work Graduate Credit form (found in the MSW Community Canvas modules) and follow the procedures as outlined below. The student should attach an official syllabus of the course for the semester being considered to the form and make sure to provide a rationale that describes the relevance to the student's educational goals. A separate form should be used for each request. Courses taken outside the College of Social Work during the MSW Program must be approved in advance.

Graduate-level courses used to obtain an undergraduate or other graduate degree may not be applied to the MSW degree.

#### **5.9.1. Elective Credit**

The MSW Program of Study includes elective credit courses that are part of the Specialist-year curriculum. Regardless of their program option (including dual-degree programs), MSW students may not count MSW elective credit courses toward their graduate requirement until they have completed all Generalist-year coursework (including practicum) with the exception of CSW Learning Abroad courses. Any further exceptions to this policy must be approved in advance by the MSW Program Director or Online Program Director. No more than four graduate-level credit hours from another U of U college/program may be approved to fill the MSW elective credit requirements, providing the credits were not used to obtain another

degree.

### 5.9.2. Transfer Credits

University policy prohibits transferring more than six graduate credit hours from another university to a master's degree program. Transferred courses must have a letter grade of "B" or higher and may not have been applied toward another degree. Transfer credits require prior review for approval by the MSW Program. Under some circumstances, a request to transfer into the University of Utah MSW Program can be granted if persons seeking transfer 1) have successfully finished their Generalist-year curriculum, including practicum, and the curriculum aligns with that of the MSW Program, 2) provide a letter of good standing from their program dean, 3) certify that the courses have not been used to meet requirements for a previous degree from the University of Utah or another institution of higher education, and 4) agree to complete all the requirements of the CSW Advanced Standing program.

### **5.10. Degree Time Limits**

All graduate students must complete their degree requirements within four years of admission to the MSW Program to receive their diploma and to meet [requirements](#) of The Graduate School. Students must receive permission from the MSW Program Director or Online Program Director to extend their program, either through alternate practicum arrangements or revised programs of study. Students should consult on a plan for program completion with their academic advisor.

Candidates for the MSW are expected to complete the degree through continuous enrollment. Failure to enroll during any semester following admission (excluding summer) shall result in discontinuation as a graduate student unless a formal graduate leave of absence has been granted.

Failure to return to studies after completion of a leave of absence may result in termination from the program. The maximum leave time is one year. In this case, the student must apply for readmission to the MSW program.

### **5.11. Grading**

All classes will carry a letter grade. Credit/no credit grades are not included in the computation of grade point averages and are not accepted in fulfillment of graduation requirements for the MSW Program, with the possible exception of certain 1 credit courses that are offered for CR/NC. A grade below "C+" in any course is not accepted in fulfillment of graduation requirements for the MSW Program.

Students may not advance in any series of sequenced courses if they earn a grade below "C+" or a grade of Incomplete in any of the courses required for that sequence. Students may not begin Specialist coursework until Generalist coursework (including Generalist Practicum) is complete with a final grade of "C+" or better. Similarly, Advanced Standing students may not

take fall and spring coursework unless all Bridge classes and DSM are passed with a grade of “C+” or better.

To reach candidacy for graduation from the MSW Program, a student must have achieved an overall grade point average of 3.0. A student who has not maintained a 3.0 GPA by the end of the Generalist year(s) may not begin Advanced Specialist coursework except with approval from the MSW Program Director or Online Program Director. Work on a research project in SW 6940 may be given a grade of “T” to reflect incomplete work in progress. A “T” remains on the student record until the work is completed and a letter grade is reported to the Registrar. A student may not graduate until “T” grades are removed and a final grade of “C+” or better is submitted to the Registrar’s Office.

Each master’s program requires a distinct, complete set of coursework. Coursework used to meet the requirements of one master’s program may not be used to meet the requirements of another except in Board of Regents approved dual-degree programs. Students in the MSW/JD program must complete their courses with a passing “B” grade or better; students in the MSW/MPA and MSW/MPH programs must complete their courses with a “C+” grade or better. Students in the MSW Program must complete their coursework with “C+” or better to earn credit toward the MSW degree. If a student receives a grade below “C+” in one of the required courses, the student must retake the course. If a student receives a grade below “C+” in one of the elective credit courses, the student must retake the course or substitute another elective credit course. Please refer to Section 3.2 of this handbook for credit requirements.

The College of Social work adheres to the following grading policy for all courses:

A = 94%-100%	B+ = 87%-89.9%	C+ = 77%-79.9%	D+ = 67%-69.9%	E = 0%-59.9%
A- = 90%-93.9%	B = 84%-86.9%	C = 74%-76.9%	D = 64%-66.9%	
	B- = 80%-83.9%	C- = 70%-73.9%	D- = 60%-63.9%	

#### 5.11.1. Posting of Grades

In most courses, faculty members post grades in Canvas for individual assignments and tests throughout the semester. Students access their final grades for all classes at the end of the semester through their [CIS](#) account.

#### 5.11.2. Incomplete Grades

In accordance with policies of the University of Utah, an Incomplete grade may be given only when “circumstances beyond the student’s control” have interfered with the student’s capacity to complete course requirements (i.e., death of a family member, serious illness, or accident). The grade of “I” must be used only for a student who is passing the course and who has completed 80% or more of the requirements of the course at the time of the request.

An “I” grade may not be used in a way that will permit a student to retake a course without paying tuition. If a student needs to attend a course (during a subsequent semester), the student must be registered and paying tuition, either as a regular student or for audit. If an Incomplete can be made up without attending the course a second time, re-registration is not necessary. All Incompletes require completion of a Contract for Incomplete Grade found in the [MSW Community Canvas page](#). University policy states Incompletes must be removed within one year or they are automatically recorded as an “E.” A student may not graduate until “I” grades are completed and a final passing grade is submitted to the Registrar’s Office.

Students must maintain a minimum 3.0 cumulative GPA to be in good academic standing and to be approved by the U of U Graduate School for graduation; the Graduate School does not accept or permit appeals for exception to the minimum GPA policy for graduation.

### **5.12 Course Sequencing**

Students completing any program option, including dual degrees, must take courses in the sequence outlined in the appropriate course checklist. Students are not allowed to register for any Specialist-year classes (including elective credit courses) until all Generalist-year courses, including practicum, are completed.

### **5.13. Leave of Absence**

In the College of Social Work, a leave of absence may be granted for up to one year for students who encounter significant extenuating circumstances, which may include the following:

- a serious health condition of the student or family member,
- parental leave to care for a newborn or newly adopted child,
- a call to serve in military or other national service,
- residence outside the state of Utah, and
- other compelling reasons in which the College agrees that a leave is in the best interests of both the student and the University.

Students must officially drop or withdraw from classes in any current or future semester in which they do not wish to attend. Failure to formally withdraw results in the reporting of “E” or “EU” grades for all classes and in the student being responsible for any unpaid tuition.

#### **5.13.1. Leave of Absence for Future Semesters**

An individual seeking a leave of absence for future semesters must have completed a minimum of one semester with a GPA of 3.0 or above. Students should consult on a plan for program completion with their academic advisor. A written request for a leave of absence must be submitted to the MSW Program Director or Online Program Director. This request should provide the following: (1) reason for request; (2) period of absence requested; (3) description of academic work completed, and (4) a proposed plan for completion of additional work required for graduation. It should be accompanied by [The Graduate School Request for Leave of Absence](#)

form for a [Leave of Absence](#) and submitted to the Registrar's Office. The leave of absence will be void if a student registers for classes in a semester for which a leave has been granted. The signed form must be received by the Registrar's Office by the deadline stated on the form.

#### 5.13.2. Leave of Absence for a Current Semester

An individual seeking a leave of absence for a current semester must have completed a minimum of one previous semester with a GPA of 3.0 or above. The signed request form for a current semester in which a student was *not enrolled for classes* must be submitted to the Registrar's Office on or before [the last day to add/drop second half classes](#).

If a student was *enrolled* for a current semester and has officially withdrawn from courses with "W's" showing on their transcript, a formal Leave of Absence form is not required and the one-year leave of absence limit will begin the following fall or spring, respectively.

#### 5.13.3. Retroactive Leave of Absence

A leave of absence may not be granted retroactively after the last day to add/drop second half classes for the semester.

#### 5.13.4. Returning to the MSW Program after Leave of Absence

To return to the MSW Program after a leave of absence, the student must register for the semester immediately following the leave (excluding summer semester). A student who fails to register at the end of the approved leave will automatically be removed from the MSW Program. In this case, the student will be required to apply for readmission to the MSW Program.

### **5.14. International Students**

International Students on an F1 or J1 visa taking a vacation semester must obtain permission from the [International Student and Scholar Services Office](#) prior to requesting a [Leave of Absence](#). Leaves for international students will only be approved for one semester.

### **5.15. Reapplication**

If students do not return to their program of study immediately following a leave of absence, they must apply for readmission to the MSW Program using the Slate application. Such applications must meet the [College of Social Work application deadlines](#). A complete Slate application is required. For guidance in this process, the student should email the Admissions Coordinator at [msw@utah.edu](mailto:msw@utah.edu) regarding expectations for reapplication materials.

### **5.16. University Policies and Transcripts**

Students are responsible for complying with all University regulations and deadlines. Pertinent information regarding registration policies, procedures, deadlines, and changes can be found in

the [Student Handbook](#) and [Academic Calendars](#). The University is also obligated to ensure the integrity of the transcript as a historical document. Therefore, the transcript must reflect the actual history of a student's experience at the University. Students are responsible for ensuring the accuracy of their class schedule each term via the [Campus Information Services](#).

An exception to University policy is warranted only in cases involving unusual or extenuating circumstances that would normally not be faced by other students. Modification of the record for the sake of appearance does not constitute a justification for exception to policy. [Petition requests](#) must be submitted within three years of the affected term(s) or prior to graduation from the University, whichever comes first.

## 6. Graduation Requirements

### 6.1. Academic Requirements

60 credit hours minimum are required for graduation from the two- and three-year MSW Program options; 45 credit hours are required for Advanced Standing students. To graduate and be listed on the convocation program, all pending Incompletes, “T” grades, and practicum hours must be completed by the end of the semester in which graduation is desired. Students are responsible for assuring that all requirements for graduation are met, including the completion of all courses in the sequences prescribed by the faculty of the College of Social Work. Failure to complete the required Generalist and Specialist-year courses as outlined in Tables 2-7, in the order and time sequence established, may result in delayed graduation.

Students who do not satisfactorily complete the requirements for admission to the MSW Program (such as completion of undergraduate graduation, completion of prerequisite courses, or completion of Practicum for BSW students) will not be allowed to begin their MSW Program of Study. Such students must then reapply for the following year, following all appropriate application guidelines and deadlines. Readmission is not guaranteed.

#### 6.1.1. Graduation: Application for Admission to Candidacy (Degree)

All graduate students must [apply](#) in advance for graduation to receive a degree from the University of Utah. Before applying to graduate, students should meet with their assigned academic advisor and review the [degree requirements](#) set by the Graduate School.

#### 6.1.2. On-Time Applications

To apply on or before the graduation due date, the student should simply click on the [Graduation](#) tile on the Student Homepage in Campus Information Services (CIS) and follow the instructions. Note: This link does not become active until the student’s Supervisory Committee has been entered into Grad School Tracking.

A separate Application for Graduate Degree is required for each graduate program to which the student is applying.

Term	Application Due Date
Fall Graduation (December)	September 2 <sup>†</sup>
Spring Graduation (May)	January 20 <sup>†</sup>
Summer Graduation (August)	May 25 <sup>†*</sup>

<sup>†</sup>Applications may be submitted online after these dates until the last day of classes but are considered late. Please consult your Graduate Advisor if applying after the dates listed above.



\*Summer graduates are included in the following year's Spring Convocation Programs.  
Example: Summer 2024 graduates are included in the Spring 2025 Convocation Programs.

### 6.1.3. Late Application/Reapplication

A [Late/Reapplication for Graduate Degree](#) is required in the following cases:

- Applicants who missed the deadline to apply on time.
- Candidates denied graduation in a previous semester.
- Candidates who have already applied for graduation and need to reapply to a future semester.

Failure to apply on time may delay graduation. Reapplications should be submitted no later than the last day of classes of the graduating term. Reapplications will not be accepted more than one year in advance.

A [Late/Reapplication for Graduate Degree](#) may be submitted as an attachment in an email from the student's UMail account to [graduation@utah.edu](mailto:graduation@utah.edu).

### 6.1.4. Summer Graduation

Students may extend their program requirements, including practicum, during summer semester with a graduation date of August instead of May. All requirements must be completed (including practicum) by the end of the summer semester following commencement exercises. The degree is not conferred until all program requirements are met. Summer graduates are included in the following year's Spring Convocation Programs.

## **6.2. Graduation Cords**

The College of Social Work MSW Program awards two graduation cords. Students who have served as an MSWSA officer and are graduating from the MSW Program will receive a blue cord. A red/black/white cord is available to graduating MSW students who have completed the Leadership, Justice, and Community Practice graduate certificate.

Honor cords are not awarded at the MSW graduate level.

## 7. Utah State Licensure, Certification, and Memberships

Information in this section applies to social work licensure in the State of Utah only. Detailed questions about the licensure process should be directed to Utah Department of Occupational and Professional Licensing ([DOPL](#)) or the Association for Social Work Boards ([ASWB](#)). Students seeking licensure outside of Utah and those who are undocumented should consult their state office of professional licensing regarding relevant requirements.

### 7.1. *Certified Social Worker (CSW)*

- The intermediate Certified Social Work license is required for practice in Utah and is open to all graduates of CSWE-accredited MSW Programs.
- Once official transcripts are posted conferring the MSW degree, students are eligible to apply for a CSW license through the Utah Department of Occupational and Professional Licensing ([DOPL](#)).
- Fees are associated with CSW licensure. Please visit the [DOPL](#) website for current fee schedules.

### 7.2. *Licensed Clinical Social Worker (LCSW)*

- A Certified Social Worker (CSW) is eligible to apply for the LCSW license after obtaining 3000 hours of post-master's supervised clinical experience as a W2 employee, obtained in no less than eighteen months, and passing [the ASWB Clinical Examination](#). Please visit the [DOPL](#) website for updated instructions and detailed rules and regulations regarding the LCSW license.
- Fees are associated with both the ASWB exam and LCSW licensure. Please visit the [ASWB](#) and [DOPL](#) websites for current fee schedules.

### 7.3. *School Social Worker License (Educator)*

An applicant for the School Social Worker license must have:

- Completed an approved program for the preparation of School Social Worker, including an MSW degree from an accredited institution. The College of Social Work has a School Social Work career path to prepare social workers for the license. This career path requires successful completion of SW 6650 and SW 6651 in addition to the school-based practicum mentioned below. The MSW degree must be obtained and posted before submitting the School Social Worker application.
- Acquired and/or demonstrated competence as specified in the "Standards for Approval of Programs for the Preparation of School Social Workers" adopted by the Utah State Board of Education. (These standards are taught as part of SW 6650 and SW 6651.)
- Completed an approved school social work MSW practicum (SW 6813/6814 or SW 6823/6824) in a school setting which includes, as part of the practicum, a minimum number of hours at a school site supervised by a school social worker. School social work practicum placements must receive prior approval from the Office of Field

Education.

- School Social Worker license applicants should contact the Office of Field Education for further instructions.
- Requirements are subject to change, so students should refer to the Utah State Board of Education for updated licensing requirements:  
<https://www.schools.utah.gov/curr/licensing>
- Out-of-state students should check requirements for school social workers in their respective state.

The College of Social Work has a limited number of spaces available for students to complete the School Social Work Career Path. Students interested in the School Social Work Career Path must apply and be formally admitted to the path in addition to the aforementioned criteria. Application information is posted on the MSW Program School Social Work Career Path webpage at <https://www.socwk.utah.edu/msw/careerpath.php>.

#### ***7.4. Professional Certification in Addition to State Licensure***

##### **7.4.1. Academy of Certified Social Workers (ACSW)**

ACSW is open to all MSW graduates from CSWE-accredited institutions following two years of paid, full-time, post-MSW practice or equivalent amount of part-time professional practice. NASW membership, three professional references, and successful completion of the ACSW examination are required.

##### **7.4.2. Registered Clinical Social Worker**

Registered Clinical Social Worker is open to all MSW graduates who have obtained certification by the Academy of Certified Social Workers (ACSW). Graduates must have a minimum of two years or 3000 hours of supervised post-master's clinical social work practice, and a minimum of two years or 3000 hours of direct clinical practice within the last 10 years.

##### **7.4.3. Diplomate of Clinical Social Work (DCSW)**

An applicant must be eligible for listing in the NASW Register of Clinical Social Workers and have completed three years of additional clinical experience and passed the appropriate examination.

##### **7.4.4. National Association of Social Workers (NASW)**

The professional organization for social workers is the National Association of Social Workers (NASW). The State of Utah has an active chapter that sponsors an annual program meeting for all social workers and friends of social work. Students are encouraged to join NASW as student members with reduced student rates. Students may serve as the University of Utah or MSW student representative to the NASW Chapter Board. More information is available by calling 801-583-8855 or at [www.utnasw.org](http://www.utnasw.org).

The profession of social work has developed a Code of Ethics for social workers' conduct and comportment. The Code represents standards of ethical behavior for social workers in professional relationships with those served, with colleagues, with employers, with other individuals and professions, and with the community and society. Students in the College of Social Work are expected to comply with the NASW Code of Ethics. The Division of Professional Licensing uses the NASW Code of Ethics as the standard in all its business concerning social workers.

Noncompliance with the Code is grounds for dismissal from the program. Students and professionals are encouraged to read the [NASW Code of Ethics](#) carefully and refer to it often.

## **8. Students' Rights and Responsibilities**

### **8.1. Student Code**

The [University of Utah Code of Student Rights and Responsibilities](#) contains important information about students' rights and responsibilities, including the following:

- Mission of the University of Utah
- Student Bill of Rights
- Student Standards of Academic Performance
- Student Standards of Behavior
- Student Records

Students are encouraged to read the Code carefully and refer to it often. In order to protect students' rights and ensure due process, the College of Social Work adheres to the policies and procedures outlined by the University of Utah Code of Student Rights and Responsibilities. Please note that the University website contains the most recent version of the Code, and students are expected to be familiar and comply with this most recent version.

Students are also encouraged to read [The Graduate School's Code of Conduct](#). The Graduate School is committed to fostering excellence in our community of scholars and leaders. We are eager to ensure that each member of our academic community is respected and valued for their unique contributions so that we produce creative and impactful scholarship. This Code of Conduct upholds the Graduate School's commitment to conduct graduate and postdoctoral education according to the highest ethical and professional standard in compliance with all applicable University, state, and federal regulations.

The Graduate School is committed to providing a safe, harassment-free environment for everyone. Harassment includes offensive comments or denigrating jokes related to nationality, gender, sexual orientation, disability, age, physical appearance, body size, race, religion, or veteran status; sexual images in public spaces; deliberate intimidation, stalking, following, harassing photography or recording; inappropriate physical contact; unwelcome sexual attention and harassment through social media.

The Graduate School is committed to an environment free of discrimination at all levels.

### **8.2. Student Behavior Guidelines**

The Master of Social Work Program (MSW) is accredited by the Council on Social Work Education (CSWE) and, therefore, is mandated by CSWE to foster and evaluate professional behavioral development for MSW students. The College of Social Work also bears a responsibility to the community at large to produce fully trained professional social workers who exhibit the knowledge, values, and skills of the profession of social work to the level of their education. The values and ethics of the social work profession are codified in the NASW Code of Ethics. The developmental process of MSW students begins with the admissions

process and continues throughout all aspects of the educational program until graduation, so those seeking credentialing into the profession are ready to serve in the capacities for which they have been trained.

Because of the nature of professional social work practice, the College of Social Work has high expectations of its students. Candidates for the MSW degree must be able to engage in their education in ways that prepare them to practice a demanding profession that requires commitment to a life of service and dedication to continuous learning. To meet its responsibilities to provide quality professional education and to ensure that its graduates are able to function in a broad variety of professional situations at micro, mezzo, and macro levels, the College of Social Work evaluates the academic performance of its students in the following areas:

- scholastic performance
- ethical and professional skill development and behavior
- personal and social development.

Meeting the criteria for scholastic achievement is necessary but not sufficient to ensure continued enrollment in the MSW Program. All three areas (scholastic performance, ethical and professional skill development and behavior, and personal and social development) comprise the program's academic standards. These three areas pertain to the aspects of student performance and behavior intended to safeguard the rights of students, the well-being of clients/consumers, and the integrity of the profession.

Student behavior that is contrary to the ethics of the profession will be reviewed at the appropriate level to determine the student's appropriateness for continuation in the program. Behaviors that warrant such a review are based on the [NASW Code of Ethics](#), the [University of Utah Student Code](#), and the guidelines below. Students are expected to exhibit the standards of behavior described in these policies. Faculty, field faculty liaisons, field instructors, administrators, and others with whom students interact with in the College of Social Work community use these guidelines to ensure that students meet academic, behavioral, and professional standards. Students are responsible for familiarizing themselves with MSW student policies, including those outlined in the College of Social Work MSW Student Handbook.

#### 8.2.1. Values, Ethics, and Behaviors of MSW Candidates

Candidates for the MSW degree must demonstrate values, ethics, and behaviors consistent with the following guidelines:

**Table 9. Values, Ethics, and Behaviors Required of MSW Candidates**

<b>Values, Ethics, and Behaviors Required of MSW Candidates</b>
<b>Responsibility and Accountability Behaviors</b>
<ul style="list-style-type: none"> <li>• Understand that becoming a social work professional is a privilege, not a right.</li> </ul>
<ul style="list-style-type: none"> <li>• Adhere to the NASW Code of Ethics and demonstrate identification with the profession’s values, including integrity and congruence between professional and personal behavior.</li> </ul>
<ul style="list-style-type: none"> <li>• Use appropriate channels of communication and procedures for addressing problems and concerns at the College of Social Work as outlined in this handbook.</li> </ul>
<ul style="list-style-type: none"> <li>• Demonstrate an awareness of the importance of communicating directly with the involved personnel and through the prescribed medium.</li> </ul>
<ul style="list-style-type: none"> <li>• Demonstrate an ability to provide timely feedback and/or information in a process wherein such is requested, i.e., respond to requests for communication (such as emails, phone calls, and meeting requests) with faculty, advisors, and administrators in a proactive and timely manner.</li> </ul>
<ul style="list-style-type: none"> <li>• Attend/participate in classes and turn in assignments, including field placement documentation, in a proactive and timely manner.</li> </ul>
<ul style="list-style-type: none"> <li>• Participate in group activities and assignments appropriately.</li> </ul>
<b>Social and Interpersonal Behaviors</b>
<ul style="list-style-type: none"> <li>• Demonstrate the emotional health required for the appropriate utilization of intellectual abilities, for the exercise of good judgment, for the prompt completion of all responsibilities attendant to education including practicum, and for the development of effective relationships with colleagues and clients.</li> </ul>
<ul style="list-style-type: none"> <li>• Monitor personal, emotional, and physical health and understand when it is necessary to seek or return to appropriate self-care measures in a proactive manner.</li> </ul>
<ul style="list-style-type: none"> <li>• Develop appropriate, sensitive, and professional relationships with individuals of all genders, gender expressions, ages, races, lifestyles, political beliefs, sexual orientations, religious beliefs or practices, and cultural backgrounds, as well as with their families; with other health and mental health care providers; and with members of the learning and working community.</li> </ul>
<ul style="list-style-type: none"> <li>• Respect and support client self-determination.</li> </ul>
<ul style="list-style-type: none"> <li>• Identify and seek to resolve ethical dilemmas as they arise.</li> </ul>
<b>Self-Awareness Behaviors</b>
<ul style="list-style-type: none"> <li>• Critically examine areas of potential conflict between personal and/or professional values, making changes where necessary to ensure these values are congruent.</li> </ul>
<ul style="list-style-type: none"> <li>• Express ideas and feelings clearly, demonstrating a willingness and an ability to listen to others (speaking and listening to understand, not judge).</li> </ul>
<ul style="list-style-type: none"> <li>• Exhibit knowledge of how one’s own values, attitudes, beliefs, emotions, and past</li> </ul>

## Values, Ethics, and Behaviors Required of MSW Candidates

experiences affect thinking, behavior, and relationships.

- Understand the effects of personal statements and behaviors on others and demonstrate the ability to modulate one's behavior to promote a productive professional environment and appropriate relationships.
- Exhibit a willingness to examine and change behavior when it interferes in working with administrators, faculty, peers, and others in the social work community.
- Accurately assess personal strengths, limitations, and suitability for professional practice.
- Show awareness of self and how one is perceived by others.
- Exhibit openness to new ideas, differing opinions, and feedback from others, integrating these into professional and student roles/performance.
- Demonstrate a commitment to critical thinking, self-evaluation, and lifelong learning.

## Communication and Respect for Others

- Exhibit the ability to communicate professionally, effectively, and sensitively with administrators, faculty, peers, and with treatment teams and clients in practicum settings. Communication includes not only speech or face-to-face communication but also nonverbal and written communication.
- Show respect and nondiscrimination for those different from self, demonstrating effective and nonjudgmental relationships, providing assistance and services regardless of the person's age, class, race, religious beliefs, gender, disability, sexual orientation/identity/expression, and cultural/value systems.
- Do not engage in imposition of personal religious, social, and cultural values on others.
- Seek knowledge and experiences to become an ally to a variety of individuals, families, and groups.
- Uphold a classroom/online atmosphere that is conducive to learning, including interacting with instructors and peers in a considerate and cooperative manner.
- Resolve conflicts in a manner that respects the dignity of every person involved.
- Understand that engaging in demeaning or aggressive behavior such as heckling, bullying, or intimidating anyone in the College community is unacceptable and against the [Student Code](#) at the University of Utah.

## Honesty

- Practice law-abiding behavior and be free of criminal charges or convictions for behaviors that are contrary to professional practice. If a criminal charge occurs while in the program, the student must disclose this information to the MSW Program Director immediately.
- Demonstrate honesty and integrity by being truthful about background, experiences, and qualifications; do one's own work; give credit for the ideas of others; and provide proper citation of source material.
- Appropriately credit ideas developed and work done by others, including information from



## Values, Ethics, and Behaviors Required of MSW Candidates

group presentations. Understand that, in most circumstances, submitting research or any materials to fulfill requirements in more than one class is dishonest and violates the University of Utah's Student Code. A more detailed explanation can be found in the [Student Code](#).

### Confidentiality

- Maintain reasonable privacy as it relates to all aspects of the program, including course activities and personal information shared in the milieu of the College.
- Maintain confidential any personal information shared in class, dyads, or smaller groups within the College or practicum.
- Use good judgment in self-disclosing information of a personal nature in the course. Class time is not to be used as therapy or treatment.
- Refrain from using names or identifying information in any setting that may lead to someone else potentially identifying the client or other individual(s) being discussed in the course or in written assignments.

### 8.2.2. Actions and Processes

If the CSW administration determines that a student's behavior does not meet the expectations of the NASW Code of Ethics, the MSW Program Handbook, the MSW Field Policy Manual, the University of Utah Student Code, or the behavioral standards listed in Table 9, the MSW Program may take actions up to and including termination of a student's participation in the Program. Criteria for determining professional unsuitability may include, but are not limited to, the following:

- Failure to meet or maintain academic grade point requirements as established by the University and the MSW Program;
- Inability to be successful in field practicum placement;
- Cheating, lying, or plagiarism;
- Behavior judged to be in violation of the NASW Code of Ethics;
- Failure to meet generally accepted standards of professional conduct, personal integrity, or emotional stability requisite for professional practice;
- Inappropriate or disruptive behavior toward colleagues, faculty, staff (at the College or in the field placement);
- Consistent failure to demonstrate effective interpersonal skills necessary for forming professional relationships (for example, inability to demonstrate nonjudgmental attitude or inability to allow client self-determination);
- Misuse of substances such as alcohol or drugs that can impair judgment and the student's ability to provide services to others;
- Documented evidence of criminal activity occurring during the course of study;
- Violation of any of the behavioral standards listed above.

The social work profession operates on a strengths-based approach to problem solving with the belief that people can change and grow. As a result, the level and range of intervention may take the form of remediation, probation, withdrawal, or termination from the program. All student cases are addressed on an individual basis by faculty and administrators at the College of Social Work. To ensure due process, the steps and time limits of this process are spelled out in the University of Utah Student Code Section V: Student Academic Conduct <http://regulations.utah.edu/academics/6-400.php>. Students who engage in behavioral misconduct may be subject to University discipline for violations of the student code under Student Code Section III: Student Behavior and/or Student Code Section VI: Student Professional and Ethical Conduct <http://regulations.utah.edu/academics/6-400.php>.

### ***8.3. Suspension and Dismissal Policy***

The ability to successfully complete the MSW Program hinges on a student's success in both class and practicum. Students are expected to demonstrate achievement in class grades as well as learn and demonstrate the professional behaviors necessary to become a successful social work professional. Every effort is made to detect academic problems early and to intervene before they become serious. For that reason, students who receive a final grade below "C+" (or "B" for the MSW/JD Program) in any class are required to meet with their academic advisor to develop a plan for academic remediation. Moreover, any faculty member or practicum supervisor who becomes aware of behaviors that demonstrate a student's failure to learn and apply the professional skills required of a social worker may present such concerns to the MSW Program Director or Online Program Director. Such concerns will be addressed with the student, and failure to remediate concerning behaviors could result in probation, suspension, or dismissal from the MSW Program.

If a student's cumulative GPA in the MSW Program falls below 3.0, the student will be notified that they are on academic probation and will be required to work with the MSW Program Director or Online Program Director to develop a remediation plan, which will be monitored on a regular basis. Continued failure to demonstrate the required competencies and/or professional behaviors in class and in the practicum are grounds for dismissal from the MSW Program. Cause for dismissal includes, but is not limited to, the following:

- Failure to maintain a 3.0 cumulative GPA for two consecutive semesters;
- Receipt of a failing grade (C or lower) in practicum in any semester during the program\*;
- Receipt of a failing grade (C or lower) in the same social work course twice\*;
- Documented failure to demonstrate achievement of the required competencies or professional behaviors in the practicum, resulting in termination from a practicum site;
- One or more documented incidents of a violation of any of the following:
  - Guidelines for Expected Student Behavior as stated in Section 8.2 of this Handbook.
  - NASW Code of Ethics
  - University of Utah Code of Student Rights and Responsibilities

- Practicum agency policies
- MSW Field Policy Handbook

In extraordinary circumstances, a student may be exempt from this policy with consent from the MSW Program Director, the Field Education Director, and the Associate Dean for Academic Affairs.

\*Note: Students in dual-degree programs are responsible for meeting the grade requirements in both programs.

Students may appeal academic actions taken by the MSW Program Director or Online Program Director by following the procedures spelled out in the University of Utah Code of Student Rights and Responsibilities, Section IV: Student Academic Performance.

Students in the MSW Program must complete their coursework with “C+” or better to earn credit toward the MSW degree. Students in the MSW/JD Program must complete all required coursework in both programs with a passing grade of “B” grade or better. Students in the MSW/MPA and MSW/MPH Programs must complete their courses with a “C+” grade or better. In the MSW and dual-degree programs, students must maintain a 3.0 GPA. Students will not earn credit for any grade of “NC” given in a course outside the MSW Program. If a student receives a grade below “C+” (or “B” for the MSW/JD Program) in one of the required courses, the student must retake the course. If a student receives a grade below “C+” (or “B” for the MSW/JD Program) in one of the elective courses, the student must retake or substitute another elective course. Please refer to Section 3.2 of this Handbook for credit requirements.

Students must also maintain a minimum 3.0 cumulative GPA to be in good academic standing and to be approved by the U of U Graduate School for graduation; the Graduate School does not accept or permit appeals for exception to the minimum GPA policy for graduation.

#### ***8.4. University of Utah Academic Misconduct Policy***

Excerpted here from the [University of Utah Student Code](#) is policy regarding academic misconduct:

- “Academic misconduct” includes, but is not limited to, cheating, misrepresenting one's work, inappropriately collaborating, plagiarism, and fabrication or falsification of information, as defined further below. It also includes facilitating academic misconduct by intentionally helping or attempting to help another to commit an act of academic misconduct.
  - “Cheating” involves the unauthorized possession or use of information, materials, notes, study aids, or other devices in any academic exercise, or the unauthorized communication with another person during such an exercise. Common examples of cheating include, but are not limited to, copying from another student's examination, submitting work for an in-class exam that has been prepared in advance, violating rules governing the administration of exams, having another person take an exam, altering

- one's work after the work has been returned and before resubmitting it, or violating any rules relating to academic conduct of a course or program.
- Misrepresenting one's work includes, but is not limited to, representing material prepared by another as one's own work, or submitting the same work in more than one course without prior permission of both faculty members.
  - "Plagiarism" means the intentional, unacknowledged use or incorporation of any other person's work in, or as a basis for, one's own work offered for academic consideration or credit or for public presentation. Plagiarism includes, but is not limited to, representing as one's own, without attribution, any other individual's words, phrasing, ideas, sequence of ideas, information, or any other mode or content of expression.
  - "Fabrication" or "falsification" includes reporting experiments, measurements, or statistical analyses never performed; manipulating or altering data or other manifestations of research to achieve a desired result; falsifying or misrepresenting background information, credentials, or other academically relevant information; or selective reporting, including the deliberate suppression of conflicting or unwanted data. It does not include honest error or honest differences in interpretations or judgments of data and/or results.
- "Academic sanction" means a sanction imposed on a student for engaging in academic or professional misconduct. It may include, but is not limited to, requiring a student to retake an exam(s) or rewrite a paper(s), a grade reduction, a failing grade, probation, suspension, or dismissal from a program or the University, or revocation of a student's degree or certificate. It may also include community service, a written reprimand, and/or a written statement of misconduct that can be put into an appropriate record maintained for purposes of the profession or discipline for which the student is preparing.
  - "Arbitrary and capricious" means that there was no principled basis for the academic action or sanction.
  - "Behavioral misconduct" includes acts of misconduct as further defined in Section III A.
  - "Behavioral sanction" means a sanction imposed on a student for engaging in behavioral misconduct. It may include, but is not limited to, a written reprimand, the imposition of a fine or payment of restitution, community service, probation, or suspension or dismissal from the University."
  - "Professional misconduct" means the violation of professional or ethical standards for the profession or discipline for which a student is preparing as adopted or recognized as authoritative by the relevant academic program. The term also includes specific misconduct that demonstrates the student's unfitness for such profession or discipline.

### **8.5. College of Social Work Academic Misconduct Policy**

In alignment with University of Utah policy, academic units such as the College establish their own policies in several areas, including academic misconduct. The following College of Social Work Policy on Academic Misconduct was approved by the College Council in May 2014:

Because of the importance of professional and ethical behavior in social work and its emphasis in our educational programs, academic misconduct is not tolerated in the College of Social Work (CSW). Students and faculty are expected to adhere to the standards of behavior outlined in the University of Utah [Code of Student Rights and Responsibilities](#) as well as the [NASW Code of Ethics](#). Students involved in any form of academic misconduct, including, but not limited to, cheating, plagiarism, misrepresentation of work, and inappropriately collaborating, may be subject to academic sanction. The College of Social Work will maintain a database of all cases of documented academic misconduct; a prior history of misconduct may be considered in the recommendations for academic sanctions.

It is important for faculty, staff, and students to be aware that when instances of academic misconduct occur, they are dealt with using procedures that uphold the high standards of professional and ethical behavior in the College. Accordingly, instructors are encouraged to share and discuss this information with students, cite the Student Code (including definitions of misconduct) in the syllabus, and document all instances of academic misconduct. Students are strongly encouraged to approach instructors with any questions they may have regarding potential misconduct.

In cases of suspected academic misconduct, students are afforded careful due process, whereby they are given written notice (delivered via UMail and/or registered mail) of an allegation made against them, informed of their right to grieve a determination and sanction for academic misconduct, and informed of their right to appeal if not satisfied with the outcome of the grievance procedures. For the purposes of this policy, due process means the student must be notified in writing (delivered via UMail and/or registered mail) of the proposed sanction for academic misconduct in a timely fashion, given an opportunity to be heard, and granted an unbiased review. These steps are outlined below in the Faculty/Instructor Responsibilities section.

If the Faculty/Instructor or other individual believes a student has engaged in academic misconduct, the process moves forward according to the rules found in the Student Code, University Policy 6-400(V). According to policy 6-400, the faculty member shall make a reasonable effort to discuss the allegation of academic misconduct with the student and determine whether academic misconduct has in fact occurred, using the preponderance of evidence standard, which is that the alleged misconduct is “more likely than not” to have occurred.

#### **8.5.1. A Summary of Steps to be Taken**

The steps outlined below should be followed when academic misconduct is suspected:

1. After receiving a complaint or the discovery of the alleged misconduct, the faculty member/instructor must make a reasonable and documented effort to discuss the alleged misconduct with the student within 20 business days and give the student an opportunity to respond;
2. The student's written response (via UMail), if any, must occur within the 20 business days herein granted above in step 1;
3. The faculty member/instructor must provide the student with written notification of the sanction (delivered via UMail and/or registered mail), if any:
  - a. Within 10 business days after receipt of the student's response indicated above;
  - b. At the end of the 20-day period if no response is provided (step #2), the faculty member/instructor will complete the review and give the student written notice of the academic sanction (via UMail and/or registered letter), if any;
  - c. A copy of the written notice must be sent to the Dean in the College of Social Work;
  - d. If the faculty member/instructor recommends a failing grade in the course, the Senior Vice President for Academic Affairs must also be notified in writing;
4. If the faculty member/instructor determines that academic misconduct has occurred, the documented sanction(s) recommended by the faculty member/instructor or subsequent review levels may include:
  - a. verbal or written warning;
  - b. requiring the student to revise and resubmit work;
  - c. a grade reduction on the assignment;
  - d. a grade reduction for the course;
  - e. a failing grade for the assignment;
  - f. a failing grade for the course.
5. If the faculty member/instructor believes the academic misconduct also warrants an academic sanction of probation, suspension, or dismissal from the CSW or the University of Utah, the faculty member/instructor will prepare a complaint and recommendation and refer the matter to the Dean or Dean's designee within 30 business days of discovery of the misconduct. The faculty member/instructor will also notify the student of the complaint and recommendations at that time.

The case then follows the procedures outlined in Policy 6-400(V)

<http://regulations.utah.edu/academics/6-400.php>.

1. A student who believes that an academic sanction is arbitrary and capricious should discuss the academic sanction with the faculty member/instructor and attempt to resolve the situation;
2. If the student and faculty member/instructor are unable to resolve the disagreement, the student may appeal that decision in writing to the CSW Academic Appeals Committee within 15 business days of receiving the written notice of the academic sanction;

3. A student appeal, or a faculty member/instructor's written complaint for greater sanctions, shall proceed before the CSW Academic Appeals Committee as specified in Policy 6-400(V)(C). Policies governing the Academic Appeals and Student Review Committee are provided in Policy 6-400, Section V-C. Within 10 business days of the completion of the ACA hearing, the ACA shall prepare and submit its written findings and recommendations to the Dean;
4. The Dean shall issue a final decision within 10 business days of receipt of the ACA findings and recommendations. Notice of the decision shall be communicated to the parties, to the chair of the ACA, and to Senior Vice President for Academic Affairs;
5. Any party may appeal the dean's decision to the Senior Vice President for Academic Affairs within 10 business days of the Dean's decision.

#### 8.5.2. Faculty Member/Instructor Responsibilities

The faculty member or instructor's responsibilities in this situation include the following:

- If the faculty member/instructor determines that no academic misconduct has occurred, the instructor will document that the student is not responsible for any academic misconduct; this documentation will be shared only with the student;
- If the faculty member/instructor determines that academic misconduct has occurred; and, after meeting with the student, the faculty member/instructor and the student agree on the resolution of the situation, the faculty member/instructor must document the misconduct and the steps taken along with the resolution and send the documentation to the student and the MSW Program Director or Online Program Director. Such a resolution may be used and approved only when the Dean or Dean's designee knows the current misconduct is the only instance of misconduct documented in the student's file. If the resolution includes failure of the course, the faculty member/instructor will also notify the Senior Vice President for Academic Affairs.

#### 8.5.3. Appeal to Academic Appeals & Student Review Committee

If the faculty member/instructor and the student do not agree on a resolution of the situation, the student may initiate an appeal in writing to the CSW Academic Appeals and Student Review Committee (AAC). The AAC will convene a hearing as required by Policy 6-400(V)(C) to determine whether academic misconduct occurred and make a recommendation to the Dean. The committee may recommend any academic sanction it deems appropriate under the entire circumstances of the case, including, but not limited to, suspension or dismissal from the MSW Program and the University. If the sanction includes failure of the course, the AAC will also notify the Senior Vice President for Academic Affairs. The sanction will be noted in the resolution of the case along with the student's right of appeal as specified in Policy 6-400: <http://regulations.utah.edu/academics/6-400.php>.

#### 8.5.4. Review and Decision by the Dean or Designee

The Dean of the College, or designee, shall consider the documentation submitted to the Committee and the findings and recommendations of the Committee in deciding whether academic misconduct has occurred. Based upon such review, and without conducting further hearings, the Dean of the college, or designee, shall, within 10 business days, take one of the following actions:

- Accept the Committee's findings and recommendations;
- Return the report to the Committee chair, requesting that the Committee reconvene to reconsider or clarify specific matters, materials, and issues, and forward to the Dean of the college, or designee, a second report of its findings and recommendations relating to the specific matters referred by the Dean of the college, or designee, for further consideration;
- Reject all or parts of the Committee's findings and recommendations, stating reasons and actions to be taken.

Written notification of the Dean's, or designee's, decision shall be communicated to the parties, to the chair of the AAC, and to the cognizant vice president within 10 business days after receipt of the recommendation. The Dean's, or designee's, decision is final unless appealed to the cognizant vice president within 10 business days after receipt of the decision.

#### ***8.6. Readmission After Dismissal***

The following Readmission After Dismissal policy was approved by the MSW Program Advisory Committee on May 2, 2022:

Students who are dismissed from the MSW Program may not apply for readmission to the program for a minimum of three years. Students who have been dismissed for the following reasons: academic misconduct, behavioral misconduct, or professional misconduct (consistent with Policy 6-400: Code of Student Rights and Responsibilities) are not eligible for reapplication. Additionally, students dismissed for receipt of a failing grade ("C" or lower) in Field Practicum in any semester during the program are not eligible for readmission.

Students dismissed for any reasons other than those described above may reapply after the three-year period. Prior to applying for readmission, students will need to meet with the cognizant program director to (a) discuss readiness for readmission, (b) discuss how they have addressed the challenges that led to the dismissal, and (c) develop a plan to ensure that a second dismissal does not occur. Readmission after a dismissal is within the sole discretion of the MSW Program. If a student is readmitted and then dismissed from the program a second time, they may not reapply. Students who are dismissed from a program will have their dismissal information kept on record with the office of academic advising, college dean, and office of the dean of students.

If a student is dismissed from the University, the dismissal is final (see student policy: <https://regulations.utah.edu/academics/6-400.php>).



### ***8.7. College of Social Work Audio and Video Recording Policy***

Without the express written consent of faculty, the College of Social Work prohibits students from audio and video recording, or live streaming, any in-person, synchronous, asynchronous class sessions and/or individual and group meetings between and among faculty, staff, students, and guest presenter. Recording means a video or audio replication, or photographic image recorded on devices including, but not limited to, audio recorders, video recorders, cell phones, Smartphones, digital cameras, media players, computers, or other devices that record images or sound. The use, dissemination, and storage of any audio and video recordings cannot violate copyright or other intellectual property rights, laws, or policies. Lectures, lecture notes, outlines, slides, PowerPoint presentations, or other content made available to students are the intellectual property of the instructor or guest presenter.

- This policy does not apply to any accommodations required by federal or state law for students with disabilities. Accommodations for assistive technology, including audio and video recording, as a reasonable accommodation must be sought and obtained from the Center for Disability and Access (CDA) prior to recording any class material. If a student obtains an accommodation to record classroom activities, those recordings must be for educational uses and purposes only and may not be shared with any other student, whether in the same course or not, or with any other person or on any other platform.
- Permitted audio and video recordings may only be used for individual study, and may not be reproduced, transferred, distributed, or displayed in any public or commercial manner. Students must destroy any permitted recordings at the end of the semester in which they are enrolled in the class. Audio and video recordings of class sessions may not be used in any way that denigrates and/or decontextualizes an instructor, student, guest presenter, and/or learning material.

Violation of this policy constitutes a breach of the Student Code of Conduct and students who fail to follow this policy may be subject to disciplinary action up to and including suspension and dismissal. If suspended or dismissed, the suspension or dismissal may occur at any time during the semester and will result in the student being withdrawn from all classes.

### ***8.8. Generative Artificial Intelligence Tools Policy***

It is expected that students adhere to University of Utah policies regarding academic honesty, including but not limited to refraining from cheating, plagiarizing, misrepresenting one's work, and/or inappropriately collaborating. This includes the use of generative artificial intelligence (AI) tools without citation, documentation, or authorization. Students should consider the use of generative AI tools in any course assignments as prohibited unless explicitly told otherwise by the course instructor. Assignments may be evaluated for improper use of generative AI tools using AI detection software. Students are expected to adhere to the prescribed professional and ethical standards of the social work profession. Any student who engages in academic dishonesty or who violates the professional and ethical standards for the social work profession may be subject to academic sanctions as per the University of Utah's Student Code:

### **8.9. College of Social Work Social Media Guidelines**

Use of social media entails obligations and liabilities that should be carefully considered by students and social workers. Students should ensure their use of social media reflects the values articulated in the NASW Code of Ethics and follows MSW Program policies. The [NASW Code of Ethics](#) is binding on social work students and professionals working in the field regardless of NASW membership. Violations in this area may result in negative consequences, impacting an individual's academic program, practicum placements, employment opportunities, and chosen profession.

In using social media, CSW students and practitioners are expected to observe the following guidelines:

- Respect the provider/client relationship;
- Post content respectful of themselves and others (including other students, colleagues, faculty, and staff);
- Assume a much larger group may see their social media posts as well as comments made on those posts. Know that once something is posted, it is beyond control; others may screenshot it, forward it, save it, etc.;
- Avoid posting distasteful, immature, or offensive content which may limit or eliminate job prospects, professional references, or other opportunities;
- Avoid identifying themselves in a manner that misrepresents their affiliation with the University of Utah, the College of Social Work, and/or their practicum agencies. If a post could be misinterpreted as representing the University of Utah, the CSW, and/or one's practicum agency, clarifying language is recommended;
- Maintain the privacy and confidentiality expected in course discussions and practicum. Individuals should not post identifiable client information. Students may face academic action for inappropriate disclosures of confidential information;
- Avoid posting content that disrupts or materially interferes with University and College of Social Work activities or that might lead University authorities to reasonably foresee substantial disruption or material interference with University and/or College activities;
- Communicate directly any questions or concerns about MSW Program curriculum, policies, classroom conduct, practicum placements, etc. with College of Social Work faculty, staff, and administration;
- Communicate with the original poster if they see content posted by peers that appears unprofessional. If the behavior significantly violates professional norms and the posting individual does not take appropriate action to resolve the situation, the matter should be reported to the MSW Program Director or Online Program Director.

### **8.10. Additional Resources**

- *Social Worker's Guide to Social Media* from the University at Buffalo School of Social Work: <https://socialwork.buffalo.edu/resources/social-media-guide.html>
- "New NASW *Code of Ethics* Standards for the Digital Age" by Frederic G. Reamer, PhD, *Social Work Today*: <https://www.socialworktoday.com/archive/081617.shtml>
- Example of a professional social media policy, "My Private Practice Social Media Policy" by Dr. Keely Kolmes, PsyD: <https://www.drkkolmes.com/docs/socmed.pdf>

### **8.11. Student Records – University Policy**

#### **8.11.1. General**

The privacy and confidentiality of all student records shall be preserved as outlined in relevant federal and local laws (i.e., The Family Educational Rights and Privacy Act (20 U.S.C.A. §1232g)) and the Government Records Access Management Act (U.C.A. §63-2-101)). University interpretation of the Family Educational Rights and Privacy Act as it pertains to University of Utah students is available from the office of the Vice President for Student Affairs. Students with questions can obtain information regarding their privacy rights/FERPA/student information by visiting <http://registrar.utah.edu/handbook/ferpa.php>.

Official student records shall be maintained only by members of the University staff employed for that purpose. Separate record files may be maintained under the following categories: (i) academic, academic counseling, financial aid, and placement; (ii) disciplinary; (iii) medical, psychiatric, and health counseling. When justified by legitimate law enforcement needs, the campus security agency may maintain confidential records relating primarily to its investigative function.

#### **8.11.2. Access and Challenge of Accuracy of Records**

Access to the student's official records and files is guaranteed to every student subject to the limitations set forth in relevant federal and local laws (i.e., The Family Educational Rights and Privacy Act (20 U.S.C.A. § 1232g)) and the Government Records Access and Management Act (U.C.A. §63-2-101)). Students with complaints, inquiries, or requests for review of official records are directed to the Vice President for Student Affairs.

#### **8.11.3. Matters Prohibited in Official Records**

Except as required by law or governmental regulations or as authorized by written consent of the student involved, official student records will not contain information regarding a student's race, religion, disability, political opinions, social opinions, or membership in any organizations other than honorary and professional organizations directly related to the educational process. Except as required by law or applicable governmental or University regulations, information regarding marital status shall not be included in the official student records of any student who has filed a written objection to the inclusion of that information in his/her records and has not filed a subsequent written revocation thereof.

#### 8.11.4. Official Disciplinary Records

Records of behavioral or academic sanctions imposed by the Student Behavior Committee, by the Academic Appeals Committee, or by any authorized official of the University shall be maintained in the Office of the Dean of Students and the Office of the Registrar. Records of behavioral, academic, or professional misconduct may also be maintained in the official files of a department or program and by the Senior Vice President for Academic Affairs or Senior Vice President for Health Sciences. No notation of behavioral or academic sanctions shall be entered or made on the student's academic transcripts except in the following circumstances: 1) when the student is suspended from a program or from the University for academic or professional misconduct; 2) when the student is dismissed from a program or from the University for behavioral, academic, or professional misconduct; or 3) when the student's degree or certificate has been revoked. In a case of dismissal, suspension, or revocation, the entry on the transcripts of the student shall merely state: "Dismissed from the University for Behavioral Misconduct" or "Dismissed/Suspended from the [program]/University for Academic/Professional Misconduct" or "Degree/Certificate Revoked for Academic/Professional Misconduct" and the date of such action. Notices of dismissal or revocation shall not be removed from the student's academic transcripts. Notices of suspension shall be entirely removed from the student's academic transcripts after the student is reinstated in the program or at the University. If the student is not reinstated due to failure to fulfill the conditions of the suspension, the notice shall be removed five years after the suspension is first imposed. (See [Procedure 6-400-Sec.VII #1 Rev.0.](#))

#### 8.11.5. Confidential Character of Student Records

The University must conform to the requirements of the statutes referred to in Subsection A "General" and Subsection B "Access to and Challenge of Accuracy of Records" forbidding the release of personally identifiable student education records or files, or personal information contained therein, without the written consent of the student. Subject to applicable legal requirements, it is the policy of the University that members of the administration and the instructional staff have access to student records for legitimate purposes such as student advising, administrative planning, and statistical reporting.

Directory information such as the student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities or sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, current semester class schedule, and other similar information may be disclosed to an inquirer unless the student specifically withholds permission to do so.

Authorized representatives of federal and state governments may have access to student records to the extent necessary for audit and evaluation of federally supported education programs or of compliance with federal legal requirements relating to such programs and subject to the limitation that personally identifiable data shall not be disclosed except to the extent specifically authorized by federal law.

The right of access to a student's records without the consent of the student is not extended to the parents of the student unless the student has been established as a “dependent” as defined in Section 152 of the Internal Revenue Code of 1954.

Records created or maintained by a physician, psychologist, or other recognized professional or paraprofessional acting in that capacity, which are created, maintained, and used only in connection with treatment of a student are not available for review except by an appropriate professional of the student's choice, or in compliance with an order from a court of competent jurisdiction.

#### 8.11.6. Treatment of Official Records Following Graduation or Withdrawal

Upon graduation or withdrawal from the University, the official records of former students shall continue to be subject to the provisions of the University [Code of Student Rights and Responsibilities](#).

### **8.12. Appeals of Grades and Other Academic Actions**

Academic action means the recording of a final grade (including credit/no credit and pass/fail) in a course, on a comprehensive or qualifying examination, on a culminating project or on a dissertation or thesis. It also includes a decision by the appropriate department or college committee to place a student on academic probation or to suspend or dismiss a student from an academic program because the student failed to meet the relevant academic standards of the discipline or program. Academic action does not include academic sanctions imposed for academic dishonesty or for specific violations of professional and ethical standards of the profession or program for which the student is preparing.

The College of Social Work adheres to the policies and procedures for appeals of grades and other academic actions set forth by the University Code of Student Rights and Responsibilities. That policy is restated below.

Faculty members are qualified as professionals to observe and judge all aspects of a student's academic performance, including demonstrated knowledge, technical and interpersonal skills, attitudes and professional character, and ability to master the required curriculum. An academic action may be overturned on appeal only if the academic action was arbitrary or capricious.

A student who believes that an academic action is arbitrary or capricious should discuss their complaint with the faculty member involved within 20 days of notification of the academic action and attempt to resolve the disagreement. If the student and faculty member are unable to resolve the disagreement, the student may appeal the academic action in accordance with the following procedures:

#### 8.12.1 Appeal to the MSW Program Director

Within forty (40) working days of notification of the academic action, the student shall appeal

the academic action in writing to and consult with the MSW Program Director regarding such academic action.

Within fifteen (15) working days of consulting with the student, the MSW Program Director shall notify the student and faculty member, in writing, of their determination of whether the academic action was arbitrary or capricious. The MSW Program Director shall take appropriate action to implement their decision unless the faculty member appeals the decision.

#### 8.12.2. Appeal to Academic Appeals Committee

If either party disagrees with the MSW Program Director's decision, that party may appeal to the associate dean for academic affairs, who will refer the appeal to the college's Academic Appeals Committee within fifteen (15) working days of notification of the MSW Program Director's decision. Further procedures are spelled out in the [University of Utah's Student Code](#).

## **9. General Guidelines**

### ***9.1. Student - Faculty Relations: A Guide to Informal Conflict Resolution***

The MSW Program promotes informal conflict resolution in order to create opportunities to teach and practice discussing differences.

This approach is based on the beliefs that (a) differences should be respected and (b) any disagreement between people typically reflects a complex mixture of fact and experience that is nevertheless amenable to arriving at a mutual understanding of the conflict. In addition, social workers benefit from practicing relationship building, which entails creating trust as well as learning to resolve conflict in ways that promote growth. This approach to resolving differences between students and faculty requires an open mind in dealing with conflict, being courageous in taking the risks involved, and appreciating that more than one way is available to define problems and situations.

The goals of informal conflict resolution are to (a) provide a strength-based approach for resolving student-instructor differences by utilizing social work professional development values as a guide to action and (b) provide students and faculty with an educationally-sound opportunity to practice social work professional and ethical standards. Specifically, this approach to resolving differences is based on social work values related to the following:

- Giving and receiving feedback;
- Checking perceptions and keeping an open mind;
- Being empathetic;
- Examining the data from multiple perspectives.

### ***9.2. Pregnancy, Parenting, Family Leave***

Students who are or who are expecting to become parents during their MSW Program may have some of the following options available to them, such as continuing full-time; a reduction of credit hours, to a minimum of 9 credit hours per semester, thus extending the student's program; or taking a leave of absence. Such students are encouraged to meet with their academic advisor as soon as possible to explore their options. Students are responsible for reviewing the following related University policies: <https://oeo.utah.edu/> and <https://regulations.utah.edu/academics/6-400.php>.

Students who are or who are expecting to become parents during the MSW Program may apply for a formal leave of absence for one or two semesters (up to one year). Such students must have completed at least one semester in the MSW Program and be expecting or have a newborn or a newly adopted child. Students who request a leave of absence should meet with their academic advisor prior to the approval of the leave to plan their modified program of study. Please keep in mind that missing one semester or a year will significantly delay progress in the program and graduation dates. Students should refer to the Leave of Absence policy in this handbook for guidelines regarding leave (see Section 5.13). Pregnant students and students

who are breastfeeding should be aware of resources to support them in the College such as access the lactation room (Room 329) to rest or breastfeed. Either the staff in the main office (first floor) or the MSW Program office staff in Suite 331 can open this room as needed. Please see [childcare.utah.edu](http://childcare.utah.edu) for additional campus resources.

Students who experience a medical condition associated with their pregnancy and need accommodations recommended by their medical provider should contact the University's Title IX Coordinator who will work with the student, cognizant faculty, and administration to determine what accommodations are reasonable and effective. <https://oeo.utah.edu/>

### **9.3. Children on Campus**

The following policy related to children on campus was adopted by the College of Social Work Council on May 6, 1996. It is intended to apply to regular, daily, or prolonged presence of children in the College of Social Work. The guidelines seek to protect the safety of children in the building during work and school hours, the professional work environment required to conduct University business, and the College's compliance with childcare policies of the broader University.

The College of Social Work is an educational and employment setting. Due to our nature and purpose, it is generally not in the child's best interest to be unattended in this environment. No childcare services are available at the College; however, facilities are located on campus, and a variety of public and private agencies are located in the area.

Children are welcome to visit the College when parents/guardians can provide the direct supervision of their children and ensure that others are not disturbed or disrupted. It is inappropriate for a parent/guardian to ask members of the college community—faculty, staff, or students—to assume these responsibilities, unless they are leaving the child(ren) in a college program sanctioned for children.

Children may not attend CSW classes with enrolled students nor be in the classroom/online forum during scheduled class times unless they are present for a specific activity in the classroom/online forum at the invitation of the instructor. The discussion of topics may not always be appropriate for young children present in the classroom/online forum. We acknowledge that emergencies and other situations may occur that are difficult to control. When your children are ill or out of school for another reason, please take the time to make arrangements to have them supervised in an appropriate setting.

### **9.4. Animals on Campus**

Rules for animals on campus are as follows:

- All animals on campus must be on a leash and under the constant supervision and control of their owner/guardian at all times.
- Except for service animals, no animals are permitted in University buildings or facilities.



- No animal may be left unattended at any time on campus. No animals may be tied or tethered to any University property, including, but not limited to, buildings, railings, bike racks, fire hydrants, fences, signposts, benches, and trees.
- Animals are not permitted in flower gardens/beds or fountains.
- Animals may not disrupt or interfere with University activities, including, but not limited to, teaching, research, service or administrative activities.
- Owners/guardians are responsible for cleaning up after their animals.
- Owners/guardians are strictly liable for any damage to property or injury to persons caused by their animals.
- Owners/guardians must comply with all state, county, and city laws pertaining to animal control while on campus.

For more information, please review the entire policy here:

<https://regulations.utah.edu/administration/3-231.php>

#### 9.4.1. Violations of Policy

- Any person may contact the University Police dispatch to report a violation of this policy.
- Owners who violate this policy may be given a citation by University Police, Salt Lake City Police, or Salt Lake County Animal Control officers and/or their animals may be impounded.
- Violation notices will be processed and settled through the offices of Parking and Transportation Services in accordance with the rules governing parking violation notices.
- Violation notice fees must be paid within seven working days. After the seven-day period, additional fees or penalties will be invoked.
- Failure to settle violation notice fees by students may result in registration or transcript holds or referral to the Student Behavior Committee for appropriate disciplinary action.
- Unsettled violation notice fees may be withheld from the paychecks of faculty and staff. Faculty or staff who chronically or flagrantly violate this policy may be referred to the appropriate University committee or administration for disciplinary action.
- Failure to settle violation notice fees by non-University owners/guardians may result in civil or criminal penalties.