BS Manual
2013-2014
# Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Essential Abilities and Attributes for Social Work Students</td>
<td>1</td>
</tr>
<tr>
<td>Welcome to the Silver School of Social Work Student Manual</td>
<td>3</td>
</tr>
<tr>
<td>The Building</td>
<td>4</td>
</tr>
<tr>
<td>1 Washington Square North</td>
<td>4</td>
</tr>
<tr>
<td>Resources and Student Services</td>
<td>5</td>
</tr>
<tr>
<td>Student ID</td>
<td>5</td>
</tr>
<tr>
<td>Albert (On-line Services)</td>
<td>5</td>
</tr>
<tr>
<td>Bookstores</td>
<td>5</td>
</tr>
<tr>
<td>Bobst Library and Study Center at Washington Square</td>
<td>5</td>
</tr>
<tr>
<td>Information Technology Services</td>
<td>6</td>
</tr>
<tr>
<td>The School's Website</td>
<td>6</td>
</tr>
<tr>
<td>NYUClasses</td>
<td>6</td>
</tr>
<tr>
<td>Writing Assistance</td>
<td>6</td>
</tr>
<tr>
<td>The Wasserman Center for Career Development</td>
<td>7</td>
</tr>
<tr>
<td>The Henry and Lucy Moses Center for Students with Disabilities</td>
<td>7</td>
</tr>
<tr>
<td>University Counseling Services (UCS)</td>
<td>7</td>
</tr>
<tr>
<td>Wellness Exchange</td>
<td>7</td>
</tr>
<tr>
<td>Health Insurance</td>
<td>7</td>
</tr>
<tr>
<td>Professional Liability (Malpractice) Insurance</td>
<td>8</td>
</tr>
<tr>
<td>The Undergraduate Student Association (USGA)</td>
<td>8</td>
</tr>
<tr>
<td>Student Groups</td>
<td>8</td>
</tr>
<tr>
<td>The Student Lounge</td>
<td>9</td>
</tr>
<tr>
<td>Student Activities</td>
<td>10</td>
</tr>
<tr>
<td>Health Services</td>
<td>10</td>
</tr>
<tr>
<td>University Counseling Services (UCS)</td>
<td>10</td>
</tr>
</tbody>
</table>
Office of International Students and Scholars 11
Center for Multicultural Educational Programs 11
Commuter Student Services Office 11
Lost and Found Office 12
University Information Center 12
Copying and Printing Services 12
Field Work Manual 13
policies, procedures and guidelines 14
Affirmative Action and Anti-Discrimination Policies 14
Family Educational Rights and Privacy Act of 1974 (FERPA) 14
New York University Anti-Harassment Policy 14
New York University Policies on Substance Abuse and Alcoholic Beverages 15
Student Folders 15
Policy on Plagiarism and Academic Integrity 15
Advisory Committee on Academic Integrity 17
Dual Relationships 17
Student Guide for Writing Papers 17
Guidelines for Grading Papers 19
Guidelines for Course Grading 19
Procedure for Appealing a Grade 21
Requirements for Good Standing in the BS Program 21
Degree Requirements 22
Policies Regarding Late Assignments and Incomplete Grades: 22
Policy on Academic Probation and Dismissal 23
Policy on Repetition of Courses 23
Waitlist Procedures 23
Withdrawal From Class 24
Student Review Procedures 25
Student Grievance Procedures 26

Error! Bookmark not defined.
ESSENTIAL ABILITIES AND ATTRIBUTES FOR SOCIAL WORK STUDENTS

Students at the New York University School of Social Work are expected to possess the following abilities and attributes at a level appropriate to their year in the program. These physical, cognitive, emotional and character requirements provide reasonable assurance that students can complete the entire course of study and participate fully in all aspects of social work education and practice. Students are expected to meet these standards in the classroom, in their practica, and elsewhere. Attention to these standards will be part of evaluations made by faculty during students’ course of study. Acquisition of competence as a social worker is a lengthy and complex process that will be undermined by significant limitations of the student’s ability to participate in the full spectrum of the experiences and the requirements of the curriculum.

MOTOR ABILITIES: Social work students need to have sufficient motor abilities to attend class and practicum placement with or without technical accommodation. Reasonable accommodation through technology for limitations in motor abilities will be allowed. The Moses Center for Students with Disabilities may be consulted regarding reasonable accommodations.

SENSORY ABILITIES: Social work students need to have the ability through their senses to participate in classes and practicum placement and to acquire and integrate data through use of their senses with or without technical accommodation. Reasonable accommodation through technology for limitations in sensory abilities will be allowed. The Moses Center for Students with Disabilities may be consulted regarding reasonable accommodations.

COMMUNICATION SKILLS: Social work students need to communicate effectively with other students, faculty, staff, clients and other professionals. Students should be able to express their ideas and feelings clearly and demonstrate a willingness and ability to listen to others. They must have sufficient skills in spoken and written English to understand program content.

PROFESSIONAL COMMITMENT: Social work students need to possess a commitment to the values and ethical standards of professional social work. They are expected to be knowledgeable about and adhere to the National Association of Social Workers Code of Ethics.

KNOWLEDGE BASE OF SOCIAL WORK PRACTICE: Social work students need to recognize the distinctive components of the biopsychosocial perspective of social work practice and social work methodologies. They are expected to use this knowledge in guiding their work with clients and other professionals.

SELF-AWARENESS: Social work students need to know how their values, attitudes, beliefs, emotions and past experiences affect their thinking, behavior and relationships. Students must be willing to examine and change their behavior when it interferes with working with clients and other collaborative professional relationships.

EMPATHY: Social work students need to comprehend another individual’s way of life and values. They must be able to communicate this empathy and support to the client as a basis for a productive professional relationship.
OBJECTIVITY: Social work students need to be objective in systematically evaluating clients and their situations.

VALUING DIVERSITY: Social work students need to appreciate and value human diversity. They must serve in an appropriate manner all persons in need of assistance, regardless of the person’s age, class, race, ethnicity, religious affiliation, gender and its expression, ability, sexual orientation and value system.

INTERPERSONAL SKILLS: Social work students need to demonstrate the interpersonal skills to relate effectively and sensitively to students, faculty, staff, clients and other professionals.

LEADERSHIP: Social work students need to show initiative in making professional contributions in their practice setting.

SELF-CARE: Social work students need to recognize the signs of stress, develop appropriate means of self-care, and seek supportive resources if necessary.

PROFESSIONAL BEHAVIOR: Social work students need to behave professionally by knowing and practicing within the scope of social work, adhering to the Code of Ethics, respecting others, being punctual and dependable, prioritizing responsibilities, and completing assignments on time.
Welcome to the Silver School of Social Work Student Manual

This manual contains all the information necessary for understanding and successfully navigating the education program in the classroom and in your field learning site. The purpose of this manual is to acquaint you with the resources, educational opportunities, procedures and requirements of the Silver School of Social Work and New York University, and as such is an important resource for all faculty, field advisors, field instructors, agency educational coordinators, students and colleagues.

Most of the information will be especially helpful in the beginning weeks of the undergraduate experience; the rest will become pertinent as the year progresses. The field learning manual, at the end of this document, will become relevant by the Spring semester of your Junior year. Keep the manual handy for future reference. You should also view the School’s Web page (www.socialwork.nyu.edu), and your NYU e-mail for additional information. In addition, the NYU Student’s Guide articulates the code of conduct expected at the University and the School. All Silver School of Social Work students are subject to this code and the disciplinary sanctions that accompany any infractions. The Silver School of Social Work BS program at NYU is accredited by the Council on Social Work Education (CSWE) and complies with all of the requirements and policies of accredited social work programs.

The National Association of Social Workers (NASW) Code of Ethics is available on our website. It is important for you to familiarize yourself with its contents because all social workers and all students at NYU School of Social Work are expected to adhere to the professional organization’s Code of Ethics.

We wish you all a productive and rich learning year!
the building

1 Washington Square North
All of the School’s faculty and administrative offices are located in three Greek Revival buildings at the corner of Washington Square North and University Place, which is comprised of 1, 2, and 3 Washington Square North. While the 1830’s townhouses – part of the famous “Row” described in several Henry James novels – have been modernized and the interiors combined, many attractive architectural details have been preserved. Of particular historical note are the Hopper Studios on the fourth floor, in which can be seen Edward Hopper’s easel and other artifacts, as well as photos of the famous artist.

Regarding building operations, please note the following guidelines:

- The entrance to 1 Washington Square North is actually just around the corner on University Place. The building is open and staffed by a receptionist or Protection Services guard from 8:00 a.m. until 10:00 p.m., Monday through Friday.

- The Student Lounge, located on the garden level, is open from 8:00 a.m. until 10:00 p.m., Monday through Friday. The Lounge entrance to the building is locked. Use the main entrance on University Place.

- The School is wheelchair accessible via an alternate ramp entrance on University Place and an elevator. Since the elevator is quite small, those who can should try to use the stairs next to it so that the elevator is available for those who really need it.

- Please also note that there is no smoking in the building and that University policy prohibits the consumption of food and beverages in classrooms.

- Although the University rarely closes or cancels classes, there are occasions such as weather emergencies when it is necessary to close the building. For relevant information updates, call 212.998.1220 or consult the University website, www.nyu.edu.

- Students are required to show ID cards at all times to gain access to campus facilities including the School building.

- It is imperative that students exit the building promptly by the nearest marked exit should the fire alarm sound, unless otherwise instructed by School personnel. If students, faculty and staff do not leave, the School will be in violation of the University’s fire code and may be subject to a fine. All occupants must leave the building even if they think it is a fire drill.
resources and student services

Student ID
All students must have an NYU ID Card. You will need the NYU card to access all buildings, the library, computer labs and gyms. In addition, you can use your NYU Card as a debit card, but you must open a Campus Cash debit account. Campus Cash accounts are good at the Campus Bookstore, Coles Athletic Shop, Campus Eateries, some off-campus eateries and for discounted MetroCards. For more information about campus cash accounts please contact the NYU Card Center at 212.443-CARD or visit the web site at www.nyu.edu/nyucard.

Albert (On-line Services)
Students can register for classes online using Albert, accessible through NYU Home. You can also use Albert to access your schedule, class location, tuition balance due and other information from the Bursar and Registrar.

Bookstores
726 Broadway
(by Waverly Place)
212.998.4667

The bookstore exchanges or refunds you if you return your books within 14 days, after that you can sell back your book for a percentage of the original price.

Computer Store
726 Broadway
212.998.4672

Offers interest free loans for computers.

Bobst Library and Study Center at Washington Square
70 Washington Square South
212.998.2500

All students must bring their NYU ID card to the library in order to be registered as a user. The library maintains a very useful web page, (http://www.nyu.edu/library) which gives library hours. Many (though not all) library services may be accessed electronically. Students may also access library information via NYU Home.

There are regularly scheduled library orientation talks and tours during the first few weeks of the fall semester. All students are advised to participate. In addition, our School's faculty (Dr. Carol Tosone, Dr. Ellen Tuchman and Dr. Gary Holden) serve as liaisons to the library’s
Professional Schools Advisory Committee and are available to help with any School-wide problems with library services.

The Social Work Librarian, Arthur Tannenbaum (arthur.tannenbaum@nyu.edu), holds regular office hours during the academic year at One Washington Square North, Room G10.

**Information Technology Services**

Internet and e-mail services are important tools – both for students’ education at the School and in your professional life. The University’s Information Technology Services will provide you with the assistance you need to establish and maintain these technology resources. Visit the ITS website (http://www.nyu.edu/its/) or call 212.998-3333 for information on how to get connected to the web, activate your NYU email, access Albert, and other services.

All students must have both internet access and an NYU e-mail account in order to keep current with information from the School and to complete the work in some courses. Note that while you must establish an NYU e-mail address, you may continue to use a private account (such as AOL) linked to your NYU e-mail account.

**The School’s Website**

The School’s website at http://www.socialwork.nyu.edu/ is a good source of information about the School and important updates. Students and faculty are encouraged to visit the site, which includes a special section for current students, as well as a link to the World Wide Web Resources for Social Workers (WWWRSW) developed and maintained by Dr. Gary Holden in partnership with the Division of Social Work and Behavioral Science, Mount Sinai School of Medicine. WWRSW (http://www.nyu.edu/socialwork/ip) is the gateway to a comprehensive array of information relevant to the day-to-day professional practice of social work, the education of social work students, and the development of social work theory, research and policy.

**NYUClasses**

NYUClasses is a course management software package. NYUClasses allows access and administration of course content (e.g. course syllabus, assignments, etc) without the need to purchase or learn a full-fledged web editing program. It also provides access to numerous interactive tools such as discussion boards, email lists, and online assessments. Students may access NYUClasses through their NYU Home account.

**Writing Assistance**

**411 Lafayette Street, 3rd Floor**

**212.998.8866**

The Writing Center is available to all currently enrolled New York University students who have difficulty with writing. The Center is staffed with trained graduate student tutors who will work with students on a one-to-one basis. There is no cost. Call for an appointment.
The Wasserman Center for Career Development
133 E. 13th Street, 2nd Floor
212.998.4757

The Wasserman Center for Career Development facilitates the career development of NYU students and alumni in a supportive and innovative environment. They are committed to providing quality programs and resources that empower individuals and connect the NYU community with diverse learning experiences and career opportunities.

The Henry and Lucy Moses Center for Students with Disabilities
726 Broadway, 2nd Floor
212.998.4980

The center provides information and services to students with disabilities. Any student with a documented disability (e.g., physical, learning, visual, psychiatric, hearing, etc.), who needs to arrange reasonable accommodations, must contact the Center for Students with Disabilities Office. This should be done at the beginning of the semester.

University Counseling Services (UCS)
726 Broadway, 4th Floor
212.998.4780

All NYU students enrolled in any degree program are entitled to UCS services. UCS is sensitive to racial, cultural and language concerns, and is LGBT affirmative. Students may call to make an appointment or visit during the walk-in hours.

Wellness Exchange
726 Broadway, 4th Floor
212.443.9999

The Wellness Exchange is your key to accessing the University’s extensive health and mental health resources designed to address your needs. You can call a private hotline, available 24 hours a day, seven days a week, which will put you in touch with a professional who can help you address day-to-day challenges, as well as other health-related concerns.

Health Insurance
Students are urged to take advantage of the University's HEALTH INSURANCE PROGRAM. This program provides coverage for students and their dependents in the event of a major health problem. Enrollment into this program is automatic for any student enrolled in a degree granting program. If you choose not to utilize the health insurance program you must complete an online waiver form as soon as possible to avoid an automatic charge. All full-time students and part-time students are required to carry medical insurance and comply with all immunization requirements. Any health-related questions should be referred to the Student Health Center at 212.443.1000.
The National Association of Social Workers has a group insurance program offering basic policies to individuals and families which may be purchased by members. Since various policies have different coverage options, it is advisable to investigate the benefits and limitations of each plan. For information about NASW health coverage call 212.668.0050.

**Professional Liability (Malpractice) Insurance**
The School provides professional liability (malpractice) insurance for all students in field placement without cost to the student. Contact the Field Learning office at 212.998.5920 or field.learning@nyu.edu if you have any question about the coverage.

**The Undergraduate Student Association (USGA)**
The Association provides a forum for student participation in the educational program and offers a channel of communication between students, faculty, and administration. Organized on democratic principles, officers are elected each spring for the following academic year. The Association sponsors social activities, social work forums, and special events for undergraduates. The Association has an office for all social work undergraduates, which is located in the Social Work Student Lounge in the Garden Level of 1 Washington Square North. Meetings and events will be announced by the Association’s current officers.

Phone: 212.998-9180  
Email: ssw.ugsa@nyu.edu  
Office Location: One Washington Square North, Room G12

**Student Groups**
The School of Social Work has various student groups, listed below. In addition, the University has a number of groups with a variety of interests and functions. For more detailed information on all University groups, please refer to the NYU Student’s Guide, in your Orientation folder.

  **Asian Students Association**
The Asian Students Association is a student support group for International and American students of Asian decent. The group seeks to provide an opportunity for knowledge and information sharing for both Asian-international students and Asian-American students. Additionally, this group provides resources for non-Asian students who are interested in serving the Asian population in their social work practices and learning about Asian cultures through workshops or activities. To contact this group, please email ssw.asa@nyu.edu.

  **Phi Alpha Honor Society**
The NYU Silver School of Social Work has a chapter of this national honor society for social work students. The Purpose of Phi Alpha Honor Society is to provide a closer bond among students of social work and promote humanitarian goals and ideals. Phi Alpha fosters high standards of education for social workers and invites into membership those who have
attained excellence in scholarship and achievement in social work. To contact this group, please email ssw.phialpha@nyu.edu.

**Pride in Practice**

Pride in Practice is a student organization for Lesbian, Gay, Bisexual and Transgender (LGBT) students, as well as for those students who are questioning their sexual orientation. Regular Pride in Practice meetings offer a supportive environment for members to discuss issues and share feelings. Pride in Practice is also committed to educating faculty, administrators and other students on issues of concern to the LGBT community. Pride in Practice hosts meetings, guest speakers and special events. To contact this group, please email ssw.prideinpractice@nyu.edu.

**Sustainable Silver**

Sustainable Silver works to make the Silver School of Social Work a more environmentally aware and responsible institution by partnering with SSSW administration to reduce the ecological impact of the School itself, encouraging its students to make environmentally conscious choices in their daily lives, and increasing discussion of issues of sustainability and environmental justice, especially as they pertain to social work. Along the way, we wish to cultivate a sense of community in the School of Social Work, and encourage activism around and awareness of the connections between social and environmental justice and social work. To contact this group, please email ssw.sustainability@nyu.edu.

**U-AND-ME**

Unity and Awareness for Diversity and Multidimensional Enrichment (U-AND-ME) seeks to open dialogues about social justice and diversity, by offering workshops, discussions, movie nights and other events at the Silver School of Social Work. To contact this group, please email ssw.uandme@nyu.edu.

**The Student Lounge**

Students at the Washington Square Campus are invited to enjoy the student lounge, located in the Garden Level of One Washington Square North. The student lounge features couches and tables, a photocopier, computers, the Graduate Student Association office, vending machines and bulletin boards. The student lounge is open from 8:00 a.m. - 10:00 p.m., Monday through Friday, 10:00 a.m. - 4:00 p.m. on Saturdays, throughout the year.

The Office of Student Affairs sends a bi-weekly e-mail newsletter to all students about upcoming events at the Silver School of Social Work, at NYU and throughout the City. These e-mails also highlight campus-wide resources and organizations for career development, international students and other services. Stay in the loop by checking your NYU e-mail and SSSW bulletin boards frequently.

**Student Lounges**
• **Heights Lounge** is located on the first floor of Waverly Building; open from 8:00am to 10:00pm, the lounge has assorted vending machines for coffee, hot chocolate, soft drinks, cookies, and candy.

• **Silver Center** has a number of lounges, some with vending machines. Lounges include: the CAS Lewent Lounge on the 9th floor; Silverstein Lounge on the 1st Floor; Arts and Science Graduate Commons on the 1st Floor; and Hemmerdinger Hall on the 1st Floor.

• **Tisch Lounge** is located on the Lower Concourse of 40 West 4th Street; the noise level is high but there are some vending machines for snacks.

**Student Activities**
**Kimmel Center**  
**60 Washington Square South, 7th Floor**  
**212.998.4700**

The Kimmel Center is the headquarters for over 200 student organizations. If you wish to join a campus organization, start a new group, or have questions, go to the Kimmel Student Center. The Student Center is housed in NYU’s newly constructed Kimmel building.

**Health Services**
**The University Student Health Center (212-443-1000),** located on the 3rd and 4th Floors of 726 Broadway (between Waverly Place and Washington Place), is a primary care unit with medical, nursing, mental health, and diagnostic laboratory facilities. Specialists are available, by appointment only, for consultation in the areas of dermatology, gynecology, internal medicine, and nutrition. The state-of-the-art facility is conveniently located near Washington Square Park. It is staffed by clinicians, health educators, and support staff members who are dedicated to providing outstanding wellness education and healthcare. The walk-in clinic will handle emergencies. There is a $15 fee for birth control services with an additional charge for supplies. Pregnancy testing, abortion referral, and STD testing are obtainable through the Health Center.

**NOTE:** All students need PROOF of immunization against measles to register for classes. If such proof is not provided, the Office of the Registrar may DROP a student’s current courses.

**University Counseling Services (UCS)**
**726 Broadway, 4th floor**  
**212.998.4780**

The University Counseling Center offers a walk-in clinic during the week, Monday-Friday from 2:00-3:30 pm and Monday-Thursday from 5:00-6:30 pm, for immediate, informal counseling. Shortterm counseling (10-15 sessions), once a week, is also available. All NYU
students enrolled in any degree program are entitled to UCS services. Counseling Service’s counselors are psychologists, psychiatrists, social workers, nurse practitioners, and advanced trainees in those professions. There are male and female counselors, counselors from different racial and national backgrounds, and counselors who specialize in substance abuse, gay/lesbian/bisexual concerns, eating disorders, international students, and the OASS populations. We also have counselors who specialize in the issues of students from different schools: CAS, Education, GSP, Law, Social Work, Tisch and students living in Residence Halls. UCS is sensitive to racial, cultural and language concerns and is LGBT affirmative. Visits are free and confidential. The Mental Health Clinic is located at 726 Broadway (212-9984780), 4th Floor, Suite 471. Please call them for current office hours or to set up an appointment. School of Social Work students can contact Wanda Ramos-Duchatellier at (212) 998-4780, 726 Broadway, Suite 471.

Office for Global Services
561 LaGuardia Place
212.998.4720

The Office for Global Services provides comprehensive support and advisory services for New York University’s international students, scholars, and their dependents. The OGS is the University’s liaison to the United States departments of State and Homeland Security, and is the University’s designee for ensuring institutional compliance with U.S. immigration regulations.

Our office assists members of the NYU international community with matters of special concern and serves as a referral source to other University offices and academic departments.

Center for Multicultural Educational Programs
Kimmel Center, Suite 806
212.998.4343

The Center for Multicultural Education and Programs, known as The Center, offers intentional and sustained educational programs and initiatives in the area of diversity and social justice. These efforts are designed to make an institutional impact in intercultural awareness and understanding with measurable outcomes. The Center collaborates with students, faculty and administrators across the university and with community partners to develop interesting and creative ways of exploring race, religion, socio-economic class, gender, sexual orientation, ethnicity, national origin and many other aspects of social identity. The Center’s work is divided into three broad categories: Diversity Education, Training and Assessment; Campus-Wide Cultural and Social Justice Programs; and Academic and Professional Success for Diverse Students.

Commuter Student Services Office
60 Washington Square South, Room 210
212.998.4206

The Commuter Student Services Office is part of the Student Resource Center, and designed to provide a helpful, welcoming, student-focused environment. The Student Resource Center serves commuters, transfers, graduate students, new and continuing students, parents and families, and those interested in spiritual diversity. The Commuter Student Services Office’s mission is to serve commuters by promoting retention and sense of belonging, enhancing academic and career potential, providing information and resources, and serving as a liaison between commuters and other organizations at NYU.

Jerome S. Coles Sports and Recreation Center

181 Mercer Street (between Bleecker and Houston Streets)
212.998.2020

The Coles Center’s facilities include a 1/6 mile 3 lane rooftop track for running and jogging, tennis courts, swimming pool and diving tank, squash and handball/racquetball courts, weight training rooms, and individual rooms for wrestling, fencing, calisthenics, and dance. A brochure describing the facilities and current classes is available at Coles.

NOTE: All NYU students with a currently valid NYU ID may use the Center both for individual fitness, team sports, or for scheduled classes in a variety of physical disciplines. Entrance may be denied to those without a valid NYU ID.

Lost and Found Office
14 Washington Place
212.998.1305

The University’s Lost and Found Office is located in the Protection Services Department. Please call the office for hours of operation.

University Information Center
Shimkin Hall, 50 West 4th Street
212.998.4636

The University Information Center is a central information resource for the entire University. Information about the city, the University, and the surrounding community is available. When you find yourself in need of help at the University, this is the place to go. This is also the place where you can get copies of the NYU Directory of Classes which lists course offerings for the upcoming semester.

Copying and Printing Services
Photocopiers are available on most floors of Bobst Library. Copy card vending machines are available on A and B Levels of Bobst. You can also utilize nonUniversityoperated centers like Kinko’s and Unique which have local branches.
Field Work Manual
The manual is available from Faculty Advisors. It lists all policies related to field work. Extra copies can be obtained from the Undergraduate Program Office.
policies, procedures and guidelines

Affirmative Action and Anti-Discrimination Policies
Inquiries regarding the application of the federal laws and regulations concerning affirmative action and anti-discrimination policies and procedures at New York University may be referred to the Vice Provost Frances White at 212.998-2181. Inquiries may also be referred to the Director of the Office of Federal Contract Compliance, U.S. Department of Labor.

Family Educational Rights and Privacy Act of 1974 (FERPA)
Among its several purposes, the Family Educational Rights and Privacy Act of 1974 (FERPA) was enacted to;

- protect the privacy of students’ educational records;
- establish the rights of students to inspect and review their educational records;
- provide students with an opportunity to allow inaccurate or misleading information in their educational records to be corrected.

For further information, please contact Student Affairs, 1 Washington Square North, 212.998-5926.

New York University Anti-Harassment Policy
New York University is committed to maintaining a learning and working environment that is free of bias, prejudice, and harassment—an environment that supports, nurtures, and rewards career and educational advancement on the basis of ability and performance. Harassment based upon race, gender, color, religion, age, national origin, ethnicity, disability, veteran or military status, sexual orientation, marital status, citizenship status, or any other legally protected basis is prohibited by law and undermines the character and purpose of the University. Such harassment is illegal and against University policy, and will not be tolerated.

This policy covers all members of the University community and those who affect the University community such as vendors, visitors or agencies. The University encourages everyone to report all incidents of harassment regardless of who the offender may be.

Students in the Silver School of Social Work may refer instances of harassment to the Director of Student Affairs, 1 Washington Square North (Room 212) or by calling 212.998-9189. Students may discuss the circumstances of their complaint confidentially.

To learn more about the policy including definitions of prohibited harassment, confidentiality, etc., visit www.nyu.edu/eo/anti-harass-policy.pdf
New York University Policies on Substance Abuse and Alcoholic Beverages

New York University believes that the best way to maintain an appropriate campus environment with respect to drugs and alcohol is through preventive education about the dangers of drug abuse and compassionate attention to the needs of those who may require help with alcohol or other drug-related problems. To that end, the University provides on-campus support programs and services as well as information about related services that are available in the local community. Information about these programs and services may be obtained at www.nyu.edu/nyuhc or by calling 212.443.1234.

In addition to policies and practices that emphasize concern for the welfare of individuals, the University also recognizes the importance of maintaining the safety and well-being of the community as a whole. University policy on substance abuse and alcohol can be found in your NYU student Guide or at http://www.nyu.edu/student.affairs/students.guide/policies.html

Student Folders

Student’s admission application and subsequent materials added to the file are the sole property of the University. Students must receive permission from the Academic Program Review Office 212.998.2310 to review the content of their folders. Materials from the folder may not be copied.

Note: The School will keep student folders for up to 7 years. It is the student’s responsibility to keep copies of field learning evaluations and faculty advisor summaries.

Policy on Plagiarism and Academic Integrity

A professional social work degree should represent genuine learning and readiness to undertake responsibilities that include adhering to the social work Code of Ethics. The degree’s integrity must be carefully safeguarded. Faculty is responsible for helping students learn to understand and value other people’s ideas, to use resources and conscientiously acknowledge them, and to develop and clarify their own thinking. In addition, all the usual academic norms addressing honesty in academic performance, such as following all of the rules involving examinations of any kind, must be scrupulously followed. Failure to do so can result in dismissal from the program.

All students are expected to pursue the highest standards of academic excellence and integrity. Students must adhere to the norms of a serious professional community. A student’s responsibilities include the following:

- A duty to respect the efforts of others by submitting his or her own academic work and case recordings.
- A duty to acknowledge properly the efforts of others.
- A duty to safeguard and respect the property and rights of others.

The following is a link to the University Policy on Academic Integrity for Students: www.nyu.edu/about/policies-guidelines-compliance/policies-and-guidelines/academic-integrity-for-students-at-nyu.html.
**Definition of Plagiarism**

In order to make the rules with regard to what does and does not constitute a breach of academic ethics as clear as possible, the faculty has formally clarified the definition of plagiarism for NYU School of Social Work as follows:

Plagiarism constitutes both academic misconduct and a breach of professional trust.

Plagiarism is presenting someone else’s work, either academic or field related, as though it were your own.

More specifically, plagiarism is to present as your own a sequence of words quoted without quotation marks from another writer; a paraphrased passage from another writer’s work; facts or ideas gathered, organized, and reported by someone else, orally and/or in writing, without attribution.

Since plagiarism is a matter of fact, not of the student’s intention, it is crucial that acknowledgment of sources be accurate and complete.

Even where there is no conscious intention to deceive, the failure to make appropriate acknowledgment constitutes plagiarism.

**Ways to Avoid Plagiarism**

When taking notes from any written material (published or not) summarize, don’t paraphrase. If you are not sure about this, check with your instructor. Even summaries should be acknowledged in your presentation since the idea and often the manner in which the material is organized are the work of someone else.

When someone else has said something so well that you want to include it in your work, be sure to copy it exactly and indicate the copied portion(s).

Familiarize yourself with the Publication Manual of the American Psychological Association, 5th Edition (2001) and/or Writing with Style: APA Style for Social Work which is used by NYU School of Social Work.

A student is fully responsible for any work he or she submits. If the work is typed by a typist, the student must read the finished work to be sure that no references or quotation marks have been omitted.

Understand that your reader will want to know the sources you used in your research/writing and may be concerned about phrasing that is not like your usual writing style. On-line material must be clearly referenced as well.
If you allow another student to copy your work (including computer programs and research data) and submit it as his/her own, or if you submit a copy of someone else’s work and claim it as your own, you have plagiarized.

**Advisory Committee on Academic Integrity**

**Purpose**
The purpose of the Advisory Committee on Academic Integrity is to review and provide a disposition of problems or issues related to academic integrity. The problems or issues may include plagiarism or any other form of academic dishonesty.

**Procedures**
Faculty members concerned about academic dishonesty by students can
- take appropriate action in their grading of the student for the course
- can consult with the Committee to get advice or
- can file a formal complaint with the Committee

If a formal complaint is filed, the Committee shall review the complaint and make a recommendation to the Dean for action. The Dean will take needed action with respect to the student.

**Dual Relationships**
As stated in the NASW *Code of Ethics*, dual professional/personal relationships must be avoided whenever possible. Because of the clinical nature of the BSW, MSW, PhD, and post-graduate programs of the School, the faculty adopted the following statement in 1991:

**In order to avoid even the semblance of a conflict of interest, full-time faculty members may not take any student into treatment, whether enrolled in the School of Social Work as a full-time or part-time, undergraduate, master’s, or doctoral student.**

**Students in treatment with members of the full-time faculty prior to admission to the School may not enroll in classes taught by or become advisees of their therapists. It is the responsibility of each faculty member to ensure compliance with this policy.**

In addition, any student who is in an uncomfortable situation regarding a dual relationship of any kind can seek guidance and assistance from his/her faculty advisor, Program Director, or other faculty members of the School.

**Student Guide for Writing Papers**

**Introduction**
Here are some comments on format and style to help you write papers for your course work. Please consult the Publication Manual of the American Psychological Association, 5th Edition
(2001) and/or Writing with Style: APA Style for Social Work for precise directions on style. These two publications were adopted by the School as the style guide for all papers across all curriculum areas. They may be purchased at the New York University Bookstore, 18 Washington Place.

Writing the Paper

Before you begin to write, think and plan what you want to say. Asking yourself a series of questions is helpful. For example (a) What do you think the assignment asks for? (b) Why did you select that question to answer? (c) What do you think the professor expects as a response to this assignment? Some students find it helpful to complete an outline or preliminary remarks. Once you have completed a first draft it is sometimes helpful to put it away for several hours and return to it when your thinking is clear. At this point you may be better prepared to spot errors, omissions or the need to rewrite. In revising, scrutinize the content and structure of your paper. Ask yourself can the reader understand what I am saying? Are my thoughts clear, concise and informative?

If you note problems in your writing you may wish to consult the New York University Writing Center at 411 Lafayette Street, 3rd Floor. This is a free service of the University for all students. You may call 212. 998-8866 for an appointment.

Format

All papers written by students in the School are required to cite references and to contain a bibliography. Although some written assignments for Practice courses, such as logs, may not require the same level of citation as papers prepared for other School courses, the rules of referencing still apply.

It is important to cite references for material taken or derived from other sources. Putting the material in your own words or changing a small part of it does not relieve you of the responsibility to identify the source. This can be done either through direct quotation or by giving the source in the text of your paper.

Be sure that you have provided reference material or data to support the positions you take. Editorializing without documentation is unwise. When using case material in papers or class presentations, it is important to disguise names of clients to protect their identity. You can do this by changing the name or by using initials.

Appendix

Lengthy, supporting documentation (such as a case history or a questionnaire) belongs in the Appendix. The Appendix should include an introduction and headings for each part or sub-part. See APA Manual, Appendix, for specifics.
Preparing the paper

Papers should be typewritten, preferably double-spaced. Leave a margin of one inch on all sides. A cover page giving the title of the paper, your name and the name of your institution should precede the text. Please keep a copy of your work.

Guidelines for Grading Papers

Preface

The attached guidelines, adopted by the faculty, are the culmination of a lengthy process aimed at objectifying the basis for grading. The guidelines do not mandate a rigid formula for grading students but rather offer some guidance to faculty members in determining the various grade levels. Individual faculty have discretion within the scheme of attributes presented to weigh factors differentially as they see fit. However, it is intended that each instructor have a clear contract with his/her class which would include the following components:

1. Clarity on the way in which attributes included in the guidelines would be weighted.
2. Clarity on the basis for demonstrating performance (in other words, what evidence will be utilized) in regard to attributes.
3. Clarity on the process that will be used by the instructor for offering feedback on performance.

Attendance

To receive credit for a course, a student must be in regular attendance and satisfactorily complete all examinations and other assignments prescribed by the instructor.

Please note that as a matter of long-standing University policy members of any religious groups may, without penalty, absent themselves from classes when required in compliance with their religious obligations.

Assignments

Instructors will inform students at the beginning of each semester about expectations for handing work in on time; the School's procedures for requesting extensions for late papers; and the consequences for not following the proper procedures according to the School's grading system.

Guidelines for Course Grading

Grade Guidelines

A

Excellence in integrating conceptual learning with practice situations.
Consistently superior performance in dealing with conceptual material.
Excellence in written expression and scholarship.
Evidence of self-direction in learning with substantial reading activity in depth and breadth.
Resourceful, intelligent participation in class discussion. Might include leadership in class projects.

**A-**
Attributes would be similar to the above, but to a lesser degree. There might be somewhat more unevenness than in the “A” performance.

**B+**
Performance on attributes would be somewhat above “B” level, but less than “A-” level. One might find more unevenness and more gaps than in an “A-” student in an otherwise good level of functioning.

**B**
Expectations for graduate level work acceptable in terms of self-direction, reading activity dealing with conceptual material, integration of conceptual-practice dimensions of learning, class participation, oral and written expression. Stress would be on acceptable performance.

**B-**
Barely acceptable performance in attributes (described in “A” and “B” categories). Some area might be below expectation. The work has been done but there are a number of gaps and some superficiality in grasp of material.

**C**
There is minimal grasp of concepts and minimal integration of conceptual and practice learning. Student might repeat some content areas on mechanical, rote basis but the student’s understanding is unclear or questionable. The grade is “passing” but the student is considered marginal in important areas of learning. The gaps in learning are more extensive than in the case of a “B-” grade.

The grade of C should serve to alert the student that his/her work is borderline and should improve. The course instructor must inform the student’s faculty adviser of any C grades. The latter in turn should initiate a conference with the C student focused on the circumstances related to receiving such a borderline grade.

**F**
Work is unsatisfactory in most of the attributes considered and does not warrant receiving credit for the course. A student receiving an F grossly misunderstands course content and/or is deficient in its mastery.
Failure to submit assignments or other required materials is clearly unacceptable. The course instructor will inform the student's faculty adviser when a grade of F is given. The latter in turn should initiate a conference with the student receiving an F focused on the circumstances related to receiving this failing grade. The faculty adviser should initiate any follow-up action deemed necessary.

**IP or IF**
Grade given for incomplete course work that must be converted to a grade within one semester (see Policy on Incomplete Grades).

**N**
No grade or credit given (course should be repeated).

**Postscript Note**
Other factors that might be utilized in distinguishing between a higher and lower grade would include:

- student’s progress during the semester in his/her own professional development reflected in course performance
- extent of absences and/or lateness; excessive unacceptable absences and/or lateness would be taken into consideration.

The guidelines presented do not represent a perfect continuum in scaling attributes. Nor are the categories mutually exclusive. Yet they provide a point of departure for guiding School grading which may prove more reliable than otherwise.

**Procedure for Appealing a Grade**
A student who wishes to appeal a grade must first contact his/her professor. If an agreement is not agreed the student may then contact the Chair of that curriculum area.

**Requirements for Good Standing In the BS Program**
Student enrolled in the Undergraduate Program at NYU School of Social are expected to maintain good academic standing:

- A 2.0 cumulative grade Point Average (GPA) and a 3.0 Social Work Major GPA. A GPA below a 2.0 will automatically place a student on probation. Regardless of GPA, a student earning an “F” grade will be on probation automatically. A student who receives an “F” grade for a required course must repeat the course at his/her expense.
- Students are responsible for the removal of Bursar and/or Health Services blocks, which would impede registration.
- Registration for appropriate classes in proper sequence. Please see Curriculum Guide (Appendix C).
• The work for an approved IP grade/s must be completed within the following semester (fall semester for spring & summer courses; spring semester for fall courses). Students with one or more outstanding IP grades will be blocked from registering for subsequent semesters.

**Degree Requirements**

The Bachelor of Science degree program offered by the School requires successful completion of the approved curriculum of 128 credits. The curriculum comprises both class and field instruction. To qualify for the BS, the student must complete classroom requirements with at least a 2.0 grade point average. Students have the final responsibility for insuring that all degree requirements are met. Consultation with the student’s faculty advisor is highly recommended.

**Policies Regarding Late Assignments and Incomplete Grades:**

Late Assignments: Students are expected to complete all course assignments on time. Instructors may establish a policy regarding the consequences of late assignments and make it known to students by including it in the course syllabus.

Incomplete Grades: Students who are unable to complete all of the assignments for a course by the time the course has ended must request an incomplete grade from the instructor by submitting a Request for Incomplete Grade form. The form may be obtained from the SSSW Registration Office or website (http://www.nyu.edu/socialwork/pdf/registration/registration.incomplete.form.pdf). The instructor is under no obligation to grant a request for an incomplete grade.

If the instructor grants the request for an incomplete, the student will receive a grade of IP (Incomplete Pass) or IF (Incomplete Fail) as determined by the instructor. If the student does not submit a request for an incomplete or if the instructor denies the request, the student will receive a grade of N (no credit) or F (Fail) as determined by the instructor. Under no circumstances will the instructor delay the submission of grades to accommodate a late assignment from a student.

It is the obligation of the student who has received a grade of IP or IF for a course to fulfill the requirements agreed to in the Request for Incomplete Grade form. Once the requirements are fulfilled, the instructor will issue a change of grade for the student. Students who do not fulfill the agreed upon requirements of the incomplete grade will have their grades automatically convert at the end of one semester in the following manner: an IP will convert to an N (No credit) and an IF will convert to an F (Fail).

Students with any outstanding incomplete grades (an incomplete that isn’t resolved by the end of the next semester) will be blocked from registering for the next semester. At that point, the students’ education plan will be assessed and registration approval for the next term may be granted on a case by case basis. Incomplete grades are to be used infrequently and only for extraordinary circumstances.
Policy on Academic Probation and Dismissal

MSW students will be placed on automatic probation if their academic performance reflects any of the following:

• Less than a 2.0 Overall GPA and 3.0 in Social Work
• An “F”
• An Incomplete (IP or IF) grade that lasts for more than one semester.

The Director of the BS Program will monitor students’ academic performance and probationary status in collaboration with the Registrar’s Office. Students will have one semester to improve their academic performance.

If a student’s academic performance does not improve sufficiently to meet the minimum criteria for remaining in good standing after a semester, he/she will be dismissed from the Program. These criteria are: a GPA of at least 2.0, no Incomplete grades in the probationary semester and completion of required course credits for the Program in which the student is enrolled.

Policy on Repetition of Courses

• Students must repeat a required course in which they receive a grade of “F” in order to receive credit for that course.
• Students can repeat any non-required course in which they receive a grade of “F” in order to receive credit for that course.
• In all cases, an original “F” grade continues to be included in the computation of the grade point average even if the course is repeated and passed successfully.
• Students may not repeat courses in which they receive a grade of “C” or better.

Waitlist Procedures

• Should your first choice section be closed, you must register for a backup section of that same course to ensure yourself a seat.
• After registering for a backup section, if a course section that you prefer is closed, you may place yourself on the waitlist for your first choice section by calling the Registration Helpline 212.998.4290.
• Registering through the waitlist is an automatic procedure. This means that Albert will roll the next person on the waitlist into the class if and only if an enrolled student drops out.
• If and when a student is rolled into the waitlisted course in this manner, it is the student’s responsibility to drop the backup section for which they are doubly registered.
• Students may only attend classes in which they are officially enrolled.
• Permission to enroll in a closed course cannot be granted by professors.

If you do not register appropriately, you may find yourself without a seat in a required class.

Withdrawal From Class
Students who are considering withdrawing from a class/s after the Add/Drop deadline, should discuss this with the professor. Upon withdrawing from a class/s students are subject to University policy and will be held responsible for related tuition and fees. If you have any question about dropping a class, consult the Registration Guide and the School’s Registration Department at 212.998.5960. A student who withdraws from a class cannot audit the class. He/she must take the course at another time at his/her own expense.
Student Review Procedures

The Academic and Professional Review (APR)

Purpose
The purpose of the Student Academic and Professional Review (APR) process is to review and provide a disposition of problems or issues concerning students enrolled in professional degree programs (BS, MSW) at the School. The problems or issues include matters related to academic and field learning performance, and professional practice ethics and behavior (except those that go to the Committee for Academic Integrity (CAI)). If the decision regarding location is not clear the chairs of the CAI and APR will consult in order to arrive at the location.

Any member of the faculty or field instructor may bring forward a concern that may initiate the APR process.

Procedures
1. Referrals of concerns that fall within the purview of the APR are to be made to the student’s faculty advisor who, in turn, notifies and consults with the appropriate program and site directors and the referring faculty member about the referral.
2. The result of the consultation will be a determination as to whether to initiate the APR process. The individual making the original referral will be notified of that decision.
3. When the decision is to initiate the APR process, the faculty advisor contacts the APR Chair and the student to inform them that an APR hearing will be convened.
4. The APR Chair will meet with the student and provide information regarding the APR process, what to expect from a hearing, and who will attend. The Chair will inform the student that he or she has the right to exclude the student member from the hearing and that the exercise of that right must be made in writing to the Chair. In addition, the Chair will inform the student that support is available through the Graduate Student Association (GSA) and the Assistant Dean for Student and Alumni Affairs.
5. The hearing will be convened by the Chair as soon as it can be arranged. The Hearing Panel will consist of the Chair, two faculty panelists, and one student panelist (unless the student undergoing review requests that a student panelist not be included). In addition to the panelists, participating parties shall include the faculty advisor, the field instructor if it is a field learning performance issue, and/or the course instructor if it is a classroom or course performance concern. The Chair may invite additional relevant participants as necessary.

Appointment of APR Chair and Panelist Pool
* The Dean will appoint the APR Chair from among the tenure-line or clinical faculty. The Chair will serve for a two-year term with the possibility of reappointment. The panelist pool,
consisting of 10 faculty members and 10 students, shall be appointed by the Dean. The faculty appointments will be for two years with the possibility of reappointment. Student nominations for the panelist pool will be made to the Dean by the GSA on an annual basis. Hearing panels for individual cases will be drawn from the panelist pool as needed.

* Prior to the hearing, the Panel will review all submitted materials. At the hearing, the Panel will hear oral presentations from the participating parties, deliberate in private, and arrive at a decision. Once a decision has been made, the participating parties will be reconvened and provided with an oral report of the findings and disposition. In the event that it is not possible to arrive at a decision at the time of the hearing, the Panel will be reconvened within 5 working days.

* Based on the results of the hearing, the APR Panel will decide on a course of action. A course of action may include, but is not limited to: placement on probationary status, a change in field placement, a leave of absence or dismissal from the program.

* Within 5 working days, a written summary of the hearing will be prepared and distributed to the Dean, appropriate program and site directors, registration services, admissions, the faculty members and Chair of the Hearing Panel, the student’s faculty advisor, the Assistant Dean for Student and Alumni Affairs, and the student. A copy of the written summary will also be included in the student’s permanent file.

Submission of Materials in Preparation for the Hearing

* Materials pertaining to a student’s field and classroom records while enrolled at the School shall be assembled and made available to the Hearing Panel.

* Written material for the hearing will be prepared and submitted to the APR administrator by the student, faculty advisor, and when appropriate, by the field instructor, classroom instructor, or other relevant parties.

* Copies of written materials submitted to the APR administrator must be distributed to the student as soon as they become available but no later than 5 working days before the APR Hearing. After receipt of the materials from the APR administrator, the student has four working days in which to submit a response statement.

* In order to protect confidentiality, all materials used by the Panel shall be returned to the Chair by all participants, including the student, with the exception that the student may retain his/her own notes. The Chair will retain one set of all material used as a confidential file.

Appeals of the Academic and Professional Review Decisions (Appeals)

Purpose
A student may appeal a decision of the APR. Appeals of the Academic and Professional Review (APR) decisions are limited to: 1) the APR procedures were not followed, or 2) the APR decision was arbitrary or unfair.

Procedures

1. A student may make a written request for an appeal to the Dean via the Executive Assistant to the Dean within 5 working days of the APR Panel decision. The request must state the basis of the appeal and contain a summary of the evidence supporting the claim. The basis of the appeal must be a claim of one of the following:

a. the APR procedures were not followed
b. the APR decision was arbitrary or unfair

Upon receiving a request for an appeal, the Dean shall appoint an Appeals Officer from among the full-time faculty.

2. The following materials are to be submitted to the Appeals Officer:

a. the student’s written request for an appeal
b. the report of the findings from the APR Panel

3. The Appeals Officer will review the Request for Appeal to determine whether it is being made on at least one of the above-stated bases and whether sufficient evidence for the claim is presented.

4. If the Appeals Officer determines that the Request for Appeals does not meet the stated criteria, he or she will inform the Dean that the request for appeal is denied. The Dean will then inform the student that the appeal is denied.

5. If the Appeals Officer determines that the Request for Appeal meets the stated criteria, he or she will select two faculty members from the APR pool for the purpose of considering the appeal. After reviewing the appeal, they will render a decision within 10 working days of receipt of the written request for an appeal.

6. The appeals process will result in one of the following outcomes:

a. affirm the decision of the APR Panel
b. remand the case to the original APR Panel for further consideration of specific issues
c. vacate the decision of the original APR Panel and remand to a new panel for de novo review

7. A written summary of the decision will be prepared and distributed to the Dean, the appropriate program and site directors, registration services, admissions, the faculty members
and Chair of the APR Panel that heard the case, the student’s faculty advisor, the Assistant Dean for Student and Alumni Affairs, and the student. A copy of the written summary will also be included in the student’s permanent file.

**Student Grievance Procedures**

1. **Application.** These grievance procedures are available to any New York University student registered at the Silver School of Social Work to resolve any grievance involving an alleged violation directly affecting that student, by any member of the School community, of any of the written policies of the University or the School. Complaints of sexual harassment should be filed under the provisions of the formal procedure in such cases as set forth in the University Policy on Sexual Harassment and referenced in this manual.

2. **Informal Resolution.** Students wishing to griev an alleged violation of School or University policy shall first contact, within fifteen (15) working days of any occurrence giving rise to the grievance or the time they could reasonably have learned of the occurrence, the person responsible for the matter being grieved (the respondent) and attempt to resolve the grievance informally. Students uncertain how to proceed may consult with the Assistant Dean for Student & Alumni Affairs. At the request of the student (grievant) or respondent, the Assistant Dean or other appropriate member of the School’s faculty or administration shall assist the student grievant in this attempt at resolution by arranging a meeting of the parties, attending such meeting(s), and otherwise working toward resolving the grievance. This initial step in the procedure shall be handled privately and confidentially.

3. **Formalizing the Grievance.** If the matter is not resolved to the grievant’s satisfaction within fifteen (15) working days after the initial notification of the complaint and the attempt at informal resolution, the grievant may obtain formal review of the matter by submitting a written complaint within twenty (20) working days to the respondent and to the Assistant Dean for Student & Alumni Affairs, or, in the case that the Assistant Dean for Student & Alumni Affairs is a respondent, to the person appointed by the Dean of the School. The complaint must:
   a. state the written School or University policy that allegedly has been violated;
   b. describe the evidence supporting the alleged violation;
   c. indicate what redress or remedy the grievant seeks; and
   d. provide a brief history of the informal attempts made to resolve the grievance

4. **Initial Review of the Grievance.** If the grievance arises out of a program or educational activity of the School, the Dean’s office will designate a Grievance Officer to review the complaint, who ordinarily will be director of the educational program in which the student is enrolled or his or her designee. If there is doubt about who the Grievance Officer should be, the Dean’s office will determine who is the highest ranking person, with the exception of the Dean, to handle the matter.
The Grievance Officer shall meet with the complainant and with such other persons as he or she shall deem appropriate for the purpose of ascertaining the facts and attempting to resolve the complaint. Within twenty (20) working days, the Grievance Officer shall render a written decision on the merits of the grievance to the grievant and to the respondent, with copies to the Dean of the School. The review conducted by the Grievance Officer and the written decision on the merits of the grievance shall be handled privately and confidentially.

5. The Judicial Board. If the grievant or the respondent does not accept the decision of the Grievance Officer, he or she may decide, within ten (10) working days of receipt of the Grievance Officer’s written decision to bring the matter before the Judicial Board of the School. The Judicial Board shall consist of five (5) members, two (2) of whom shall be students, two (2) of whom shall be tenured faculty members, and one (1) of whom shall be a clinical faculty member. All members of the School’s Judicial Board shall be appointed annually by the Dean. Any member of the Judicial Board who has a conflict of interest or the appearance of such a conflict shall excuse themselves from a specific case, and a replacement member shall be appointed by the Dean for that case.

6. Powers of the Judicial Board. If the School’s Judicial Board finds that there would be no violation of School or University policy even if all of the alleged facts and circumstances were as described by the grievant, the Board may dismiss the grievance.

The Board may also choose to conduct any further proceeding that it deems is needed, provided that:

a. It shall decide what is and is not relevant to the complaint and consider only matters relevant to the complaint being heard.

b. It shall permit the grievant and the respondent to be accompanied by another person from within the School community during any proceeding if he or she wishes to have such a person present. However, the Judicial Board (Grievance Officer) must be notified in advance if such a person will be present.

The Judicial Board shall render a written decision to the Dean of the School within twenty (20) working days of receiving the written request for review, with copies to the grievant, and the respondent. The decision shall include findings of fact, a statement of the School or University policy that is alleged to have been violated, an opinion on the validity of the grievance, and, if appropriate, recommendations for corrective action.

7. Procedures of the Judicial Board. The Judicial Board shall select one of its members to preside over each hearing of a grievance. Both parties (grievant and respondent) shall have access to all documents reviewed by the Board. They shall also have the right to be present at any hearing conducted by the Board and to question anyone who is asked to speak to the Board on the matter.
The Judicial Board shall conduct its proceedings and deliberations privately and confidentially. Final deliberations of the Board shall be in closed session. Judicial Board decisions shall be by majority vote.

Appeal of the Decision of the Judicial Board. The grievant or the respondent may appeal the decision of the School’s Judicial Board following the University’s Student Grievance Procedure, Section IV “University Judicial Board”, outlined in the New York University Student’s Guide.

Guidelines for Students Leaving School Before Graduation

Voluntary vs. Involuntary Leaves/Withdrawals
Most leaves and withdrawals are voluntary. Involuntary leaves and withdrawals are used in cases of academic/performance dismissal and as an option in cases of danger to self, others or property.

Psychological Medical Leaves

Criteria
Psychological medical leaves and/or withdrawals are warranted when students are: (a) psychologically unable to perform academically or live in the residence halls; (b) dangerous to themselves, others or property; or (c) in need of treatment that prevents their current or future continuation at the School.

Going on Leave
1. Students schedule an evaluation interview at the University Counseling Service (UCS).
2. If appropriate, a UCS clinician recommends psychological medical leave (orally and in writing) to the Assistant Director for MSW Program Services and informs students (orally and in writing) of conditions for return from medical leave.
3. Students complete and sign a Student Leave Form (Appendix A) and submits it to Takako Kono, Assistant Director for MSW Program Services. (Leave request form may be completed by SSW administrator when accompanied by student correspondence.)
4. The Assistant Director for MSW Program Services will review all documentation and authorize leave.
5. The Assistant Director of MSW Program Services notifies the Office of the Vice President for Student Affairs. Copies of this notification are sent to SSW Registration Services and SSW Field Learning Office. Course withdrawals and Leave of Absence registration forms are then processed.
6. The Office of the Vice President for Student Affairs notifies the University Registrar, Housing, and other pertinent offices.
7. Refunds for course withdrawal will occur automatically if done within the University refund period as stipulated by the Bursar’s Office. Appeals to the standard refund policy can be made to the Refund Committee by emailing Registration Services at ssw.registration@nyu.edu.

**Returning from Psychological Medical Leave**

Students must notify the university at least 6 weeks prior to the start of classes. The limit for consecutive leaves of absence is one academic year (or 2 semesters). If students need to extend their leave, they must formally request an extension, by repeating the original request procedure.

1. Students must fulfill certain conditions: (a) sufficient time away from school; (b) a course of treatment the entire time away from school; (c) a Certificate of Readiness to Return Form sent from the outside therapist to UCS; and (d) an evaluation with UCS.

2. Based on the fulfillment of these conditions, UCS makes a recommendation to the University Office of the Vice President for Student Affairs.

3. The office of the Vice President for Student Affairs notifies the School of Social Work’s Assistant Director of MSW Program Services, University Registrar’s, and other pertinent offices that the student is approved to return to school.

4. Students should then contact SSW Registration Services to make sure that they are cleared to register for the following semester.

**Non-Medical Leave of Absence**

1. The student should talk with his/her faculty advisor and the Assistant Director of the MSW Program when considering taking a Leave of Absence from the School.

2. If students decide to take a leave, he/she should submit a written statement plus a Student Leave Form to his/her faculty advisor and to Takako Kono, Assistant Director for MSW Program Services.

3. The faculty advisor will submit the approved Student Leave Form with a request that the student be placed on a “Maintenance of Matriculation” status to SSW Office of Registration Services.

4. The Office of Registration Services will register the student for maintenance of matriculation.

5. It is the responsibility of students to notify their field instructor at the placement site and classroom instructors of the intent to take a leave of absence.
6. Students must follow the procedure for maintenance of matriculation for each semester of absence. There is a Maintenance of Matriculation fee that is determined by the University Bursar’s Office.

**Student Leave FAQs**

**What are the reasons for taking a Leave of Absence?**

**Personal**

You may be experiencing personal or family problems and may not be able to function at school as a result. Depending on the nature of these issues, the student may request either a personal leave (LOA) or a psychological medical leave. These different types of leave options function similarly, but a student out on an LOA may return with only a personal letter of intent, while a psychological medical leave requires the student to receive an additional statement from a University counselor certifying that the student is psychologically prepared to return.

**Physical Medical**

An illness may prevent you from participating in class. Often, a physical ailment such as a broken leg could keep a student from being fully involved in field work or classes. Other illnesses may require extended hospitalization or absence. Depending on when the student becomes ill and how quickly he or she recovers, the students may not be able to make up missed work; in this case, a Physical Medical Leave is recommended. The medical leave option requires a letter/note from a physician.

**What about Housing and Financial Aid?**

Students are responsible for making all arrangements for their Financial Aid and Housing needs, both upon their departure and on their return. (Financial Aid 212.998.4444; Housing Office 212.998.4600).

**How long is my leave approved for?**

A leave is granted for the term stated in the approval letter (typically the term the student requested). The limit for consecutive leaves of absence is 1 academic year (or 2 semesters). If you exceed your approved leave time period, the school reserves the right to require that you re-apply for admissions to the program.

**What should I do to return or extend my leave?**

Students must notify the Assistant Director for MSW Program Services in writing about their intention to return. Their approval letter contains the deadlines by which we should hear from them in order to be cleared for registration. (Generally 6 weeks before classes begin). The limit for consecutive leaves of absence is 1 academic year (or 2 semesters). If students need to extend their leave, they must formally request an extension, by repeating the original request procedure. If you exceed your approved leave time period, the school reserves the right to require that you re-apply for admissions to the program.
Can I take classes somewhere else while I'm on a Leave of Absence?

Students who are granted a Leave of Absence or a Medical Leave are not allowed to take courses at another academic institution. Any students wishing to register elsewhere must contact the Director of their Program (PHD, MSW, BS).

Who is my advisor while I'm on Leave?

The Director of the BS Program is your adviser.

Do I qualify for health insurance coverage while I'm on Leave?

If you are on a leave of absence that was approved, you may be eligible for enrollment in an NYU-sponsored Student Health Insurance Plan. Spring term applicants must have been enrolled in the plan during the immediately preceding Fall term to be eligible. You may visit the health insurance website for further information www.nyu.edu/shc/about/insurance.

Withdrawals from School

1. When a student is considering withdrawal from the school, the student should contact their faculty advisor and the Director for the Undergraduate Program.

2. If students decide to withdraw, they are required to set up an exit interview with the Director of the BS Program and submit an online NYU Semester Withdrawal Form at www.nyu.edu/registrar/withdrawal/?ref=HM

3. Students who are in field placement and decide to withdraw also need to have a field exit interview with Dr. Peggy Morton, Coordinator of Field Learning for the Undergraduate Program.

4. Students must contact and notify the Financial Aid Office if they have been receiving financial aid.

5. Students may also contact the SSW Office of Registration Services to obtain information with respect to grades, classes, and refunds policies.

6. When students leave the School, the faculty advisor should write a final summary of the student’s educational experience. Students will receive a copy of the final summary. A copy of this material should be sent to SSW Office of Registration Services for inclusion in students’ folder.

7. When a student withdraws from the School students have the responsibility of notifying the field and classroom instructors, as well as applicable university offices (housing, etc).

8. If a student who has withdrawn from the school decides they would like to return, a new application for admissions must be initiated.
academic program

The Curriculum Overview

The Undergraduate Social Work Program offers a professional curriculum for students with career interests in social work and social justice. The program combines academic courses with field learning in social agencies which leads to a Bachelor of Science degree. Building on a broad liberal arts background, the social work curriculum moves from introductory courses to the study of social welfare, research, human behavior, and field instruction. Our curriculum is guided by the standards of the Council on Social Work Education (CSWE).

The major objective of the Undergraduate Social Work Program is to prepare qualified students for generalist practice in social work upon graduation. The program prepares students for graduate social work education as well as other graduate programs such as law school, public administration, or industrial relations through the use of the students’ liberal arts background, knowledge of human relations, and examination of social justice. Qualified students may apply for Advanced Standing into the second year of an M.S.W. program; at NYU, this advanced standing into the Master’s Program may be taken within five years of graduation from the Undergraduate Social Work Program. The program also prepares students to enter the world of work in a wide variety of professions utilizing interpersonal skills and understanding of organizational complexities. The majority of our students continue in social work, but some go on to careers in law, public administration, health management and human relations.

Courses, Field Internship, and Sequencing

Incoming students must successfully complete a minimum total of 128 credits: 64 credits in liberal arts and 64 credits in the social work major in order to graduate.

The liberal arts courses provide an essential foundation for social work. The liberal arts foundation includes a core of required courses in expository writing usually comprised of the courses “Writing the Essay” and a choice between “Education and the Professions,” or “Service Learning.” Transfer students should have taken equivalent courses and must also receive a satisfactory grade in the Writing Proficiency Exam. Other liberal arts core classes include human biology, introductory psychology, and introductory sociology. The liberal arts component of the degree covers elective courses in the humanities (English, Fine Arts, History, Language, Philosophy, Religion), and the social sciences (Anthropology, Economics, Political Science, Psychology, Sociology). At least 12 credits must be taken in the humanities and a minimum of 16 credits in the social sciences. Students are encouraged both to deepen their interests and to broaden their horizons. Social work majors may wish to double major or minor in another subject. Liberal arts courses are taken within the first two years of college in order to provide the necessary foundation in liberal arts. An additional 16 credits in unrestricted electives can be taken in a wide range of subjects.

The social work curriculum combines both required and elective courses with supervised field learning in social agencies. Freshmen and sophomores usually take two to four introductory courses which give an overview of the field and sharpen their communication and interviewing skills. Juniors take required courses in human behavior and in research as well as a social work elective course. In the spring semester, each junior spends one day a week as an intern in a selected social work agency to observe and learn. Senior year students spend three days a week in the fall and spring semesters in social work agencies. In addition the student does course work in social welfare, social work practice, and diversity as well as being enrolled in
social work electives. Agency supervision by the field instructor, an MSW, is provided and students also receive individual and group advisement at the School.

**Evaluations**

A series of phased evaluations assures ongoing assessments of the student's performance in both the classroom and the field placement. These evaluations occur at the start of the social work major, during the end of the junior year, and during the senior year. Procedures are detailed as follows:

1. Students who declare Social Work as their major are interviewed in order to discuss the program and to assess student motivation and qualifications. For junior transfer students, this interview occurs prior to admission into the School.
2. All social work instructors are asked to notify the Undergraduate Director about individual student problems. The student will be included in this process.
3. At the end of the junior year, each student is evaluated by the undergraduate field faculty advisor and program director to determine qualifications for the senior year. The evaluation is based upon performance in courses and in fieldwork. A favorable evaluation indicates satisfactory work, good potential for social work, and assuming the same level of growth in the senior year, anticipated graduation. If the evaluation indicates that the performance has been unsatisfactory, or that a potential for the profession has not been established, a student conference will be conducted and possibly a review will be held by the chosen Advisory Committee for an educational recommendation. If the decision is not to continue in social work, the student will be assisted in transferring to another school within the University. At the end of the Fall and Spring semesters in the senior year, each student record is reviewed to determine whether the student will continue in and graduate from the program, and if a recommendation for advanced standing is warranted. A positive evaluation leads to graduation and to consideration of the following options:
   a. reference for employment as a Bachelor’s level, generalist social worker;
   b. recommendation for advanced standing into a Master’s Program, to be taken within five years of graduation;
   c. recommendation for advanced standing conditional on completing additional satisfactory work experience in the field;
   d. recommendation for enrollment in the two year Master’s program at the School of Social Work.

All students are advised of employment opportunities as the school works closely with the New York University’s Wasserman Center for Career Development and those planning to work after graduation are assisted in the social work job search. To be considered for advanced standing in the Master’s Program at the New York University School of Social Work, a student must maintain at least a “B” average in social work courses, have done well in fieldwork, and demonstrate a clear understanding of the first year content of the Master’s Program.

At each stage in the process, an effort is made to assess strengths and abilities for social work, to identify areas for future growth, and to pinpoint students who are not suited to a career in social work. Wherever possible, the decision is a joint one between the advisor and student.

**Registration**

Registering/enrolling in courses needs to be approached in a thoughtful manner. To select courses, students should review the requirements and electives in the School of Social Work online as well as the schedule of the semester’s course offerings listed on the University Regis-
Descriptions for social work courses are available online through the School’s website at www.socialwork.nyu.edu. The College of Arts and Science online lists liberal arts offerings as well as requirements for the options of declaring minors and second majors. Descriptions for liberal arts courses are located on the following website: www.nyu.edu/cas. Student evaluations of past courses are available through the ALBERT registration system, www.albert.nyu.edu. All of this information again is kept up-to-date and is easily accessed all over campus.

At NYU, the advisement, registration, and payment process is essentially the same for incoming and continuing students. For advisement and registration just prior to the start of the semester, payment is due within 48 hours. Advanced or early advisement and registration is available during the preceding semester and often avoids closed courses. Meeting the Bursar’s payment date will retain your course enrollment. Please contact the NYU Office of the Bursar (25 West 4th Street, 1st Floor, 212-998-2800) for current guidelines.

**Advisement**

An individual academic advisement session with the Undergraduate Director precedes registration and is a time to discuss the program in general and the specific courses one is taking for the semester. The course selection is easier if you have reviewed the courses and choices beforehand. Transfer students should use the session to ensure that all transcripts have been submitted and to clear up any problems in the credits accepted by New York University. The advisement meeting is a good time to discuss any questions you might have, so you are encouraged to raise your concerns.

Entering students will be notified before the start of the semester to make an advisement appointment with the Undergraduate Director. At advisement you will create a list of selected courses and the Undergraduate Program Assistant will give you the needed Access Codes for social work courses and will clear you to register.

Continuing students will be notified before the end of the preceding semester to make an advisement appointment with the Undergraduate Director. After discussing your general program, reviewing your progress, and selecting the courses for the semester, you will receive needed Access Codes, and be cleared by the Undergraduate Program Assistant for registration.

**Registration and Payment**

You may register by through NYU’s ALBERT computer registration system to enroll in classes; the website for ALBERT is https://www.albert.nyu.edu. You can also access ALBERT by logging in from the Academic tab on NYU Home. Please check with your advisor to see that you are cleared for registration. To register, you will need the course call numbers and, for restricted courses, the access codes and course points (credit value).

Payment should be made through the Bursar’s Office (located at the Student Services Center at 25 West 4th Street). For advanced registration, payment is due in early August for Fall semester and early January for Spring semester; for general registration before classes begin, payment is due within 48 hours.

NYU Office of the Registrar automatically drops the classes of students who have not met the payment deadlines.

**Grades**

The following symbols are used to indicate final course grades: A, B, C, D, P, F, W. Incomplete grades are IP and IF. The grade of “P” indicates a passing grade in the pass/fail option; the
grade of “F” indicates failing. The Pass/Fail option is available for one liberal arts course a semester on the approval of the advisor and is to be declared by the fifth week of the semester. In the Social Work sequence, Pass/Fail is used only for field internships. The grade of “N” is no longer used and students will be graded either Incomplete Pass (IP) or Incomplete Fail (IF). The grade of “W” indicates official withdrawal from a course during the fourth to ninth week of the semester.

Grades can be accessed at campus computer terminals or on the world wide web using ALBERT: Student Information System (http://www.albert.nyu.edu). A student may also call the Torch Tone System at 212-995-4747 (using both your social security and special PIN number for identification). You can request official grade reports and transcripts in person at the NYU Office of the Registrar, 25 West 4th Street, 1st Floor.

**Attendance and Incompletes**

Students are expected to be on time and to attend all classes and seminars; this expectation is particularly strong for social work courses where it is the School policy. We stand by a strict policy that three absences will result in an automatic failure of the course. Students are expected to notify the instructor of a necessary absence and to make arrangements to complete missed work.

Incomplete grades are assigned only when there is a good medical or comparable reason; they pose special academic problems, particularly when preparing for professional responsibility. Students are expected to complete their work within the semester deadlines and to take responsibility in contacting the instructor in the exceptional case when an extension is needed. The grades of IP and IF must be removed within the prescribed time limits or no credit will be given. Late papers may result in lowered grades; failure to request an extension will result in notification of the academic advisor and possible disciplinary action.

For courses taken in other divisions of New York University, the rules of that School apply, and incomplete grades must be removed within the time limit set by the instructor. At the College of Arts and Science a permitted incomplete must be removed by the end of the next semester. Please remember that the School of Social Work does not have ultimate discretion over the policies set by other NYU colleges.

**Grade Point Average**

In the advanced concentration year, there are additional opportunities to choose a specialized field learning practice systems. Each of these is described below.

The grade point average (GPA) is used to compute grade averages for the Dean’s List and advanced standing. It is also important for continued financial aid.

Only grades of A, B, C, D, or F earned at NYU are computed in the average. The pass grade in the Pass/Fail option is not computed, but the fail grade is computed. Also, grades of “F” will remain on one’s transcript.
Grades are ranked on a 4-point scale so that A=4, B=3, C=2, D=1, and F=0. The plus mark adds .35 (B+ =3.35), while the minus mark subtracts .35 (B =2.65).

To calculate one's GPA, multiply the grade points of each course (4, 3.65, 3, 2.65 etc.) by credits of the course; total; and divide by the total number of credits.

\[
GPA = \frac{\text{grade points} \times \text{credits}}{\text{credits}}
\]

**Double Major and Minor**

Students enrolled in the Undergraduate Social Work Program as Social Work majors may also double major or minor in another subject at another school or division of New York University provided that the course requirements of both programs are met and that no course credits are applied twice to meet the requirements. Students, once they have declared a major or minor in another school within the University, must speak with the appropriate advisor in the respective division to make sure all requirements have been met. In order to declare outside of the School of Social Work, a form must be filled out and signed by the student, the primary Social Work advisor, and the advisor in the liberal arts department. Forms can be obtained from the Undergraduate Social Work Program Assistant.

Students from other NYU schools or divisions may minor in Social Work, Poverty Studies, or Multifaith & Spiritual Leadership. Please refer to this website for each minor's specific requirements: [http://socialwork.nyu.edu/academics/bachelor-of-science/minors.html](http://socialwork.nyu.edu/academics/bachelor-of-science/minors.html)

The Social Work major is restricted to students who are matriculated in the Undergraduate Social Work Program. The senior year required courses of “Social Work Practice II”, and “Field Instruction I & II” are open only to students matriculated at NYU School of Social Work’s Undergraduate Program. Other upper level courses require permission from the Undergraduate Program Director.

**IMPORTANT:** School of Social Work students declaring a double major in another department of NYU should be aware that only ONE degree will be awarded at graduation. School of Social Work students will receive a Bachelor of Science degree in Social Work; on the official transcript an indication will be made that the student also has a secondary major.

**Financial Aid Policy on Satisfactory Academic Progress**

The NYU Office of Financial Aid (located at the Student Services Center, 25 West 4th Street) has a clear policy of certifying only those students demonstrating satisfactory academic progress for Federal Aid (Pell, GSL) and State Aid (TAP).

For a fulltime social work student, satisfactory progress means completing at least 32 credits of degree course work in one full academic year, or at least 16 credits per semester, excluding
courses in which an I, F, or W grade is received. A grade point average of C (2.0) or better must be maintained.

For a part-time student, at least 12 credits must be earned in any one academic year, with no less than 6 credits in any one semester. Courses with grades of I, F, or W are excluded in counting credits. A grade point average of C or better is required.

A student on academic probation is not eligible for financial aid.

Registrar

The Registrar’s Office for the Silver School of Social Work is located both in the Student Services Building and at 726 Broadway. All in-person student requests for transcripts, verification of enrollment, notice of address or name changes, and deferment of loans should go to Student Services, 25 West 4th Street, 1st Floor.

Student Awards and Honors

There are a number of awards honoring students with strong academic achievement and leadership. These include:

Dean’s List
Published at the end of each academic year, the Dean’s Honor List is for students who have maintained a grade point average of 3.5 or higher for at least 24 course credits during the year with no incomplete grades.

Founders Day Awards
The Founders Day Awards are granted to graduating students who have taken at least 30 graded credits at NYU and have achieved a cumulative grade point average of 3.5 or better at the time of their final semester.

Honors
A student must complete at least 60 credits at New York University to graduate with Honors. Except for Field Experience and Field Instruction, Pass/Fail grades are not computed. Student must achieve a grade point average of 3.5 to graduate Cum Laude; 3.7 to graduate Magna Cum Laude; and 3.9 to 4.0 in order to graduate Summa Cum Laude.

President’s Service Awards
The President’s Service Awards recognize outstanding student contributions in volunteer and humanitarian work, in programming to enrich the University’s intellectual, cultural, and social
life, and in assuming leadership roles which serve to strengthen the quality of student life. Individual students and student organizations may be nominated.

**Administrative Procedures**

**Identification Cards**

All students must have an NYU ID Card. You need a valid ID card to access NYU buildings and services especially University facilities such as the Bobst Library, Coles Sports and Recreation Center, computer labs, and NYU residence halls. In addition, you can use your NYU Card as a debit card, but you must open a debit account. Debit accounts are good at the Campus Bookstore, Coles Athletic Shop, Campus Eateries, some off-campus eateries and for discounted MetroCards. For more information about debit accounts please contact the NYU Card Center at (212) 443-CARD or visit the web site at www.nyu.edu/nyucard. Photo ID cards are obtained from the NYU Card Center at 7 East 12th Street, between University Place and Fifth Avenue, on the first floor. Lost or stolen ID cards should be reported immediately to the NYUCard Center in person at 7 East 12th Street or by phone at 212-443-CARD. A fee may be charged for a replacement ID.

**Change of Address and Phone Number**

If you move or change your telephone number, you must notify both the Undergraduate program assistant at the Undergraduate Social Work Office [1 Washington Square North, Rm. 313, (212) 998-5966] as well as the Student Services Center at 25 West 4th Street. Please note that students themselves can now use ALBERT to update their personal information, which is strongly recommended.

**NOTE:** Registration representatives at the Student Services Center are authorized to make changes to a student’s record. When address, phone number, or student status changes, they need to be notified so that they can input the changes into the University’s central student database known as the SIS/Student Information System. Please remember that it is the student’s responsibility to inform the Registrar of such changes. Students also have the option of updating their records using ALBERT. Please make use of this service as much as possible. The ALBERT student database is a more efficient and convenient way to keep your personal information up to date.

**Drop/Add Courses**

To withdraw from a social work course, or if a course has been canceled or another course is added or substituted, an official Drop/Add Form also known as a Program Change Form is needed to validate the change. Drop/Add forms are available from the Registration Office located on the Garden Level of 1 Washington Square North. These forms must be approved and signed by the Undergraduate Director.

**Withdrawal from Courses**

Changes in course schedules are not valid unless a Program Change Form (Drop/Add Form) is approved and filed with the Undergraduate Social Work Office, the Registrar’s Office, and the
Bursar’s Office. The forms are available from the NYU Social Work Registration Services (1 Washington Sq. North, Garden Level).

**Important Guidelines**

- Students may withdraw from a course until the 7th week of the semester.
- Courses dropped during the first 3 weeks of a semester will not appear on the transcript.
- After the 3rd week a “W” grade will be recorded on the transcript and will not be included in the GPA.

The Undergraduate Director’s approval is required to withdraw from a course. After the 9th week, no student may withdraw from a course. [Please consult the School Bulletin for the refund schedule that applies.]

**Summer Courses**

Please note the University Policy that “students enrolled for degree programs are expected to take their courses, including summer school, at New York University.” Exceptions must be based on valid, extenuating circumstances; requests must be in writing and approved in advance by the Undergraduate Director.

**Master’s Level Courses**

Occasionally, undergraduates need to take social work courses on the Master’s level to fulfill requirements and to coordinate schedules. These courses must be discussed with and approved in advance by the Undergraduate Director. Please note that the credits and fees for Master’s courses are usually less than Undergraduate level courses and students will, therefore, need to take additional credits to fulfill the graduation requirement of 64 Social Work credits. Please note that Graduate Registration Services has the sole authority for registering undergraduates in graduate social work classes. Proper registration requires a memo from the Undergraduate program assistant on the student’s behalf.
### Important University Resource Telephone Numbers

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Emergency</strong></td>
<td>911</td>
</tr>
<tr>
<td><strong>Emergency Assistance</strong></td>
<td></td>
</tr>
<tr>
<td>NYU Protection Services</td>
<td>212-998-2222</td>
</tr>
<tr>
<td><strong>For the Deaf or Hard of Hearing</strong></td>
<td></td>
</tr>
<tr>
<td>New York City Poke TTY</td>
<td>911</td>
</tr>
<tr>
<td>New York State Relay Service (TOD to voice)</td>
<td>1-800-662-1220</td>
</tr>
<tr>
<td>New York State Relay Service (voice to TDD)</td>
<td>1-800-421-1220</td>
</tr>
<tr>
<td><strong>New York University Services</strong></td>
<td></td>
</tr>
<tr>
<td>Academic Computing Facility</td>
<td>212-998-3333</td>
</tr>
<tr>
<td>AIDS Advocacy (Moses Center for Students with Disabilities)</td>
<td>212-998-4980</td>
</tr>
<tr>
<td>AIDS Hotline</td>
<td>212-443-9999</td>
</tr>
<tr>
<td>Bias Issues (Human Relations Committee)</td>
<td>212-998-4956</td>
</tr>
<tr>
<td>Bobst Library Hours</td>
<td>212-998-2520</td>
</tr>
<tr>
<td><strong>Emergency Assistance (Due to emergency)</strong></td>
<td></td>
</tr>
<tr>
<td>Coles Sports Center Hours</td>
<td>212-998-2020</td>
</tr>
<tr>
<td>Commuter Student Services</td>
<td>212-998-4206</td>
</tr>
<tr>
<td><strong>Conflict Resolution (Mediation)</strong></td>
<td></td>
</tr>
<tr>
<td>Counseling Service</td>
<td>212-998-4780</td>
</tr>
<tr>
<td>Disabled Student Services</td>
<td>212-998-4980</td>
</tr>
<tr>
<td>Drug and Alcohol Education</td>
<td>212-443-1234</td>
</tr>
<tr>
<td><strong>Emergency Assistance (NYU Protection Services)</strong></td>
<td>212-998-2222</td>
</tr>
<tr>
<td>Financial Aid Office 25 West 4th Street, 1st Floor</td>
<td>212-998-4444</td>
</tr>
<tr>
<td>Fraternity and Sorority Life</td>
<td>212-998-4993</td>
</tr>
<tr>
<td>Health Services</td>
<td>212-443-1000</td>
</tr>
<tr>
<td>Health Insurance</td>
<td>212-443-1020</td>
</tr>
<tr>
<td>Housing</td>
<td>212-998-4600</td>
</tr>
<tr>
<td>Department/Service</td>
<td>Phone Number</td>
</tr>
<tr>
<td>--------------------------------------------------------</td>
<td>------------------</td>
</tr>
<tr>
<td>Emergency Information Center</td>
<td>212-998-4636</td>
</tr>
<tr>
<td>Shimkin Hall, 50 West 4th Street</td>
<td></td>
</tr>
<tr>
<td>Music Performance, Center for</td>
<td>212-998-5252</td>
</tr>
<tr>
<td>NightTalk (late-night helpline)</td>
<td>212-995-4753</td>
</tr>
<tr>
<td>NYU ID Card Center</td>
<td>212-443-CARD</td>
</tr>
<tr>
<td>7 East 12th Street, 1st Floor</td>
<td></td>
</tr>
<tr>
<td>Sexual Harassment/Assault (Office of Student Life)</td>
<td>212-998-4953</td>
</tr>
<tr>
<td>Student Activities</td>
<td>212-998-4700</td>
</tr>
<tr>
<td>Student Services</td>
<td>212-998-8130</td>
</tr>
<tr>
<td>25 West 4th Street, 1st Floor</td>
<td></td>
</tr>
<tr>
<td>Switchboard (Washington Square)</td>
<td>212-998-1212</td>
</tr>
<tr>
<td>TorchTone</td>
<td>212-995-4747</td>
</tr>
<tr>
<td>Undergraduate Admissions 22</td>
<td>212-998-4500</td>
</tr>
<tr>
<td>Washington Sq. North, 1st Floor</td>
<td></td>
</tr>
<tr>
<td>Wasserman Center for Career Development</td>
<td>212-998-4730</td>
</tr>
<tr>
<td>133 East 13th Street, 2nd Floor</td>
<td></td>
</tr>
<tr>
<td>Wellness Exchange</td>
<td>212-443-9999</td>
</tr>
</tbody>
</table>

**Student Resource Center**

<table>
<thead>
<tr>
<th>Department/Service</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency</td>
<td>911</td>
</tr>
<tr>
<td>Student Life</td>
<td>212-998-4959</td>
</tr>
<tr>
<td>Switchboard (Washington Square)</td>
<td>212-998-1212</td>
</tr>
<tr>
<td>Social Work/Registrar Help Line</td>
<td>212-998-4290</td>
</tr>
<tr>
<td>Wellness Exchange</td>
<td>212-443-9999</td>
</tr>
</tbody>
</table>

**Emergency Numbers**

<table>
<thead>
<tr>
<th>Information</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deaf or Hard of Hearing Emergency Assistance TTY</td>
<td>911</td>
</tr>
<tr>
<td>Poison Control Center</td>
<td>212-764-7667</td>
</tr>
<tr>
<td>Police-Fire-Ambulance</td>
<td>911</td>
</tr>
<tr>
<td>Police, 6th Precinct (West Village)</td>
<td>212-741-4811</td>
</tr>
<tr>
<td>Police, 9th Precinct (East Village)</td>
<td>212-477-7811</td>
</tr>
</tbody>
</table>

**24 Hour Hot Lines**

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>AIDS</td>
<td>1-800-541-2437</td>
</tr>
<tr>
<td>Anti-Gay/Anti-Lesbian Violence</td>
<td>212-714-1141</td>
</tr>
<tr>
<td>Child Abuse</td>
<td>1-800-342-3720</td>
</tr>
<tr>
<td>Emergency</td>
<td>911</td>
</tr>
<tr>
<td>-----------</td>
<td>-----</td>
</tr>
<tr>
<td>Cocaine</td>
<td>1-800-COCAIN</td>
</tr>
<tr>
<td>Crime Victims</td>
<td>212-577-7777</td>
</tr>
<tr>
<td>Domestic Violence</td>
<td>1-800-942-6906</td>
</tr>
<tr>
<td>Sex Crimes</td>
<td>212-267-7273</td>
</tr>
<tr>
<td>Substance Use</td>
<td>1-800-522-5353</td>
</tr>
<tr>
<td>Suicide</td>
<td>212-673-3000</td>
</tr>
</tbody>
</table>

### Other Helpful Services

<table>
<thead>
<tr>
<th>Service</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>AIDS Discrimination/Bias Hotline</td>
<td>212-662-2427</td>
</tr>
<tr>
<td>Disabled Passengers Hotline (City Buses and Subways)</td>
<td>718-596-8585</td>
</tr>
<tr>
<td>Family Planning</td>
<td>1-800-230-7526</td>
</tr>
<tr>
<td>Gay and Lesbian Switchboard</td>
<td>212-989-0999</td>
</tr>
<tr>
<td>Hate Crime Victims</td>
<td>212-662-2427</td>
</tr>
<tr>
<td>Human Rights</td>
<td>212-306-7500</td>
</tr>
<tr>
<td>Legal Aid Society</td>
<td>212-406-0750</td>
</tr>
</tbody>
</table>

### School of Social Work

<table>
<thead>
<tr>
<th>Department</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate Social Work Program Office</td>
<td>212-998-5966</td>
</tr>
<tr>
<td>1 Washington Square North 3rd Floor</td>
<td></td>
</tr>
<tr>
<td>Undergraduate Program Director (Dina Rosenfeld, DSW)</td>
<td>212-998-5944</td>
</tr>
<tr>
<td>1 Washington Square North Room 304</td>
<td></td>
</tr>
<tr>
<td>Undergraduate Program Assistant (Juan Iturralde)</td>
<td>212-998-5966</td>
</tr>
<tr>
<td>1 Washington Square North Room 312</td>
<td></td>
</tr>
<tr>
<td>Financial Aid Coordinator (Byron Cortes)</td>
<td>212-998-5909</td>
</tr>
<tr>
<td>1 Washington Square North 1st Floor</td>
<td></td>
</tr>
<tr>
<td>Student Affairs (Courtney O’Mealley)</td>
<td>212-998-9189</td>
</tr>
<tr>
<td>1 Washington Square North Room 212</td>
<td></td>
</tr>
</tbody>
</table>
For a complete listing of NYU telephone numbers, consult the NYU Telephone Directory 212-998-1212 or the electronic directory at http://www.nyu.edu/search.nyu. For operator directory assistance dial 212-998-1212.