MSW STUDENT MANUAL
2018-2019

NYU Silver School of Social Work  1 Washington Square North  New York, NY 10003
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SILVER SCHOOL OF SOCIAL WORK MISSION STATEMENT

The mission of the Silver School of Social Work at New York University is to educate professionals in a global perspective for social work practice with individuals, families, groups, and communities and to provide leadership in the development of knowledge relevant to social work practice in a complex urban environment.

The School seeks to fulfill its mission by building and transmitting knowledge that will help to alleviate human suffering, enhance the vitality and caring capacity of communities, and promote the ideals of a humane and just world.

The School is committed to the core social work values of: belief in the dignity and worth of all individuals; the centrality and power of caring human relationships; a commitment to social and economic justice that includes freedom from all forms of oppression and access to social goods; and a dedication to practicing with integrity and the highest level of competence. The School offers programs at the undergraduate, master’s, and doctorate level.

The Bachelor of Science in Social Work (BS) provides students with the knowledge, skills, and ethical standards necessary for beginning social work practice. The BS program is grounded in the liberal arts and emphasizes human rights, social justice and advocacy, which establishes the foundation graduates need to effectively address the social problems of today’s world.

The Master in Social Work (MSW) educates professionals for the pursuit of social justice with an emphasis on direct social work practice that aims to improve biopsychosocial functioning through helping relationships. Dedicated to excellence in integrating teaching and learning in both classroom and community contexts, the MSW Program prepares its graduates to apply critical thinking, research-based knowledge and practice wisdom to restore, maintain, and enhance the functioning and well-being of individuals, families and communities, and promote effective and equitable social policies and social services.

The Doctor of Philosophy in Clinical Social Work (PhD) prepares its graduates to be the intellectual leaders of the social work profession. Students in the PhD program learn to engage in practice-based research and the development of theories relevant to practice, to disseminate new knowledge through professional writing and speaking, and to educate future generations of social workers.

The Doctor of Social Welfare Program in Clinical Social Work (DSW) trains advanced clinical social work practitioner-scholars to assume leadership positions in clinical social work education and agency-based behavioral health practice settings. Through the promotion of practice-relevant scholarship, the program prepares graduates to develop new clinical social work knowledge and skills to advance social work practice and education benefiting client populations-at-risk.

The School is committed to the education of its students in collaboration with community partners and the advancement of the social work profession through the scholarly contributions of its faculty.
SECTION I: THE MSW PROGRAM CURRICULUM

The MSW curriculum consists of a generalist practice level and a specialized practice level. Both levels are organized according to five curriculum areas: Social Work Practice, Human Behavior in the Social Environment, Social Welfare Programs and Policies, Social Work Research, and Field Instruction. In addition, each curriculum area addresses social work values and ethics, diversity, social and economic justice, and populations at risk. Students must complete the generalist practice content of the MSW Program, including Field Instruction, before continuing on to the specialized practice content.

Generalist Practice

The generalist practice curriculum emphasizes the importance of working across a range of systems that includes individuals, couples, families, groups, agencies, and communities. There is particular emphasis on knowledge of and identification with the social work profession, social work values and ethics, self-awareness, and building a foundation for the development of culturally competent practice with diverse and at-risk populations. At this level the curriculum maintains a focus on the interaction between systems (person-in-environment perspective) and emphasizes a strengths perspective as well as specific theories such as systems theory and empowerment theory. Students learn about and are expected to demonstrate the ability to carry out a range of social work roles, including but not limited to, case manager, advocate, mediator, and counselor.

As part of the generalist practice curriculum students undertake an integrated set of final assignments which focuses on demonstrating competencies in engagement, assessment, and practice with individuals, families, and communities, including a policy/service organization assessment and improvement project. These assignments are designed to facilitate the integration of a generalist social work perspective with an improvement project conducted at the Field placement site.

The generalist practice curriculum consists of the following courses:

- Social Work Practice/Field Instruction I
- Social Work Practice /Field Instruction II
- Human Behavior in the Social Environment I
- Human Behavior in the Social Environment II
- Diversity, Racism, Oppression and Privilege
- Social Welfare Programs and Policies I
- Social Work Research I
- Practice with Groups
Specialized Practice
The specialized practice curriculum is designed to deepen knowledge and skills and add breadth, depth, and specificity to content learned at the generalist practice level. Students are expected to deepen and extend their assessment, intervention, and evaluation skills with diverse and at-risk populations, demonstrating a critical understanding of the major theories that inform practice with individuals, families, and larger systems. Students are also expected to demonstrate understanding of the biopsychosocial and cultural factors underlying the concepts of mental health and illness. The links between practice and research and practice and policy are integrated throughout the curriculum, as is the attention to social and economic justice and the importance of practicing competently with diverse and at-risk populations.

Socialization to the profession also continues at the specialized practice level. Students are expected to consolidate their identification as a professional social worker, recognize and manage personal values in a way that allows professional values to guide practice, implement strategies for applying ethical principles to decision-making processes in practice, practice self-awareness and respect for its importance to the therapeutic process, and demonstrate reflection, independence, and accountability for professional behavior, practice, and lifelong learning.

The specialized practice curriculum consists of the following courses:

- Social Work Practice III
- Social Work Practice IV
- Field Instruction III
- Field Instruction IV
- Human Behavior in the Social Environment III
- Advanced Social Policy
- Social Work Research II
- Electives (3): a maximum of three 1-credit electives can be taken in place of one 3-credit elective.

Note that Field Instruction must be taken concurrently with the associated Practice course (e.g., Field III and Practice III).

Pathways to the MSW Degree

Two Year
The traditional path to the MSW degree, this is the option that attracts the greatest number of students. The period of study is four semesters: fall-spring-fall-spring, including 1,200 hours of Field. Study during the summer is not required. Students spend two semesters in each of two different agencies, which are selected from among the more than 500 social service agencies throughout the metropolitan area that are affiliated with the School.

16 Month Accelerated
An accelerated route to the MSW degree, the 16 Month option is identical to the Two Year pathway in the sequence of courses. Students begin study in the spring semester and complete the
program in four consecutive semesters, including an intensive summer term. The period of study is spring-summer-fall-spring, with two 600-hour Field placements.

Advanced Standing

This accelerated route to the MSW degree is available to graduates within the past 5 years of a CSWE accredited undergraduate social work program. Study is nearly, but not exactly, identical to the specialized practice level (2nd year) of the Two Year pathway. The period of study is two semesters: fall-spring, including 600 hours of Field learning at one Field placement.

Extended One-Year Residency (OYR)

For employed social workers, this option combines 37 credits of part-time study (fewer than 10 credits per semester) with two semesters of full-time study (minimum of 10 credits per semester), including one Field placement of 900 hours. An employment-based Field learning option is available to students employed in agencies that provide an appropriate educational experience as determined by the Field learning and Community Partnerships Office. The period of study ranges from 3 to 4 years.

Extended

This flexible option enables students to complete an individualized study plan arranged with their academic advisor. Two semesters of full-time study (minimum of 12 credits per semester), is required. The period of study ranges from 3 to 4 years, with two 600-hour Field placements. Most students in this program take advantage of the option for study during the summer term.

32 Month

Designed for those who work full time, this option allows students to earn an MSW degree over a 32-month period through evening, weekend, and summer study. This pathway is open only to new first-year MSW students. Students in each entering cohort take their first year of courses together. They also participate in a Practice Lab during the first 2 semesters that prepares them for the Field placement, which begins in the third semester. Courses and field placements are scheduled during evenings and weekends, leading to the MSW degree in 32 months. The period of study for this option is 8 semesters including summer, with 1,100 hours of Field learning.

International

International students (students who are not US citizens or permanent residents) admitted to the Two Year Program will follow the International Student Program Curriculum. Students take the course *Introduction to Social Work Education and Practice in the United States* during their first (fall) semester, and they delay Social Work Practice I and Field Instruction I until the second (spring) semester. Practice II and Field Instruction II are taken during the summer semester that follows. Enrollment during the first summer semester is required, during which time students must complete all Field Instruction hours and responsibilities.
Study Away Options
MSW Program in Shanghai and New York

Full-Time Pathway
NYU Silver’s MSW program at Shanghai and New York provides the opportunity to experience an innovative global MSW education. Extended immersion in Shanghai and New York allows students to critically reflect on cultural, social, and economic similarities and differences between these two environments, and it enhances their learning about and capacity for culturally appropriate practice. The program consists of a generalist practice curriculum in Shanghai followed by a specialized practice curriculum in clinical social work in New York City. Students spend two semesters in a field instruction agency in each of the program’s two years, for a total of 1200 hours of field learning experience.

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<tr>
<th>First Year in Shanghai</th>
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<tbody>
<tr>
<td><strong>Fall (SEM 1)</strong></td>
<td>Credits</td>
<td></td>
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<tr>
<td>Social Work Practice I</td>
<td>4</td>
<td></td>
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<tr>
<td>Social Welfare Programs and Policies I</td>
<td>3</td>
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<tr>
<td>Human Behavior in the Social Environment I</td>
<td>3</td>
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<tr>
<td>Professional Writing Seminar or Chinese*</td>
<td>2*</td>
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<tr>
<td>Field Instruction I</td>
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<td></td>
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<tr>
<td><strong>Spring (SEM 2)</strong></td>
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<tr>
<td>Social Work Practice II</td>
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<tr>
<td>Human Behavior in the Social Practice with Groups</td>
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<tr>
<td>Social Work Research I</td>
<td>3</td>
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<tr>
<td>Field Instruction II</td>
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<tr>
<th>Second Year in New York</th>
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<tr>
<td><strong>Fall (SEM 3)</strong></td>
<td>Credits</td>
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<tr>
<td>Social Work Practice III</td>
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<tr>
<td>Human Behavior in the Social Environment III</td>
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<td></td>
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<tr>
<td>Diversity, Racism, Oppression, and Privilege</td>
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</tr>
<tr>
<td>Social Work Research II</td>
<td>3</td>
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<tr>
<td>Field Instruction III</td>
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<tr>
<td><strong>January (SEM 4)</strong></td>
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<td>Elective</td>
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<td>Elective</td>
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<td><strong>Spring (SEM 5)</strong></td>
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<tr>
<td>Social Work Practice IV</td>
<td>3</td>
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<tr>
<td>Advanced Social Policy</td>
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<tr>
<td>Elective</td>
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<tr>
<td>Elective</td>
<td>1</td>
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<tr>
<td>Field Instruction IV</td>
<td>4</td>
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</table>
*Note: Students may choose to take Professional Writing Seminar or Chinese during the first semester in Shanghai. Students choosing not to take either elective must take two 1-credit electives during the January term in New York or any other time during that year.

**Extended Pathway**

This option is designed to meet the needs of working professionals, consisting of part-time study during the Shanghai portion of the program and full-time study during the New York portion of the program. The extended pathway is available to Chinese nationals (including residents from Hong Kong, Macau and Taiwan), and to non-Chinese nationals who have an appropriate visa for part-time study in China.

<table>
<thead>
<tr>
<th>Two Years in Shanghai</th>
<th>Credits</th>
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<tbody>
<tr>
<td><strong>Fall (SEM 1)</strong></td>
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<tr>
<td>Social Welfare Programs and Policies I</td>
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<tr>
<td>Human Behavior in the Social Environment I</td>
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<td>Professional Writing Seminar or Chinese*</td>
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<td><strong>Spring (SEM 2)</strong></td>
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<tr>
<td>Human Behavior in the Social Environment II</td>
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<td>Social Work Research I</td>
<td>3</td>
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<tr>
<td>Practice with Groups</td>
<td>3</td>
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<tr>
<td><strong>Fall (SEM 3)</strong></td>
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<tr>
<td>Social Work Practice I</td>
<td>4</td>
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<tr>
<td>Field Instruction I</td>
<td>4</td>
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<tr>
<td><strong>Spring (SEM 4)</strong></td>
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<tr>
<td>Social Work Practice II</td>
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<tr>
<td>Field Instruction II</td>
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<thead>
<tr>
<th>Third Year in New York</th>
<th>Credits</th>
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<tr>
<td><strong>Fall (SEM 5)</strong></td>
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<tr>
<td>Social Work Practice III</td>
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</tr>
<tr>
<td>Human Behavior in the Social Environment III</td>
<td>3</td>
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<tr>
<td>Diversity, Racism, Oppression, and Privilege</td>
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<tr>
<td>Social Work Research II</td>
<td>3</td>
</tr>
<tr>
<td>Field Instruction III</td>
<td>4</td>
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<tr>
<td><strong>January (SEM 4)</strong></td>
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<tr>
<td>Elective</td>
<td>1*</td>
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<tr>
<td>Elective</td>
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<tr>
<td><strong>Spring (SEM 5)</strong></td>
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<tr>
<td>Social Work Practice IV</td>
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<tr>
<td>Advanced Social Policy</td>
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<tr>
<td>Elective</td>
<td>3</td>
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<tr>
<td>Elective</td>
<td>1</td>
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<tr>
<td>Field Instruction IV</td>
<td>4</td>
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</tbody>
</table>
*Note: Students may choose to take Professional Writing Seminar or Chinese during the first semester in Shanghai. Students choosing not to take either elective must take two 1-credit electives during the January term in New York or any other time during that year.

**Short-Term Study Away Options**

Students at Silver have several opportunities to participate in short-term elective global learning courses in which they are able to experience social work as a global profession. These courses are coordinated by Silver’s Office of Global and Lifelong Learning and taught by Silver faculty primarily during the summer, spring break week, or January intersession. There are additional travel and program costs for these courses, and students must complete an application in order to enroll. Short-term study away courses have been offered in Argentina, Dominican Republic, France, Germany, Ghana, Israel, and Mexico.

**Dual-Degree Programs**

**MSW/MA in Child Development**

The School has joined with Sarah Lawrence College to offer a dual degree in Social Work and Child Development. Students in this program can pursue study leading to an MSW degree and a master's degree in Child Development. Admission to both programs is required. By taking courses that are acceptable for transfer credit in each of the schools involved, and through careful course planning, the dual degree student can complete both degrees full-time in three years. The program can also be completed on a part-time basis.

All classes in Child Development are held at Sarah Lawrence College in Bronxville, New York. Students must begin this program at Sarah Lawrence College, completing one year of course work in developmental theory and an observational fieldwork placement. Social work classes begin after the completion of this first year and can be taken at any campus.

**MSW/MA in Health Advocacy (on hiatus for the 2018-2019 and 2019-2020 academic years)**

The School has joined with Sarah Lawrence College to offer a dual degree in Social Work and Health Advocacy. Students in this program can pursue study leading to an MSW and an MA in Health Advocacy.

Students must begin this program at Sarah Lawrence College with one year of course work in health advocacy. Social work classes begin after this first year; a final year includes courses in both fields.

Admission to both programs is required. All classes in health advocacy are held at Sarah Lawrence College in Bronxville, New York. MSW classes can be taken at the Washington Square, Rockland, or Westchester campuses.

**MSW/JD**

The School and the NYU School of Law offer a program in which students may simultaneously pursue study leading to an MSW degree and a Juris Doctor (JD) degree. By taking courses that are acceptable for transfer credit in both of the schools involved and through careful course planning, the dual degree student can complete both degrees within a four-year period.
Admission to both programs is required, and neither degree will be conferred until the requirements for both degrees are fulfilled.

**MSW/Executive MPA**

The School and the NYU Robert F. Wagner Graduate School of Public Service offer a program in which a student may simultaneously pursue study leading to an MSW degree and an Executive Master of Public Administration (MPA) degree. By taking courses that are acceptable for transfer credit in both of the schools and through careful course planning, the dual degree student can complete both degrees in two years, including two summers.

Students have flexibility to take courses in either the Public and Nonprofit Management and Policy or Health Policy and Management programs at Wagner. Neither degree will be conferred until the requirements for both degrees are fulfilled.

**MSW/MPH**

This interdisciplinary, three-year program with the NYU College of Global Public Health is for students who seek to combine social work and public health with a global focus. At completion of the program, students will have earned an MSW degree and a Master of Public Health (MPH) degree. Courses are taught by faculty from relevant programs across five schools at NYU, including the Silver School of Social Work; Robert F. Wagner Graduate School of Public Service; School of Medicine; College of Dentistry, and Steinhardt School of Culture, Education and Human Development.

Students in the MSW/MPH dual degree program enroll as full-time students taking courses within each program concurrently. Neither degree will be conferred until the requirements for both degrees are fulfilled.

**Non-Matriculated Program**

This is an exploratory option for people who have not been admitted to the MSW degree program. A maximum of 12 credits (or 4 courses) may be taken without making a commitment to a degree program. No more than 2 courses may be taken per semester. Students later admitted to the MSW program may receive credit for these courses if they earn a grade of B or higher. Non-Matriculated students can take the following courses:

- Social Welfare Programs and Policies I
- Diversity, Racism, Oppression and Privilege
- Human Behavior in the Social Environment I
- Human Behavior in the Social Environment II
- Social Work Research I
ACADEMIC GUIDELINES

Academic Advisors
All students are assigned an academic advisor generally by program pathway or campus, as indicated below.

<table>
<thead>
<tr>
<th>Washington Square</th>
<th></th>
<th>Two Year, 16 Month, Probationary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Takako Kono</td>
<td><a href="mailto:takako.kono@nyu.edu">takako.kono@nyu.edu</a></td>
<td></td>
</tr>
<tr>
<td>Susan Egert</td>
<td><a href="mailto:susan_egert@nyu.edu">susan_egert@nyu.edu</a></td>
<td>Extended, OYR</td>
</tr>
<tr>
<td>Elizabeth Chon</td>
<td><a href="mailto:elizabeth.chon@nyu.edu">elizabeth.chon@nyu.edu</a></td>
<td>Advanced Standing, International, 32 Month, Dual-Degree, Non-Matriculated</td>
</tr>
<tr>
<td>Rockland</td>
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<tr>
<td>Dr. Aminda Chomanczuk</td>
<td><a href="mailto:aminda.chomanczuk@nyu.edu">aminda.chomanczuk@nyu.edu</a></td>
<td>All Rockland Students</td>
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<tr>
<td>Westchester</td>
<td></td>
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<tr>
<td>Dr. Susan Gerbino</td>
<td><a href="mailto:susan.gerbino@nyu.edu">susan.gerbino@nyu.edu</a></td>
<td>All Westchester Students</td>
</tr>
<tr>
<td>Shanghai</td>
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</tr>
<tr>
<td>Dr. Minchao Jin</td>
<td><a href="mailto:minchao.jin@nyu.edu">minchao.jin@nyu.edu</a></td>
<td>All Shanghai students</td>
</tr>
</tbody>
</table>

In most cases, academic advisement is not mandated, but students are strongly encouraged to meet with their academic advisor to discuss academic plans, course sequencing, credit loads, leaves of absence, program changes, cross-school registration, and referrals to university resources, or other issues as needed.

International Student Advisement
International students should also consult with the Office of Global Services (OGS), which provides comprehensive support, advisory services, and programs for international students and their dependents. Because immigration laws and regulations may change, it is important to consult OGS for the latest information.

Probation Advisement
Academic advisement is especially important when a student is admitted or placed on academic probation. Therefore, any student on probation is encouraged to contact the Associate Director of the MSW Program for resources and guidance. Students must meet the following criteria in order to come off probation and return to good academic standing:

- A 3.0 cumulative grade point average
- No F (failing) grades
• No W (withdrawal) grades
• No I (incomplete) grades.

At the end of the probationary period, the student will be either removed from probation or academically dismissed. The student will be made aware of this outcome in a probation outcome memo.

Degree Requirements
The MSW Program requires successful completion of the 65 credit curriculum, which includes Field Instruction. To qualify for the MSW degree, students must have a grade point average of at least 3.0 (corresponding to a B average).

Students have a total of 5 years from the point of matriculation to complete all degree requirements. Each student has the responsibility to ensure that they meet the degree requirements. Students cannot enroll in additional courses after completion of the 65 credit curriculum.

Requirements for Good Standing in the MSW Program
Students enrolled in the MSW Program are expected to maintain good academic standing, which includes the following criteria:
• A 3.0 grade point average
• No F (failing) grades. Note that regardless of the grade point average students earning an “F” grade will be placed on probation. Students who receive an “F” grade for a required course must repeat the course at their own expense.

Additional requirements include the following:
• Students are responsible for the removal of Bursar, Health Services, and/or final official transcript blocks, which prevent students from registering.
• Registration for appropriate classes in the proper sequence (see NYU Silver website for Curriculum Guide in Appendix B).
• Students must complete all Generalist Practice level courses, including Field Instruction prior to enrolling in Specialized Practice level courses.

Waiving Required Courses
Students may transfer up to 12 credits of coursework completed at a CSWE-accredited graduate social work program or an accredited related graduate program. These courses must have been taken within the past five years and completed with a grade of ‘B’ or higher. Field Instruction and Practice courses cannot be transferred, and course content must be equivalent to the Silver School curriculum. In order to apply for transfer credits, students must submit the official transcript and course syllabus to the Admissions Office six weeks before the semester begins.

Students can apply for Advance Credit if they have completed comparable graduate coursework in a similar social science discipline or CSWE-accredited social work program, and the course taken elsewhere was not used toward receipt of another degree. Advance credit allows students to receive course credit toward the MSW degree at Silver for the course taken elsewhere.
Students can apply for Waiver Credit if they have completed comparable graduate coursework in a similar social science discipline or CSWE-accredited social work program, and the course taken elsewhere was used toward receipt of another degree. Waiver credit allows students to take an approved elective course at Silver instead of the required course for which the credit was granted, but no credit toward the MSW degree is given for the waived course. See Appendix K on NYU Silver website for more information and instructions.

**Taking Diversity, Racism, Oppression, and Privilege as an Elective**

Advanced Standing students have the option of enrolling in DROP as one of their electives. In order to do so they must contact their Academic Advisor before the registration period begins, who will make sure the Registrar is notified about this change in the student’s degree program. Failure to contact the Academic Advisor could result in difficulties with graduation.

**Technology-Enhanced Courses**

Students have the option of taking technology-enhanced courses. The MSW program offers three types: online, blended, and hybrid. *Online* refers to a fully online course with no in-person meetings; *blended* refers to a course that has both online and in-person components; *hybrid* refers to an online or blended course that has both synchronous and asynchronous components. Starting in spring 2018, technology-enhanced courses will be given the section number 001 and will be listed first in Albert course listings. Albert will show specific coding for these courses (OB for blended; OL for online), and explanatory notes may be shown as well.

**Cross-School Registration**

Students who wish to take elective courses at other schools within New York University and apply those credits toward their MSW degree must receive prior approval from their academic advisor by submitting a course description and syllabus. Upon receiving advisor approval, the student is responsible for contacting the appropriate offices at the other school to secure permission to register and complete the registration process. Finally, the student must complete the Cross-School Registration Form (see Appendix H on NYU Silver website). Note that the completion of this form does not constitute registration for the desired course.

Students who have already taken two non-social work electives must take their remaining elective(s) at the School. Language courses are not eligible for cross-school registration.

**Auditing a Course**

Students can audit one elective course during their time in the MSW program. Students who wish to audit an elective must submit their request to their Academic Advisor no earlier than one week before the course begins. Auditing will be allowed only for courses that are not fully enrolled; auditing will not be allowed for any course with a waitlist. Students who are approved to audit an elective will be added to the course's NYU Classes site, and the instructor will be notified. Students who audit a course are expected to attend each class session and participate actively, but they are not expected to do any course assignments other than reading. There are no tuition costs associated with auditing a course, and no course credit will be given.

**Independent Study Options**

An independent study allows students to design and carry out a learning project that covers material that is not available in an existing course. Students are allowed to substitute an independent study for one elective, either a 3-credit elective or a 1-credit elective. More than one
independent study will not be allowed. Independent study must be supervised by a member of the Silver School of Social Work full-time faculty.

There are two independent study options: a traditional independent study, and a research independent study. A traditional independent study typically focuses on theoretical or applied material of strong interest to the student that is not covered in an existing course, or it is not covered in sufficient depth. A research independent study provides an opportunity to gain meaningful research experience by working with a faculty member engaged in an existing program of research.

For either type of independent study, the application process should begin well before the semester for which it is being planned. The first step for students who are interested in applying for an independent study is to discuss it with their academic adviser in order to make sure that doing an independent study fits within their degree plan. In order to apply for a traditional independent study, the second step is for students to meet with the Director of the MSW Program in order to discuss and, if needed, refine the proposed learning project. The Director can also help students to identify potential faculty sponsors for the independent study. Students must then find a faculty member to serve as the sponsor. Supervising an independent study is a voluntary activity for faculty, and the School does not guarantee that a sponsor will be available.

In order to apply for a research independent study, the second step is for students to submit an application to the Associate Dean for Research, who will provide a list of faculty who might be able to provide a meaningful research experience. As with the traditional independent study, students are responsible for finding a faculty sponsor, and the School cannot guarantee that one will be available.

Upon agreeing to supervise either a traditional or research independent study, the faculty sponsor should work with the student to develop a mutually agreeable learning contract. Students must then complete the MSW Independent Study Form, which both the student and sponsoring faculty member have to sign. The form may be obtained from the Silver School’s website: http://socialwork.nyu.edu/content/dam/sssww/students/pdf/registrationindependentproposal.pdf. The form must be submitted to the Office of Enrollment Services, which will register the student for the independent study. At the end of the semester, the sponsoring faculty member is responsible for submitting a final grade for the independent study.

**Expectations for Attendance**

Students are required to attend all classes and to notify the instructor if they will be absent. It is the student's responsibility to make up for missed material. To make up for missed classes, students may be required to do additional work at the discretion of the instructor.

**Class Absences (Waitlist)**

Students who join a class in the second or third week due to being waitlisted will not have the class sessions count as absences. However, the student must make up the work missed and in some cases, upon professor discretion, may need to complete an additional assignment.

**Late Assignments**

Students are expected to complete all course assignments on time. Instructors of each course may inform students of specific guidelines regarding the consequences of handing in assignments late.
Incomplete Grades

Students who are unable to complete all of the assignments for a course by the time the course ends can request an I (incomplete) grade from the instructor by submitting an Incomplete Grade Form (see Appendix J on NYU Silver website), which is available on the Silver School’s website: http://socialwork.nyu.edu/content/dam/sssw/students/pdf/registrationincompleteform.pdf

Note that instructors are not obligated to grant a request for an I grade. If the instructor does agree to it, students must prepare three copies of the form:

1. one copy for their own records;
2. one copy to give to their instructor; and
3. one copy for their academic advisor (MSW Program Office for Washington Square, Campus Coordinator for other campuses).

If the instructor grants the request, the student will receive a grade of “I.” If the student does not submit a request for an I grade or if the instructor denies the request, the student will receive a grade of “F.”

It is the obligation of the student who has received an I grade to complete all late assignments by the deadline that is agreed upon with the instructor. The recommended time for completion is no more than 6 weeks from the original due date of the assignment.

Once the assignments have been completed and graded, the instructor will issue a change of grade for the course. The recommended time for instructors to submit grade changes is within 4 weeks of receipt of the late assignment. Grades will convert to F in cases when students fail to submit the assignment by the agreed-upon deadline.

Students with any outstanding I grades (not resolved by the end of the next semester) will be blocked from registering for the following semester. Students with an academic block are responsible for contacting the Associate Director of the MSW Program. At that point, the student’s educational plan will be assessed and registration approval for the next term may be granted on a case-by-case basis.

Guidelines for Grading Papers

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 members have discretion within the scheme of attributes presented to weigh factors differentially as they see fit. However, it is intended that each instructor has a clear contract with his/her class which would include the following components:

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

Guidelines for Course Grading

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.
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.
Non-matriculating students who receive an “F” grade are not eligible for future registration.
I (Incomplete)

- Grade given for incomplete course work due by a date the student and instructor agree upon (see Policy on Late Assignments and Incomplete Grades below).

N (No Grade)

- No grade or credit given because the student never attended the course.

NR (No Record)

- Grades not entered by the course instructor within 60 days from the grade due deadline will lapse to NR. NR grades can be later changed by class instructors using the standard grade change process. Courses with NR grades do not count toward earned credit and do not factor into the GPA, but do count as credits attempted and do impact academic progress evaluations used for financial aid eligibility. Students may not graduate with NR grades on their record without a formal documented exception approved by the Academic Dean.

*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**

Student who wish to appeal a grade must first contact their instructor. If no agreement is reached with the instructor, students may then contact the Chair of the curriculum area for consultation. The Chair may consult with the instructor concerning the grade. The final decision on the grade appeal will be made by the instructor.

<table>
<thead>
<tr>
<th>Department</th>
<th>Name of Chair</th>
<th>Office</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Field Learning</td>
<td>Dr. Peggy Morton</td>
<td>109</td>
<td>(212) 998-5916</td>
</tr>
<tr>
<td>Human Behavior in the Social Environment</td>
<td>Dr. Lala Straussner</td>
<td>408</td>
<td>(212) 998-5947</td>
</tr>
<tr>
<td>Practice</td>
<td>Dr. Diane Mirabito</td>
<td>G01B</td>
<td>(212) 992-9732</td>
</tr>
<tr>
<td>Social Work Research</td>
<td>Dr. Michelle Munson</td>
<td>203</td>
<td>(212) 992-9731</td>
</tr>
<tr>
<td>Social Welfare Programs and Policies</td>
<td>Dr. Victoria Stanhope</td>
<td>403</td>
<td>(212) 998-5942</td>
</tr>
<tr>
<td>Electives</td>
<td>Dr. James Martin</td>
<td>211</td>
<td>(212) 998-9095</td>
</tr>
</tbody>
</table>
Policy on Repetition of Courses

- Students must repeat a required course for which they receive a grade of “F” in order to receive credit for that course.
- Students can repeat any elective course for 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 are not allowed to repeat courses for which they receive a grade of “C” or better.
- Any international student who earns a grade of F in Social Work Practice I, II, III, or IV will be dismissed from the MSW Program.

Student Course Evaluations

At the end of each semester, students are emailed with links to electronic evaluations for each of the previous semester’s courses, including Field Instruction. These course evaluations are extremely important for the shaping and restructuring of courses and the professional development of instructors. Because of the invaluable nature of student feedback, the School strongly encourages students to complete these evaluations. Note that participation is anonymous, meaning students’ identities not collected. Instructors do not receive evaluation results until after final grades are submitted.

Students can review course evaluations from previous semesters at the Online Course Evaluation website: www.onlinecourseevaluations.com/nyusocial

Withdrawals and Refunds from Courses

Students can withdraw from any course, with full refund and without a W (withdrawal) grade on record, during the add/drop registration period at the beginning of each semester.

Following this period, students can withdraw from a course until the 9th week of classes during the fall and spring semesters but will be held responsible for related tuition and fees according to the Bursar’s Refund Schedule. For the summer semester, the 9th week equivalent is used. A W (withdrawal) grade will be recorded if the withdrawal occurs after the add/drop registration deadline but before the 9th week or 9th week equivalent. After that deadline, students must receive a grade for the course, which could be F or another letter grade, including N if they failed to attend any part of the course.

Students who are considering withdrawal from a course after the add/drop registration deadline should discuss this decision with the course instructor. The next step is to contact the academic advisor to facilitate the withdrawal process. Students should speak to the Silver School’s Financial Aid office as well as NYU’s Financial Aid office to discuss how a W grade can impact loans, scholarships, and financial aid eligibility. Students who withdraw from a course cannot audit the same course at a later time; if it is a required course it must be taken at another time at the student's own expense.

Withdrawals and Refunds for One-Credit Electives

Students who wish to withdraw from a one-credit elective can do so, with full refund, until 9:00 am on the day following the first class session. Students who withdraw by the deadline will receive a W (withdrawal) on their transcript to indicate withdrawal. Students should speak to the Silver School’s Financial Aid office as well as NYU’s Financial Aid office to discuss how a W
grade can impact loans, scholarships, and financial aid eligibility. After this deadline students must receive a grade for the course, which can be P or F, or N if they failed to attend any part of the course. Following the deadline no refunds will be allowed.

**Guidelines for Student Leaves of Absence and Term Withdrawals**

NYU has recently adopted new rules regarding leaves of absence. A leave of absence can be taken until the end of the add/drop registration period. Students approved to take a leave will be withdrawn from all courses, and no W (withdrawal) grades will appear on their transcript. However, students will be held responsible for related tuition and fees according to the Bursar’s Refund Schedule.

Students are no longer allowed to request a leave of absence after the end of the add/drop period; they can instead request a term withdrawal up until the 9th week of classes. A term withdrawal allows students to drop their current semester courses, but in this case they will receive W (withdrawal) grades on their transcript. They will be held responsible for related tuition and fees according to the Bursar’s Refund Schedule. Students cannot take a leave of absence or term withdrawal after the 9th week of classes; they must receive a grade for all current semester courses.

The minimum length for a leave of absence or term withdrawal is one semester and, with the exception of military leaves, the maximum length is one academic year. Students interested in a leave of absence or term withdrawal should speak to their academic advisor and, if they are receiving financial aid, the Financial Aid Office.

For medical leaves of absence and term withdrawals, the following conditions apply.

**Voluntary vs. Involuntary Leaves of Absence**

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 Leave of Absence**

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. The psychological medical leave option requires approval from the NYU Wellness Center.

To return from a psychological medical leave of absence, students must fulfill certain conditions: (a) sufficient time away from the School; (b) a course of treatment the entire time away from the School; (c) a Certificate of Readiness to Return Form sent from the outside therapist to the NYU Wellness Center; and (d) an evaluation with the NYU Wellness Center.

Students who plan to return must notify the University at least 2 months prior to the start of classes. The limit for consecutive leaves of absence is one academic year. If students need to extend their leave, they must formally request an extension by repeating the original request procedure.

**Physical Medical Leave of Absence**
An illness may prevent students from participating in class. Depending on when students become ill and how quickly they recover, they may not be able to make up missed work; in this case, a physical medical leave of absence is recommended. The physical medical leave option requires approval from the NYU Student Health Center.

To return from physical medical leave of absence, students must notify the University at least 2 months prior to the start of classes. The limit for consecutive leaves of absence is one academic year. If students need to extend their leave, they must formally request an extension by repeating the original request procedure. Students must complete an evaluation with the NYU Student Health Center before they can re-matriculate.

For non-medical leaves of absence and term withdrawals, the following conditions apply.

**Non-Medical Leave of Absence or Maintenance of Matriculation**
Students may be experiencing personal, family, or financial problems and may not be able to function at the School as a result. Depending on the nature of these issues, students may request a non-medical leave of absence OR Maintenance of Matriculation (MoM). Students must follow the procedure for a non-medical leave of absence or MoM for each semester of absence. Students are responsible for paying the MoM fee, which is determined by the NYU Office of the Bursar.

To return from a non-medical leave of absence or MoM, students must notify the University at least 2 months prior to the start of classes. The limit for consecutive leaves of absence is one academic year. If students need to extend their leave, they must formally request an extension by repeating the original request procedure.

**Full Withdrawals from the MSW Program**
Students who are considering a full withdrawal from the MSW program should contact the Associate Director of the MSW Program to arrange an exit interview. Students will be required to turn in their University ID Card at the time of the exit interview. Following the interview, students should submit an online withdrawal form via Albert. Once this form is processed, the student will be terminated from NYU and must reapply for admission to the MSW Program.

Students will be held responsible for related tuition and fees according to the Bursar’s Refund Schedule. Students must contact and notify the Financial Aid Office if they have been receiving financial aid, and they should consult the Refund Schedule for Complete Withdrawals. Students may also contact the Office of Enrollment Services and any applicable University offices to obtain information with respect to grades, classes, and refunds policies.

**Readmission to MSW Program**
Students who wish to return to the MSW program after withdrawing will be required to submit a new application for admission. At minimum the School reserves the right to require a full application to any academic program after an absence of one year or longer for any reason. Readmission to all academic programs is reviewed on a case-by-case basis.

**Reapplication**
Some applicants may wish to reapply if they are not admitted to the MSW Program. The School strongly recommends waiting a minimum of one academic year before initiating a new application.