

# Master of Social Work Program Manual

*for Students Entering Autumn 2022 through Summer 2023*

Revised September 2022

***Please Keep This Manual for Your Records***

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# Welcome Letter from the Dean

Welcome to the Master in Social Work (MSW) program at the University of Washington Tacoma. I am proud of our innovative and unique multidisciplinary school that is committed to pillars of academic excellence through research, instruction, and community engagement. Paramount is student success. You will find a community of diverse scholars and leaders who are deeply committed to your personal, intellectual, and professional growth.

The School of Social Work and Criminal Justice affirms social, racial, political, and economic justice and promotes equity and inclusion values. Through our three degree programs, we prepare students to empower individuals and communities to dismantle oppressive system policies and practices and address critical social problems to create a more just and equitable society.

The Master in Social Work (MSW) degree recognizes the importance of synergy between knowledge acquisition and action to develop student competencies in preparation for advanced practice. Our MSW curriculum provides generative and tailored learning for students to develop deep expertise in their interests and passions. Students assume advocacy and leadership opportunities in an array of cross-disciplinary public and private sectors and may choose specialized learning in pursuit of school social work, behavioral health, and child welfare careers.

Our society remains at a critical juncture that requires a steadfast commitment to social change and justice. We strongly believe our mission, integration of criminal justice and social work critical thought and values, and collective potential will foster a meaningful and sustained impact on our communities. We look forward to you joining us and advancing our mission, priorities, and values.

Keva M. Miller, Ph.D., LCSW  
Dean and Professor

# Introduction

*The Master of Social Work program at the School of Social Work and Criminal Justice at UW Tacoma are accredited by the [Council on Social Work Education](#) as a program option under the auspices of the [University of Washington School of Social Work](#) in Seattle.*

## Mission and Goals of the UW School of Social Work

As members of the University of Washington School of Social Work, we commit ourselves to promoting social and economic justice for poor and oppressed populations and enhancing the quality of life for all. We strive to maximize human welfare through:

- Education of effective social work leaders, practitioners and educators who will challenge injustice and promote a more humane society, and whose actions will be guided by vision, compassion, knowledge and disciplined discovery, and deep respect for cultural diversity and human strengths;
- Research that engenders understanding of complex social problems; illuminates human capacities for problem-solving, and promotes effective and timely social intervention; and
- Public service that enhances the health, well-being, and empowerment of disadvantaged communities and populations at local, national, and international levels.

We embrace our position of leadership in the field of social work and join in partnership with others in society committed to solving human problems in the twenty-first century.

## Mission and Statement of Purpose of the UW MSW Program

The MSW Program at the University of Washington School of Social Work is dedicated to preparing professional social workers through rigorous, community-engaged, critically reflexive research, teaching, and learning. The program is grounded in our commitment to racial, economic, gender, and social justice informed by and for those at the social margins of our local, national, and global communities.

## Program Goals of the UW Tacoma MSW Program

We prepare social workers who:

1. Are prepared to take on social service roles requiring specialized skills and leadership responsibility with cultural humility and cultural responsiveness.
2. Actively engage in personal and institutional social justice and antiracism work.
3. Contribute to the development of knowledge in the field by participating in community-engaged and community-informed evaluation and research inclusive of Indigenous, collaborative, and culturally respectful approaches.
4. Actively engage in personal and institutional social justice and antiracism work.
5. Take on leadership roles and critically engage in the design and implementation of programs that effect change on all levels with anti-oppressive and anti-racist frameworks.
6. Work to foster holistic well-being among individuals, families, communities, and colleagues
7. Engage in critical self-reflection, and practice according to our profession's ethical code and values.
8. Adapt, shift, and lead amidst constantly evolving local and global change.
9. Are committed to serving our communities and profession as evidenced by ongoing participation with SSWCJ, student mentorship, NASW membership, or other South Puget Sound communities through global commitments to social work and social justice.

*Approved by the Social Work Faculty May, 2022*

## MSW Curriculum

### Council on Social Work Education Core Competencies and Behaviors

The UW, Tacoma MSW program fosters excellence in core social work competencies through its curriculum. The Council on Social Work Education (CSWE), through its Educational Policies and Standards (EPAS), sets the overall goals for social work education at both the undergraduate and graduate level. These goals are manifested through nine Core Competencies and the multiple Behaviors that accompany them. The Behaviors are measured in the classroom as well as in the field through the field experience. In the field, mastery of Behaviors and the Competencies they reflect is achieved through the development of Learning Activities in the

individual field site. The nine Core Competencies and the Behaviors (at the Generalist and Specialization level) are:

## **Competency 1: Demonstrate Ethical and Professional Behavior**

### **Generalist Level Behaviors**

**Behavior A:** Make ethical decisions by applying the standards of the NASW Code of Ethics, relevant laws and regulations, models for ethical decision-making, ethical conduct of research, and additional codes of ethics as appropriate to context.

**Behavior B:** Use reflection and self-regulation to manage personal values and maintain professionalism in practice situations.

**Behavior C:** Demonstrate professional demeanor in behavior; appearance; and oral, written, and electronic communication.

**Behavior D:** Use technology ethically and appropriately to facilitate practice outcomes.

**Behavior E:** Use supervision and consultation to guide professional judgment and behavior.

### **Specialization Level Behaviors**

**Behavior A:** Understand and identify the role of a social worker in cross-disciplinary settings.

**Behavior B:** Identify opportunities to assume leadership roles in the creation, implementation, and/or evaluation of research-informed intervention programs.

**Behavior C:** Apply social work ethical principles to the design, implementation, and/or evaluation of research-informed intervention programs.

**Behavior D:** Engage in reflective practice.

## **Competency 2: Engage Diversity and Difference in Practice**

### **Generalist Level Behaviors**

**Behavior A:** Apply and communicate understanding of the important of diversity and difference in shaping life experiences in practice at the micro, mezzo, and macro levels.

**Behavior B:** Present as learners and engage clients and constituencies as experts of their own experiences.

**Behavior C:** Apply self-awareness and self-regulation to manage the influence of personal biases and values in working with diverse clients and constituencies.

### **Specialization Level Behaviors**

**Behavior A:** Recognize and manage personal biases as they affect the professional relationship in the service of the clients'/constituents' interests.

**Behavior B:** Understand the many forms of diversity and difference and how these influence the relationship with clients/constituents.

## **Competency 3: Advance Human Rights, and Social, Economic, and Environmental Justice**

### Generalist Level Behaviors

**Behavior A:** Apply understanding of social, economic, and environmental justice to advocate for human rights and the individual and system levels.

**Behavior B:** Engage in practices that advance social, economic, and environmental justice.

### Specialization Level Behaviors

**Behavior A:** Articulate the potentially challenging effects of economic, social, cultural and global factors on client/constituent systems.

**Behavior B:** Advocate at all practice levels for the creation and implementation of intervention programs that promote social and economic justice and diminish disparities.

**Behavior C:** Act as a change agent to promote social, economic, and environmental justice and diminish the impact of injustices.

## Competency 4: Engage in Practice-informed Research and Research-informed Practice

### Generalist Level Behaviors

**Behavior A:** Use practice experience and theory to inform scientific inquiry and research.

**Behavior B:** Apply critical thinking to engage in analysis of quantitative and qualitative research methods and research findings.

**Behavior C:** Use and translate research evidence to inform and improve practice, policy, and service delivery.

### Specialization Level Behaviors

**Behavior A:** Apply critical thinking to evidence-based interventions and best practices.

**Behavior B:** Contribute to the theoretical knowledge base of the social work profession through practice-based research.

## Competency 5: Engage in Policy Practice

### Generalist Level Behaviors

**Behavior A:** Identify social policy at the local, state, and federal level that impacts well-being, service delivery, and access to social services.

**Behavior B:** Assess how social welfare and economic policies impact the delivery of and access to social services.

**Behavior C:** Apply critical thinking to analyze, formulate, and advocate for policies that advance human rights and social, economic, and environmental justice.

### Specialization Level Behaviors

**Behavior A:** Recognize the interrelationship between clients/constituents, practice, and organizational and public policy.

**Behavior B:** Collaborate with colleagues, clients/constituents, and others to advocate for social, economic, and environmental justice to effect policy change.

## **Competency 6: Engage with Individuals, Families, Groups, Organizations, and Communities**

### **Generalist Level Behaviors**

**Behavior A:** Apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks to engage with clients and constituencies.

**Behavior B:** Use empathy, reflection, and interpersonal skills to effectively engage diverse clients and constituencies.

### **Specialization Level Behaviors**

**Behavior A:** Engage collaboratively with agency and community partners in developing programs to address a range of human and societal needs.

**Behavior B:** Demonstrate the skills required for effectively engaging with clients/constituents.

**Behavior C:** Collaborate with multidisciplinary colleagues in program design and development.

## **Competency 7: Assess Individuals, Families, Groups, Organizations, and Communities**

### **Generalist Level Behaviors**

**Behavior A:** Collect and organize data, and apply critical thinking to interpret information from clients and constituencies.

**Behavior B:** Apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks in the analysis of assessment data from clients and constituencies.

**Behavior C:** Develop mutually agreed-on intervention goals and objectives based on the critical assessment of strengths, needs, and challenges with clients and constituencies.

### **Specialization Level Behaviors**

**Behavior A:** Apply appropriate theories of human behavior and the social environment in assessment of clients/constituents.

**Behavior B:** Evaluate, select, and implement appropriate assessment instruments, adapting them as appropriate to client/constituent circumstances.

## **Competency 8: Intervene with Individuals, Families, Groups, Organizations, and Communities**

### **Generalist Level Behaviors**

**Behavior A:** Critically choose and implement interventions to achieve practice goals and enhance capacities of clients and constituencies.

**Behavior B:** Apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks in interventions with clients and constituencies.

**Behavior C:** Use inter-professional collaboration as appropriate to achieve beneficial practice outcomes.

**Behavior D:** Negotiate, mediate, and advocate with and on behalf of diverse clients and constituencies.

### Specialization Level Behaviors

**Behavior A:** Apply knowledge of the social constructions, dimensions, and intersections of the multiple aspects of human diversity to the implementation of research-informed interventions.

**Behavior B:** Identify, evaluate, and select effective and appropriate intervention strategies.

**Behavior C:** Develop and implement collaborative, multidisciplinary intervention strategies.

**Behavior D:** Engage diverse groups appropriate to the area of focus in the design of intervention programs.

## Competency 9: Evaluate Practice with Individuals, Families, Groups, Organizations, and Communities

### Generalist Level Behaviors

**Behavior A:** Select and use appropriate methods for evaluation of outcomes.

**Behavior B:** Apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks in the evaluation of outcomes.

**Behavior C:** Critically analyze, monitor, and evaluate intervention and program processes and outcomes.

**Behavior D:** Apply evaluation findings to improve practice effectiveness at the micro, mezzo, and macro levels.

### Specialization Level Behaviors

**Behavior A:** Apply research skills to the evaluation of intervention programs.

**Behavior B:** Identify and utilize appropriate evaluation tools for specific interventions.

More information about CSWE EPAS requirements for social work programs are located at:  
<https://www.cswe.org/Accreditation/Standards-and-Policies/2015-EPAS>

# Student Advising

## Faculty Advisors

Each student entering the MSW Program is also assigned a faculty Advisor. The faculty Advisor supports the student by offering guidance related to entry into the school and its culture, socialization into the profession, and various opportunities to address issues of common concern to MSW students: developing career goals, completing learning plans, balancing family and career, grappling with ethical and value dilemmas, and dealing with challenges in interactions with student peers, professional colleagues, and supervisors. Some of the advising activities take place in the context of informal group activities that are facilitated by the Advisor, and others through individual consultation. An important role of the faculty Advisor, in addition to providing the more structured guidance and support activities previously mentioned, is to ensure that every student has a strong link to an individual faculty member throughout the program. **Students are strongly encouraged to reach out to their official faculty advisor at least one time per year to facilitate this connection.**

Students are also encouraged to turn to any faculty member regarding specific issues. For instance, you may meet with someone who is doing research or practice in your area of interest. Such “informal advising” is common and highly encouraged.

As faculty have a range of teaching, research and community service responsibilities, you should make appointments to see them. You can find a full contact list of UWT Social Work faculty here: <http://directory.tacoma.uw.edu/department/social-work-criminal-justice-school>

## Practicum Advisors

The Field Coordinator is responsible for the management of field education, advisement and approval of students for practicum placements. The Coordinator also is responsible for liaison and problem-solving with agencies if there are difficulties in the placements, and assignment of grades for the practicum courses.

The Director of Field Education is Chris Barrans. If you have practicum questions, please call 253.692.5823 or email [barransc@uw.edu](mailto:barransc@uw.edu).

## MSW Advisor

The MSW Advisor and other School of Social Work and Criminal Justice support staff can assist you with information on registration, course scheduling, graduation requirements and issues related to low scholarship. The School of Social Work and Criminal Justice Office suite is located

in WCG 203. Office hours are presently 9:00 a.m. to 5:00 p.m. on Monday – Friday or by appointment between 5pm-6pm, as needed. *Please note that office hours are subject to change.* The Social Work Advisor maintains all student program records, student manuals, registration information, monitors satisfactory progress, acts as a liaison to the UW Graduate School and provides graduation information. If you have any questions call 253.692.5820.

The MSW Advisor is Ryan Kernan. For MSW related questions, please call 253-692-5883 or email [rkernan@uw.edu](mailto:rkernan@uw.edu). For appointments, visit <https://go.oncehub.com/swcj>.

## Registration and Related Academic Requirements

### Registration Requirements

To maintain graduate status, a student must be enrolled on a full-time, part-time or on-leave basis from the time of first enrollment in the Graduate School until completion of all requirements for the MSW degree. Please refer to the *Leaves of Absence and Withdrawals* section for more information.

### Immunizations

Students are required to meet the immunization requirements set by University of Washington Health Sciences Immunization Program (HSIP). The School of Social Work and UW Tacoma MSW Program do not accept or grant requests for waivers to the immunization requirements. Information about Health Science requirements, procedures, and fees may be found on the follow web site: <https://www.ehs.washington.edu/workplace/health-sciences-immunization-program-hsip> . Students in the UW Tacoma MSW Program may access assistance with immunizations through their personal healthcare provider, or through UW Tacoma Student Health Services.

1. HSIP contracts with a vendor, CastleBranch, to track immunization and TB testing compliance. Social Work students are sent instructions for creating their CastleBranch account, including deadlines for meeting HSIP requirements. The tuition students pay quarterly includes an HSIP fee, which covers the cost of overall HSIP program administration. It is the responsibility of each student to ensure each quarter they are in compliance with the Health Sciences Immunization requirement. Students must communicate directly with HSIP through [myshots@uw.edu](mailto:myshots@uw.edu) with questions and or concerns related to Immunization requirements.

2. It is the responsibility of each student to ensure that they are in compliance with the Health Sciences immunization requirement each quarter. Students must communicate directly with HSIP through [myshots@uw.edu](mailto:myshots@uw.edu) with questions and or concerns related to immunization requirements.
3. Students who become noncompliant during field education will be suspended from their Field Education site and will not be allowed to return until they are in compliance (only verification from HSIP by e-mail or phone call to the Social Work Advisor will be accepted as verification that a student is in compliance).
4. Any and all time missed from the Field Education site must be made up prior to the end of the quarter.
5. Students will receive an Incomplete if compliance is not attained by the end of the quarter and will not be allowed to participate in Field Education until they become compliant.
6. In addition, a plan to make up all time missed from the Field Education site must be agreed to by the student, Field Instructor and submitted to the field faculty for review.

Some field sites, notably medically-related settings, may have additional immunization or health education requirements. These are negotiated through the Affiliation Agreement process and are monitored for compliance by the Field Faculty. Students must be in compliance with these requirements in order to begin placement at such a Field Education site.

## Transfer Credits

Credits may only be transferred for master's level work from other Council on Social Work Education (CSWE) accredited MSW programs after review of transcripts and syllabi by the MSW Program Chair and after acceptance to the UW Tacoma MSW Program. Restrictions apply. Contact the Social Work Advisor for more information at 253-692-5820. Once enrolled in the UWT MSW Program, all remaining coursework required for graduation must be completed within the program.

## Exemption/Substitution Definition

Exemption refers to allowing prior academic work in Generalist courses to count toward present degree requirements. Students with approved Generalist course exemptions do not register for additional credits.

Students who receive Exemptions need not make up these credits. Exemptions to MSW practice courses are granted only when students have completed course work and demonstrated mastery in that practice area (e.g., micro practice) *from a Council on Social Work Education accredited school of social work*. This practice is consistent with the faculty belief that social work practice education embraces a unique perspective that develops requisite practice skills and knowledge within a clear person-in-environment context. No course credit or exemptions are granted on the basis of life experience or previous employment.

Substitution refers to using one course in lieu of another. Substitutions are rare. Written approval from the MSW Program Chair is required. A maximum of 3-credits of T SOCW 590 Independent Research in Social Work may be approved as one Integrative Practice (IP) specialization selective substitution with Social Work Division Committee approval (decimal grading only). **Note: All Integrative Practice Specialization coursework must be completed at UW Tacoma.** Further questions may be directed to the Social Work Advisor at 253-692-5820.

## Grading System

### UW Tacoma MSW Program Grading Scale:

Numeric grade point equivalent	Letter grade equivalent	Points	Numeric grade point equivalent	Letter grade equivalent	Points
4.0	A	100-99	2.8	B-	81
3.9		98-97	2.7*		80
3.8	A-	96-95	2.6		79
3.7		94-93	2.5		78
3.6		92-91	2.4	C+	77
3.5		90-89	2.3		76
3.4	B+	88-87	2.2		75
3.3		86	2.1		74
3.2		85	2.0	C	73
3.1		84	1.9		72
3.0	B	83	1.8		71
2.9		82	1.7		70
			1.6 -0.0	E	69

\*Lowest Passing Grade

In reporting grades for graduate students, units that offer graduate degrees use the system described herein. Grades are entered as numbers, the possible values being 4.0, 3.9, . . . and decreasing by one-tenth until 1.7 is reached. Grades below 1.7 are recorded as 0.0 by the Registrar and do not count toward residency, total credit count, or grade and credit requirements. A minimum of 2.7 is required in each course that is counted toward a graduate degree. A minimum GPA of 3.00 is required for graduation.

**I: Incomplete.** An incomplete may be given only when students have been in attendance and have done satisfactory work to within two weeks of the end of the quarter and have furnished proof satisfactory to the instructor that the work cannot be completed because of illness or other circumstances beyond the student's control. Incompletes in required courses during the generalist year must be converted into passing grades before students may enter the specialization curriculum. In no case may an incomplete be converted into a passing grade after a lapse of two years or more. Incompletes received by graduate students do not automatically convert to a 0.0 but remain a permanent part of their record.

Students who accumulate more than two incompletes or carry incompletes beyond one quarter may be reviewed for satisfactory progress. At UW Tacoma, the faculty determines the timeline for course completion if an Incomplete grade is issued to a student.

**N: No grade.** Used only for hyphenated courses and courses numbered 600 (Independent Study or Research), 601 (Internship), 700 (Master's Thesis), 750 (Internship), or 800 (Doctoral Dissertation). An N grade indicates that satisfactory progress is being made, but evaluation depends on completion of the research, thesis, internship, or dissertation, at which time the instructor or supervisory committee chairperson should change the N grade(s) to one reflecting the final evaluation.

**S/NS: Satisfactory/not satisfactory.** An MSW student may elect to be graded S/NS in any numerically graded course for which they are eligible, provided the student completes a minimum of 18 decimal graded credits. The choice must be indicated no later than the seventh week of the quarter. (As with all registration changes, a \$20 change fee will be charged beginning the second week of the quarter.) Only in very unusual cases may S/NS grades be converted to numeric grades or vice versa. The instructor submits a numeric grade to the Registrar's Office for conversion to S (numeric grades of 2.7 and above) or NS (grades lower than 2.7).

**CR:** Credit awarded in a course offered on a credit/no-credit basis only or in courses numbered 600 and 700. The minimum performance level required for a CR grade is determined, and the grade is awarded directly, by the instructor. CR is not computed in GPA calculations.

**NC:** Credit not awarded in a course offered on a credit/no-credit basis only or in courses numbered 600 and 700. The grade is awarded directly by the instructor and is not included in GPA calculations.

**W: Withdrawal.** Official withdrawal from a course may be done online through the seventh week of the quarter. During the first two weeks of the quarter no entry is made on the permanent academic record. The third week through the seventh week of the quarter, a W is recorded on the transcript. Refer to the Registration Guide information online or Enrollment Services after the seventh week of the quarter. Drop codes and/or permission of the UW MSW Program may be necessary in order to withdraw from courses.

**RD: Registrar Drop.** Grade assigned when a graduate student drops courses after the second week of the quarter or with approval of a Former Quarter Drop Petition after the seventh week of the quarter.

Unofficial withdrawal from a course shall result in a grade of 0.0.

The grades of W and RD do not count as completed credits nor in computation of the GPA.

**X:** Indicates that a grade was not submitted by instructor.

Please refer to the section on Graduation Requirements for more details such as the required number of numerically graded credits and minimum grade points.

## Academic Standing and Scholarship

### Master of Social Work Academic Review Policy and Procedures

#### **Satisfactory performance and progress toward completion of the degree**

Admission to the Graduate School allows students to engage in graduate study and research at the University of Washington. Continuation in the Master of Social Work program at the University of Washington Tacoma occurs only if students maintain satisfactory performance and progress toward completion of the graduate degree program as outlined in Graduate School Memorandum No. 16. Students must also meet the requirements found in the University of Washington Student Conduct Code as amplified in the *Essential Skills, Values and Standards of Professional Conduct*. In addition to maintaining satisfactory academic performance, students must adhere to all behavioral standards as identified in the aforementioned code and standards. The MSW Program Chair in collaboration with the Graduate Program Advisor monitors graduate student academic progress on a quarterly basis.

#### **Evaluation of student performance and progression**

##### **Good academic standing**

In order to be in good academic standing, students must maintain a minimum cumulative University grade point average of 3.00 for all 400- and 500-level graded courses taken after attaining graduate status at the University of Washington. In addition, students must complete, and pass all required Social Work classes with a minimum grade of a 2.7 or higher or “S” or “CR.” Students who accumulate more than two incompletes on their transcripts or carry incompletes beyond one quarter will be reviewed for satisfactory progress.

##### **Low scholarship**

Failure to maintain a cumulative or quarterly grade point average of 3.00 or to earn at least a 2.7 or “S” or “CR” in a required class is considered low scholarship. Low scholarship may lead to a change-in-status action by the Graduate School, including Warning, Probation, Final Probation, or Drop. If a student falls below this standard of academic performance, s/he will be evaluated individually on a quarterly basis by the MSW Program Chair who may confer with the program’s Professional Standards Committee. The quarterly academic performance review will determine whether the student is progressing towards good academic standing, including

passing current classes and/or increasing their cumulative GPA. The Registrar will record only those actions recommending Probation, Final Probation, and Drop.

\*Note that students who fail a required course for the MSW degree twice, will fall under the *MSW Course Repeat Policy*.

To determine satisfactory performance or progress, the following criteria is used:

1. Performance in the fulfillment of degree program requirements;
2. Performance during informal course work and seminars; and
3. Research capability, progress and achievements.

In addition to the grade performance, students with incompletes or “X” grades in the Generalist courses must successfully complete the courses prior to beginning the Specialization Curriculum.

### **Warning**

A warning will be issued to a student when their cumulative or quarterly grade point average falls below 3.00. This status is initiated and documented by the Social Work program but is not reported to the Graduate School and does not appear on the student’s transcript. A warning may be issued for behavioral concerns as well. A student must be notified in writing, and documentation must be placed in the student’s file. If the deficiency is not corrected after one quarter, probation may be recommended.

### **Probation**

Probation will be recommended to the Graduate School for any student who has not corrected the deficiency which resulted in the warning or who fails to earn at least a 2.7 or “S” or “CR” in a required class. For students who fail a required class, a previous warning is unnecessary. A student may not remain on probation for more than three consecutive quarters and will automatically be reviewed each quarter while on probation.

### **Final probation**

After at least one quarter of probation, a student may be placed on final probation (for one quarter only). Final probation will be recommended for students who have not corrected the condition(s) that caused the probation recommendation or for students who may have corrected previous probation conditions but failed additional performance requirements and did not progress toward completion of the graduate program. The Graduate School will consider one additional quarter in extenuating circumstances.

## **Drop**

After one quarter of final probation, a student may be dropped from the program if the student has not made sufficient academic progress. Exceptions to this policy will be considered by the Graduate School only in extenuating circumstances. If the Graduate School accepts a drop recommendation, the Registrar is notified by the Graduate School, and the student is immediately dropped from the MSW program. This final action is recommended for students who have not corrected the condition(s) that caused the final probation within the specified time limit.

*Note:* Action is taken for one quarter only and is reviewed each quarter. No action will appear on the transcript for any subsequent quarter unless a recommendation is made by the MSW Program to the Dean of the UW Graduate School.

In addition to the grade performance, students with incompletes or “x” grades in the Professional Generalist courses must successfully complete the courses prior to beginning the Specialization Curricula.

## **Appeals**

Students may appeal changes in status directly to the MSW Program Chair. Appeals beyond this point must follow the process outlined in Graduate School Memorandum No. 33, Academic Grievance Procedure.

*Approved by the UW Tacoma Social Work Graduate Faculty, 3/11/2016*

## **Repeating Courses**

Graduate students may repeat any course. Both the first and second grades will be included in the cumulative GPA. Subsequent grades will not be included but will appear on the permanent record. The number of credits earned in the course will apply toward degree requirements only once.

*The Policy Regarding Repeating of Failed MSW Required Coursework:*

1. A student who receives a failing grade in a required course for the MSW degree will be allowed to repeat that course one time. If the student receives a failing grade in the course a second time, the student will be referred to the Professional Standards Committee and may be dismissed from the MSW program. A failing grade is defined as any decimal grade less than a 2.7, a grade of Non-Satisfactory, or a grade of No Credit.
2. Students will not be allowed to repeat the course at a different University of Washington campus or other academic institution and apply that course to the UW

Tacoma MSW degree unless there are extenuating circumstances that may support an exception to be approved by the UW Tacoma Social Work graduate faculty.

3. This policy does not apply to required Field Education Courses. Consult the “Policy Regarding Dismissal from the MSW Program for Failure in Field Placements” (pg. 45) for procedures related to failing such a course.
4. This policy does not apply to Selective courses, nor to other coursework not a requirement for the MSW degree. Students with a failed grade in such courses may repeat them with instructor permission or substitute a different Selective course to meet degree requirements.
5. Students may appeal changes in program status following the process outlined in the Graduate School Memorandum No. 33, Academic Grievance Procedure.

*Approved by the Social Work Program faculty, 3/4/2016*

### Progression from Generalist to Specialized Curriculum.

All generalist coursework must be completed prior to advancing into the specialized curriculum, including the specialized practicum. This includes courses numbered TSOCW 524 and lower. Students are not eligible for specialized selectives prior to completing generalist coursework.

### Progression in the MSW Advanced Standing Program

Advanced Standing students who do not receive a passing grade in T SOCW 597 and T SOCW 598 will be required to take a leave of absence and return to repeat these courses the next time they are offered. Students earning a grade of 2.7 or higher in T SOCW 597, but not T SOCW 598, will be allowed to enroll in T SOCW 535. If they pass T SOCW 535, they will then take a leave of absence and return to retake T SOCW 598 the next time it is offered before proceeding further in the Program.

## **Policy on Readiness for MSW Field Placement**

1. No student with a failed grade in a required social work curriculum course will be eligible for field placement until that course has been made up with a satisfactory grade. This eligibility requirement does not apply to social work “Selective” courses or independent study courses. Additionally, no student who is out of compliance with the Health Sciences Immunization Program requirements for social work students will be allowed to enter or remain in a field placement. Students who fail TSOCW 535 (Research for Integrative Practice) may submit a petition requesting an exception to this policy and to be eligible for entering Specialization-level Practicum prior to retaking and passing TSOCW 535.

The petition should briefly outline the reasons that proceeding into practicum would be beneficial to the student, and the steps the student will take to enhance the likelihood of the successful completion of both Specialization Practicum and TSOCW 535. Petitions should be submitted electronically to the Dean, who will consult with the Director of Field Education prior to determining the outcome of the request.

2. If a student is carrying an “Incomplete” in a required social work course, the instructor for that course must provide approval to the Field Coordinator for the student to be placed prior to the Incomplete being satisfactorily completed. A plan for completion of the course must be in place with a clear completion date (no later than the end of the following quarter, including Summer). If the student does not complete the course with a passing grade or if they fail to meet the deadline for course completion set with the instructor, they will not be eligible for field placement until the course is retaken and completed with a passing grade.
3. If a student fails a required social work curriculum course (including an “Incomplete” as in #2 above) while they are already in a field education placement, the Field Coordinator, in consultation with the course instructor and the MSW Program Chair will determine whether the student may remain in their field placement.
4. At the end of each quarter, or as needed, the Field Coordinator will call a meeting of interested faculty to discuss any students of concern. This meeting is not mandatory for faculty, but it is strongly suggested that faculty with student concerns attend. The concerns may center around academic performance (including writing skills) as well as behavioral or attitudinal issues that give the classroom faculty concern about the student’s suitability for field placement and that persist even after the instructor has spoken to the student about the behaviors. Behavioral or attitudinal issues might include but are not limited to persistent absences or tardiness, disruptive behavior in class, inappropriate disengagement into technology in class, disrespectful treatment of colleagues, or an unwillingness to critically examine racist, sexist, heterosexist or other discriminatory personal beliefs.
5. Based on these concerns and a consensus of the attending faculty, the student will be asked to meet with a Committee made up of the following: Field Coordinator (convener and recorder of results), student’s faculty advisor, and at least one faculty member who has expressed a concern. Additional individuals may be included in this meeting if appropriate, for example, a representative of the Child Welfare Training and Advancement Program if the student of concern is enrolled in that program. The purpose is to be clear with the student about faculty concerns and to develop a plan of correction. This Committee is vested with the authority to refuse a student permission to enter the field education portion of their degree program.
6. Students who are being monitored will be reviewed at the next quarterly group meeting at which time they may, 1) no longer be a concern if they corrected problematic

behaviors; 2) be of continuing concern but are showing progress in altering problematic behaviors; or 3) be of significant concern if they have not made any progress in altering behaviors. This Committee is vested with the authority to refuse a student permission to enter a field placement.

7. A decision to deny a student permission to enter field placement may be appealed to the School of Social Work and Criminal Justice Dean, in consultation with appropriate faculty, including the MSW Program Chair, will make a final determination of the student's ability to enter a field placement.
8. Field placements at the graduate level, while usually beginning in Summer quarter may be completed on a different schedule. All reasonable efforts will be made to place a student in the field when they come into compliance with requirements as outlined in this policy. It must be noted, however, that because of the part-time nature of the program and the sequencing of courses, as well as the program requirement that all Generalist level coursework be completed prior to enrollment in Specialization level coursework, it may be necessary for students to take a leave(s) of absence and/or delay their planned graduation date.

*Approved by the UW Tacoma Social Work faculty, 5/10/2012; SSWCJ language changes to reflect bylaw changes, 1/7/2021*

## **Policy Regarding Dismissal from the MSW Program for Failure in Field Placements**

Both the Generalist (T SOCW 524) and Specialization (T SOCW 525) level Field Education placement (also known as "practicum") must be successfully completed with a grade of "credit" for each quarter in order to graduate from the MSW program.

If a placement is discontinued at any point prior to the end of the placement due to unsatisfactory performance, the student will receive a grade of "no credit" for that quarter and no field hours will be credited to the student's overall required total. With the approval of the Field Faculty, and in consultation with the student's faculty advisor, students are allowed to repeat a Field Education placement for which they have received a grade of "no credit" at a different placement site. The conditions of the second placement (e.g., total number of hours to be repeated; when the new placement can begin, etc.) are at the discretion of the Field Faculty, in consultation with the student's faculty advisor. If a second placement also is discontinued due to unsatisfactory performance, the student will be dismissed from the MSW program.

This policy is intended to be cumulative and covers the entire course of study for the MSW degree. If a student is dismissed from a Generalist level placement and is later dismissed from a

Specialization level placement for unsatisfactory performance the student will be dismissed from the MSW program.

### **Procedures**

- 1) If a student is dismissed from a practicum placement for unsatisfactory performance, they will receive a grade of “no credit” for the quarter, and will meet with the assigned Field Faculty member, along with the student’s faculty advisor. If those two roles are one in the same, the student may bring a different social work faculty member to the meeting. The purpose of the meeting will be twofold: a) to discuss the behaviors and conditions that led to the student being dismissed from the placement; and b) determine whether a second attempt at a practicum placement is warranted, and how the student will change behaviors to make the new placement successful.
- 2) The student may appeal the grade of “no credit” to the UW Tacoma School of Social Work and Criminal Justice Dean in the same manner prescribed for appeal of classroom grades. There is no grade appeal beyond the Dean.
- 3) The Field Faculty member will attempt to re-place the student at a different agency and may inform the agency of the conditions under which the original placement was discontinued. The Field Faculty member will have the authority to determine the number of hours which the student must repeat, when the new placement can begin, and other logistics related to the re-placement of the student. The student will be informed in writing by the Field Faculty member that this will be their final opportunity to be successful in a field placement, and that an additional dismissal from a field placement will result also in dismissal from the UW Tacoma MSW Program.
- 4) If the student is discontinued from the second placement for unsatisfactory performance, they will be dismissed from the Social Work program and the student will receive a written notification from the program to this effect.
- 5) The student may appeal the dismissal from the Social Work program to the Dean of the School who will, in consultation with the Social Work members of the Faculty Council determine whether the student’s dismissal is warranted. The student may access other existing University of Washington procedures, if any apply, to appeal the dismissal if they so choose.
- 6) The Social Work Division of the UW Tacoma School of Social Work and Criminal Justice may revise this policy at any time. Students will be notified of changes via e-mail and through the program’s website. This policy is effective upon approval by program faculty.

Approved by AG: 7/22/15; Approved by Graduate School: 8/7/15; Approved by Social Work faculty: 9/17/15; Approved by full faculty: 9/25/15; Effective: Autumn quarter, 2015; Terminology updated: 01/13/21

## Leaves of Absence, Withdrawals and Reinstatement

If you find it necessary to interrupt registration, you may apply for “leave of absence” or withdrawal from the University, described below. We strongly suggest that you consult with your faculty or Program Advisor and/or the MSW Program Chair in making this decision.

### Leaves of Absence

If you are *in good standing* (cumulative GPA of 3.00 or higher) and you plan to be away from the University and out of contact with the University faculty and facilities for at least one quarter, not to exceed four successive quarters, you must apply for “on-leave” student status. You must also meet the following requirements:

- You must submit an online petition for on-leave status and a \$25.00 fee for each quarter on-leave status is requested, excluding summer quarter. Please contact the Social Work Advisor if you have questions about this procedure. The online petition is available at <https://grad.uw.edu/policies-procedures/general-graduate-student-policies/graduate-on-leave-status/>.
- You must have completed at least one quarter of work (in good standing) at the University prior to going on-leave.

While on on-leave status, you are permitted to use the University Library, but are not granted any of the other University privileges of a regularly enrolled or registered student. You pay a non-refundable fee each quarter to obtain on-leave status.

An on-leave student returning to the University on or before the termination of the period of his or her leave must register via MyUW for the required quarterly classes in their curriculum template. This registration cancels any remaining leave period. On-leave quarters count toward the 6-year time limit to complete the MSW degree.

**Note:** Effective autumn quarter 2012, if you do not return from on-leave status, but wish to return at a later date, then you must submit a request for reinstatement to the UW Tacoma MSW Program through the University of Washington Graduate School and a \$250.00 reinstatement fee will be required. Additional program forms and an updated background

check will also be required. For more information, please visit the section on *Reinstatement to the UW Graduate School and MSW Program*.

## **Withdrawal from the University**

If you interrupt your registration for an undetermined period of time without being placed in an on-leave status, you are considered to be withdrawn. A student previously registered in the MSW Program who has withdrawn and/or failed to maintain continuous enrollment, but who wishes later to resume his or her studies must submit a written request. The MSW Program Chair or the Social Work Advisor will advise students on reinstatement process as appropriate. For timelines, fees and tuition forfeiture on withdrawing, a student should consult the Registration Guide information online or the Social Work Advisor.

**Note:** Effective autumn quarter 2012, if you decide to return to graduate studies after a withdrawal period you must submit a request for reinstatement to the UW Tacoma MSW Program through the UW Graduate School and a \$250.00 reinstatement fee will be required. Additional program forms and an updated background check will also be required.

## **Reinstatement to the UW Graduate School and MSW Program**

Students previously registered as a graduate student at the UW who have failed to maintain graduate student status (on-leave status was not secured or registration was not maintained) but wish to resume studies within the same degree program must file a request for reinstatement to the Graduate School. The Graduate School procedures and request for reinstatement can be found at <http://grad.uw.edu/policies-procedures/general-graduate-student-policies/reinstatement/>.

Reinstatement decisions are made at the discretion of the degree program and may be based on the applicant's academic status when last enrolled, activities while away from campus, the length of the absence, the perceived potential for successful completion of the program, as well as any other factors or considerations regarded as relevant by the program.

### ***Eligibility for Consideration (not necessarily approval) of Request for Reinstatement***

Requests for reinstatement may be considered from students who have been inactive and have completed at least one quarter of graduate study in the UW Tacoma MSW Program. Requests for reinstatement must specify the academic quarter for which reinstatement is sought and must be submitted no less than eight weeks before the start of said quarter.

### ***Criteria for Approving Reinstatement***

- The student became inactive due to health, family or other extenuating circumstances, and/or the student became inactive due to administrative errors on the part of the University.
- The student must submit a personal statement that demonstrates their readiness to resume study, thoroughly explains the circumstances leading to their inactivity in the program and identifies strategies and supports the student will use to support their academic success moving forward.
- Requests for extension of maximum time-frame shall explain the circumstances leading to the request and provide a clear plan and timeline for completion of the degree.
  - **NOTE:** The UW Graduate School requires that master's degree students complete all degree requirements within six years from the original date of matriculation. This includes quarters spent on-leave or out of status as a graduate student.
- Additional information and/or documents may be required (e.g., evidence of faculty support, coursework completed elsewhere, work history during the inactive period, relevant military documentation, etc.).

### ***Process for Approving Reinstatement***

Requests for reinstatement shall be submitted to the Social Work Advisor who will document the request and notify the MSW Program Chair.

The MSW Program Chair will review the request and make an initial determination as to whether additional information and/or documents are required. In the event that they are, these requirements will be communicated to the student requesting reinstatement.

The MSW Program Chair will forward the request to an ad hoc faculty committee consisting of the MSW Program Chair, the student's faculty advisor, and the MSW Practicum Coordinator. The committee may consult with other members of the Social Work faculty and the MSW Advisor, if needed. In the event that the student's faculty advisor is unavailable, the committee will consult with other faculty members familiar with the student's graduate work. A final decision regarding the student's request will be communicated in writing. Students approved for reinstatement will be provided with a revised program of study that may include additional coursework if curriculum changes have been made since the student last attended.

- **NOTE:** Students who have been absent longer than one year, may be asked to complete additional requirements including, but not limited to, a background check and documentation of required immunizations.

Reinstated students who were academically deficient (failed class(es) and/or cumulative GPA below a 3.0) at the time of departure from the program, will be placed on academic probation

with the UW Graduate School. If the student is unable to correct the academic deficiency(ies), further status changes to include final probation or drop may be recommended.

*Approved by the UW Tacoma Social Work faculty, 5/26/17*

## Other Important University and Program Policies

### Financial Assistance

*Students wanting information on their financial aid can check their accounts during the year through MyUW Tuition Statement. If there appears to be “holds”, contact the Financial Aid Office, 253.692.4400 for assistance.*

***The UW Tacoma MSW Program is a part-time program of study ONLY. Please read your Financial Aid Award letter carefully as it typically displays awarded funds based upon full-time enrollment of 10-credits or more per quarter.***

The MSW Program requires all students who wish to be considered for any type of financial assistance to complete the Free Application for Federal Student Aid (FAFSA). The priority date to submit a completed FAFSA is January 15. However, students should contact the Office of Student Affairs, at 253-692-4400, for the most current and accurate information since deadlines are subject to change. The Office of Student Affairs has the FAFSA forms available, and the financial aid staff can assist students with work-study questions, student loan information, and emergency loans. In addition, UW Tacoma scholarships are frequently posted on the UW Tacoma web site at <http://www.tacoma.uw.edu/finaid>. Students are encouraged to seek these services and information, which can make the financial aspects of attending the graduate program less burdensome.

Summer financial aid recipients may need to fill out a Supplemental Financial Aid Form prior to the beginning of summer quarter in addition to completing the FAFSA for that academic year. **If you plan to receive financial aid during summer quarter, you should consult with a Financial Aid Advisor.**

### Release of Information from Student Files - FERPA

The Family Educational Rights and Privacy Act (FERPA) of 1974 protects the privacy of your educational records. However, the following information is considered public or “directory” information and may be released to anyone unless you inform the Office of the Registrar that

you do not wish any information released: name, address, telephone number, major field of studies, dates of attendance, degrees and awards received, full-or part-time enrollment status, and educational institutions attended.

*If you do not wish to authorize directory release and do not want your directory information to appear in the published or electronic Student Directory, you must restrict access through MyUW. No information will be released on students that have restricted release of directory information including degrees awarded and dates of attendance. If you later wish to change your authorization and allow release, you must go to Enrollment Services, MAT-253 and present photo identification.*

The MSW Program may routinely release the information noted above if you have not restricted your release through the Registrar.

If you need a hardcopy of your official UW transcript in the future, please fill out a Transcript Order form at the Cashier's Window or via MyUW. A processing fee will apply. For more information please visit <https://www.tacoma.uw.edu/registrar/ordering-transcripts>

If you want prospective employers or schools to have any of the information noted earlier, then there can be no "holds" on your degree (for example, because a library payment is unpaid, etc.).

If you choose not to give the releases to the University of Washington and/or the MSW Program, you should remember to change the release with the Registrar or provide the Program with separate releases any time you use the University of Washington, or the Program, or its faculty for reference purposes.

## Retaining Your Course Syllabi

It is strongly recommended that you begin your social work career by maintaining a file or notebook of all course descriptions and syllabi for courses you take including practicum contracts and evaluations. You will find this very helpful in the future if you decide to apply for certification in a specialization area or if the state in which you practice requires this information. The University's official transcript shows some generic titles for Social Work courses. Thus, the generic titles do not necessarily reflect the specific title or content of all your courses, which makes it important for you to keep the course syllabi reflecting the course number and content.

You can save yourself time (and lost opportunity) if you begin this kind of record keeping now.

## Class Participation Statement

The "Essential Skills, Values and Standards of Professional Conduct" in the UW Tacoma BASW (or MSW) Degrees and Profession of Social Work in your degree manual mandates commitment

to professional social work education, values, and ethics. Attendance and class participation are indications of professional commitment and full (100%) attendance and participation are expectations in all classes. Social Work Division policy states that failure to participate in at least 70% of on campus delivered class sessions for any given course will result in a meeting, initiated by the instructor, between the student, instructor/s, and faculty advisor to discuss and document the concern. Documentation will be kept in the student file in the School of Social Work and Criminal Justice office. At any point in a subsequent quarter, failure to participate in at least 70% of class sessions in one or more courses will result in a larger faculty review, done in a Social Work Division meeting, of the student's appropriateness for continuation in the degree with possible referral to the Professional Standards Committee.

*Revised and approved by UW Tacoma Social Work faculty April 26, 2019. Effective Autumn 2019.*

## Graduation Requirements, Checklist and Ceremonies

### Required Self-Assessment Surveys

The School of Social Work relies on student feedback to help us evaluate and improve our courses, curriculum, and practicum requirement. As part of this program evaluation effort, we have developed surveys to measure core competencies in areas defined by our accrediting institution, the Council on Social Work Education (CSWE). All students in the MSW Program are required to complete competency self-assessment in an exit survey administered at the time of graduation.

The CSWE requires that all Social Work Programs assess students on the core competencies. In completing the survey, students will rate the extent to which they think they have achieved competence in each of the practice behaviors listed for the 9 core competencies. Responses are confidential and will not be part of the students' permanent record. Responses will not affect the student academic record and will not be used to evaluate individual performance. Responses will be anonymized, aggregated and used for program evaluation purposes only.

### Graduate School Requirements

Each Master's student must meet the following Graduate School requirements.

#### Minimum Requirements

A minimum of 36 quarter credits of graduate course work, 18 of which must be for work numbered 500 or higher.

Numerical grades must be received in at least 18 quarter credits of course work taken at the University of Washington; a minimum grade-point average of 3.0 is required to graduate **and** a minimum grade of 2.7 must be earned in all courses counting for the degree.

The residence requirement for the master's degree is 30 credits completed at the University of Washington Tacoma. (*Note: all MSW specialization curriculum must be completed in the UW Tacoma MSW Program.*)

### Time to Completion

MSW students must complete all degree requirements within six years. The Graduate School allows for some exceptions to be made to this policy. However, exceptions to the time to completion limit are subject to MSW Program Chair approval and are not automatically granted. No exception will be granted that extends a student's time to completion beyond 10 years since enrolling in the program. Requests for "on leave" status which would result in exceeding the six-year timeframe will not be approved unless a formal exception has been requested and granted. For full details regarding the Time to Completion Practice and Policy, students should contact the MSW Advisor.

### Application to Graduate

Graduation is not automatic. In order to officially graduate and receive your diploma you must submit a graduation application also known as a Master's Degree Request. If desired, students may request a meeting with their Faculty Advisor to discuss future goals or meet with the Social Work Advisor to discuss the graduation process and/or complete the request on site.

All MSW students **must** apply for the master's degree **no later than the end of the seventh week** of the quarter in which they expect to graduate. Students apply on-line at <https://apps.grad.uw.edu/student/mastapp.aspx>. You will be notified of the graduation procedures in place by the UW Tacoma MSW Program in advance. *Please check with the Social Work Advisor for more specific information.* The graduate student **must be registered** either as a full- or part-time student (minimum of 2 credits) at the University for the quarter in which the requirements are met **and** the degree is conferred. To graduate in any quarter, students must complete all requirements for the degree **by the last day of final examinations for that quarter**.

**Application for the master's degree is solely the responsibility of the student.**

### Postponement of graduation

Applications to graduate are valid for one quarter only. If you do not complete degree requirements during the quarter you apply for graduation, you must complete another degree request for the quarter in which you expect to complete requirements and notify your Faculty Advisor and Social Work Advisor.

## Graduation Requirements for the School of Social Work and UW Tacoma MSW Program

### Minimum Requirements

Along with the other Graduate School requirements, all required courses must be completed with a passing grade (2.7 or higher OR Satisfactory OR Credit). If you do not pass a required course, the course must be repeated. Another course may be substituted for a failed Selective course. For information on repeating a failed course, please see the *Policy Regarding Repeating of Failed MSW Required Coursework*. Students electing to take a course on a Satisfactory/Not Satisfactory (S/NS) basis must earn at least a 2.7 GPA in order to receive a grade of “Satisfactory.” Students who have been exempted from a required course do not have to take another course to replace it.

### Related Credit Information

The UW Tacoma MSW Program allows each student to determine which courses are taken to fulfill the 18 numerically graded required credits. The following courses are graded on a credit/no credit (CR/NC) basis and may not be used for the 18 credits: Cultural Diversity and Societal Justice (T SOCW 504), Generalist and Specialization Practicum (T SOCW 524 and T SOCW 525), and Readings in Social Work (T SOCW 599). ***Some students may need to take additional courses beyond the minimum requirements to fulfill this requirement.***

Students are expected to use the “Graduation Checklist” or Degree Audit Reporting System (DARS) in order to track degree progress. DARS can be accessed by visiting <https://www.washington.edu/students/reg/dars/> By using these resources on a quarterly basis, students can easily determine progress for completing the degree.

## Commencement and Hooding Ceremonies

### University of Washington Tacoma Commencement Ceremony

The University of Washington Tacoma holds one Commencement ceremony for all UW Tacoma graduates, including MSW Program students at the end of spring quarter. Information including tickets for guests (if required), is provided online each spring quarter. A cap, hood and gown are required for this ceremony.

Information about graduation is distributed via e-mail and the UW Tacoma web site <https://www.tacoma.uw.edu/commencement>. Students who are graduating have the responsibility to check email or the web and acquire this information and contact the School of Social Work and Criminal Justice office if they have questions.

### Caps and gowns

Announcements regarding caps and gowns will be made via e-mail during Spring quarter and is also available at <https://www.tacoma.uw.edu/commencement>.

### Hooding Ceremony

The Social Work Hooding Ceremony (established 2007) will take place typically within the 2 weeks preceding the UW Tacoma Commencement ceremony. A cap, gown and hood are required for the Hooding Ceremony. At the Hooding Ceremony, a master's hood with the velvet band of citron indicating a degree in Social Work and lined with the colors of the University of Washington is placed over each MSW student's head by UW Tacoma Social Work Program Faculty. Hooding is a symbolic gesture of honor in recognition of the MSW's specialized academic achievement.

## **E-Mail Account and Electronic Communications**

As a student of the University of Washington, you are provided with an email account at no charge. For details on how to create your UW email account, visit <https://itconnect.uw.edu/students/>. Typically, students set up a UW email account at the time they establish a UW NetID. If you need assistance creating your account, visit a UW Tacoma computer lab and a staff member can assist you.

**All Social Work students are required to maintain a UW email account, be subscribed to the official UW Tacoma MSW listserv, and check their email at least twice each week. The MSW Program uses email as the major means to distribute important information about school programs, class information, deadlines, and other announcements.**

**Note: All MSW students are automatically subscribed to the UW Tacoma MSW listserv prior to the start of the quarter of enrollment.**

# Resource Guide Summary

## Campus Resources

### Office of Student Affairs

Our staff is committed to providing personalized attention to all students from the time they aspire to attend UW Tacoma until the successful completion of their degree. Student Affairs will provide the co-curricular and personal support necessary to accomplish the critical processes students must complete to achieve success. Below are a few of the areas they represent. For a complete overview of their division please consult the web:

<https://www.tacoma.uw.edu/student-affairs>

- Associated Students of UW Tacoma (ASUW TACOMA)
- Career Development
- Center for Service & Leadership
- Childcare & Family Support Services
- Disability Resources for Students
- Office of Student Support and Advocacy
- Student Health Services
- Student Counseling Center
- Veteran and Military Services
- University Y Student Center

### Center for Equity & Inclusion

The Center for Equity & Inclusion offers materials on diversity issues and coordinates campus events related to diversity, equity and inclusion in the campus community. The center is located in SNO-150. For more information, contact the Center for Equity & Inclusion Coordinator, at 253-692-4776 or visit their website at <https://www.tacoma.uw.edu/equity>

### UW Tacoma Safety and Security Escorts

The UW Tacoma Safety and Security Office is concerned for the safety of everyone on campus. Services include safety escorts, and vehicle lockout assistance. For your safety, the University of Washington Tacoma encourages students, faculty, staff and visitors to use the Safety Escort Program. Public Safety Officers are available to walk you to your car or other campus destination. The service operates 24 hours a day, 7 days a week and is free of charge. During

busy periods, the Public Safety Officer may ask you to meet in a common location so as to facilitate the escorting of multiple persons.

***For free safety escort service, call 253-692-4416 from your phone.***

### Additional Resources

To learn about additional campus resources, visit the UW Tacoma website.  
www.tacoma.uw.edu

## Scholarship Funding Information

### Funding Sources on the Internet

The UW Graduate School web page provides links to general funding information.

Website: <https://grad.uw.edu/graduate-student-funding/>

**Note: Many sources of funding are limited to full-time students only. As a UW Tacoma MSW student you will be enrolled part-time. Be certain to look at the criteria carefully when researching funding opportunities.**

### UW Tacoma Scholarship Opportunities

Watch for campus announcements regarding UW Tacoma scholarships to offset the cost of tuition. To view current postings and download application forms, visit <http://www.tacoma.uw.edu/finaid>

### Grants and Funding Services for UW Graduate Students (GFIS)

Cooperative Project of the Graduate School and University of Washington Libraries to support UW graduate students who are seeking any type of general or research funding.

(206) 616-3084, [gfis@u.washington.edu](mailto:gfis@u.washington.edu)

Website: <http://www.lib.washington.edu/commons/services/gfis>

### Social Work Scholarships for UW Tacoma Social Work Students

As a result of generous donations to the Social Work Program Student Scholarship Fund the University of Washington Tacoma School of Social Work and Criminal Justice makes scholarships available whenever possible. These funds will go toward student tuition, or other expenses as designated. An announcement and call for applicants will go out over the MSW student listserv when funds are available. The amount and number of scholarships depends

upon donations throughout the year. Other program specific scholarships may be available at different times. Please check with the Program's Scholarship Committee for availability during a given year.

## Opportunities for Involvement

### Phi Alpha Honor Society

A national honor society for social work students, founded in 1960, Phi Alpha's purpose 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. For more information on the Xi Pi Chapter at UW TACOMA visit <https://www.tacoma.uw.edu/swcj/social-work-honor-society>

### Student Social Work Organization (SSWO)

The Student Social Work Organization (SSWO) is one of the most active organizations on campus. The SSWO's mission is to "empower individuals, groups and communities towards social change by listening, advocating for social justice and serving our community with competence and integrity." Contact the Office of Student Involvement to get involved.

### National Association of Social Workers (NASW)

*The only national organization serving needs of social work profession. Offers a wide range of professional services, benefits, and opportunities. Reduced rates for students, by degree level.*

*Washington State Chapter*

522 N 85th St. Suite B100, Seattle, WA 98103, 206-706-7084,

email: [info@nasw-wa.org](mailto:info@nasw-wa.org)

Chapter Website: [www.nasw-wa.org/](http://www.nasw-wa.org/)

National Address

750 First Street NE, Ste 800, Washington, DC 20002

Website (includes on-line membership application): [www.naswdc.org/](http://www.naswdc.org/)

Toll-free number for membership information: 1-800-742-4089

### UW Alumni Association

*Provides programming and events linking alumni and students.*

206-543-0540 or 1-800-AUW-ALUM Website: [www.washington.edu/alumni](http://www.washington.edu/alumni)

# Standards of Conduct and Grievance Procedures

## Academic Performance and Conduct That May Result in a Review and Possible Dismissal

Students may be terminated from the UW Tacoma MSW Program for any of the following:

1. Failure to meet or maintain academic standards as established by the University and the School of Social Work and the UW Tacoma MSW Program in Tacoma. (This is automatic and may take place without a review or further procedure.).
2. Academic cheating, lying, or plagiarism.
3. Behavior judged to be in violation of the NASW Code of Ethics (available at <https://www.socialworkers.org/about/ethics/code-of-ethics>) or unprofessional conduct as specified by RCW 18.130.180 Unprofessional Conduct, Regulation of Health Professions-Uniform Disciplinary Act, Revised Code of Washington available at <http://app.leg.wa.gov/RCW/default.aspx?cite=18.130.180>.\*
4. Documented evidence of conviction of a criminal act occurring during the course of study, or which occurred prior to admission to the UW Tacoma MSW Program and became known after admission.
5. Failure to meet the Essential Skills, Values and Standards of Professional Conduct.

\* The NASW Code of Ethics is published in the *Encyclopedia of Social Work*, Vol. 3, Appendix 1, available in the UW Tacoma Library. The most recent RCW 18.130.180 is published in the *Revised Code of Washington*, available in the Law Library, the Government Publications section of Suzzallo and Allen Libraries, and the UW Tacoma Library.

## Academic Honesty: Cheating and Plagiarism

What is academic misconduct?

Academic misconduct occurs if you present as your own work something that you did not do, or if you intentionally present incorrect data. It is also considered academic misconduct if you help someone else present work that is not his or her own.

## Plagiarism

One of the most common forms of cheating is *plagiarism*, using another's words or ideas without proper citation. When students plagiarize, they usually do so in one of the following six ways:

1. *Using another writer's words without proper citation.* If you use another writer's words, you must place quotation marks around the quoted material and identify the source of the quotation.
2. *Using another writer's ideas without proper citation.* When you use another author's ideas, you must indicate with an in-text citation, note, or other means where this information can be found. Your instructors want to know which ideas and judgments are yours and which you arrived at by consulting other sources. Even if you arrived at the same judgment on your own, you need to acknowledge that the writer you consulted also came up with the idea.
3. *Citing your source but reproducing the exact words of a printed source without quotation marks.* This makes it appear that you have paraphrased rather than borrowed the author's exact words.
4. *Borrowing the structure of another author's phrases or sentences without crediting the author from whom it came.* This kind of plagiarism usually occurs out of laziness: it is easier to replicate another writer's style than to think about what you have read and then put it in your own words. The following example is from *A Writer's Reference* by Diana Hacker (New York, 1989, p. 171).

**Original:** *If the existence of a signing ape was unsettling for linguists, it was also startling news for animal behaviorists.*

### Unacceptable borrowing

*sign language unsettled linguists and startled animal behaviorists.*

**Unacceptable borrowing of sentence structure:** *If the presence of a sign-language-using chimp was disturbing for scientists studying language, it was also surprising to scientists studying animal behavior.*

**Acceptable paraphrase:** *When they learned of an ape's ability to use sign language, both linguists and animal behaviorists were taken by surprise.*

5. *Borrowing all or part of another student's paper or using someone else's outline to write your own paper.*
6. *Using a paper writing "service" or having a friend write the paper for you. Regardless of whether you pay a stranger or have a friend do it, it is a breach of academic honesty to hand in work that is not your own or to use parts of another student's paper.*

**Note:** *The guidelines that define plagiarism also apply to information secured on internet websites. Internet references must specify precisely where the information was obtained and where it can be found.*

You may think that citing another author's work will lower your grade. In some unusual cases this may be true, if your instructor has indicated that you must write your paper without reading additional material. But in fact, as you progress in your studies, you will be expected to show that you are familiar with important work in your field and can use this work to further your own thinking. Your professors write this kind of paper all the time. The key to avoiding plagiarism is that you show clearly where your own thinking ends and someone else's begins. Integrity is essential to effective performance in the profession of Social Work. Social work professionals are entrusted to carry out responsibilities that significantly impact human lives. Upholding academic honesty is consistent with a professional focus on acting with integrity and demonstrates the student's willingness to do so.

## **Essential Skills, Values and Standards of Professional Conduct**

Essential skills, values and standards of professional conduct are part of the academic standards. They are the physical, cognitive, emotional and character requirements necessary to participate fully in all aspects of social work education and the practice of social work. The expectation is that students will possess and develop these skills, values and standards as they progress through all aspects of the program, including in the classroom, in their field placements, and in the professional practice of social work. Attention to them will be paid by faculty responsible for making admissions decisions and for evaluating students' classroom and practicum performance. Violations of these Skills, Values, and Standards of Professional Conduct can also become grounds for dismissal from the program and from the profession. Thus, it is important that they are well understood.

### **Essential Skills:**

#### **Motor and Sensory**

Developing the competencies needed to become a social worker is a lengthy and complex process that requires students to participate in the full spectrum of experiences and requirements of the curriculum. The social work student must have sufficient motor abilities to attend class and perform all the responsibilities expected of students in practicum placement, at places such as hospitals and clinics. The student must also have the ability to acquire and

integrate new information through the use of their senses to perform the functions that will be expected of them both as students and as professional social workers. Students who wish to request reasonable accommodation for meeting the Essential Motor and Sensory Skills requirement should contact the Office of Disability Resources for Students (DRS). DRS provides services to enrolled students who have a documented permanent or temporary physical, psychological or sensory disability that qualifies them for academic accommodations under the law. The professional activities of social work require that students be grounded in relevant social, behavioral and biological science knowledge and research. This includes knowledge and skills in relationship building, data gathering, assessment, interventions and evaluation of practice.

### **Interpersonal and Communication Skills**

The social work student must demonstrate the interpersonal skills needed to relate effectively to other students, faculty, staff, clients and other professionals. These include compassion, objectivity, integrity and the demonstration of respect for, and consideration of others. The social work student must communicate effectively and sensitively with other students, faculty, staff, clients and other professionals. They must express 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 the content presented in the program.

### **Values:**

For admission to and continuance in the School of Social Work at the University of Washington, students must demonstrate a commitment to the core values of social justice and diversity. These values are critical to social work education and practice.

### **Social Justice**

The social work student must value social justice, which includes promoting equality and human rights and recognizing the dignity of every human being.

### **Diversity**

The social work student must appreciate the value of human diversity. They must serve in an appropriate manner all persons in need of assistance, regardless of the person's age, class, race, religious affiliation (or lack thereof), gender, disability, sexual orientation and/or value system. Social work students must not impose their own personal, religious, sexual, and/or cultural values on their clients. The social work student must know how their values, attitudes, beliefs, emotions and past experiences affect their thinking, behavior and relationships. The student must be willing to examine and change their behavior when it interferes with their working with clients and other professionals. The student must be able to work effectively with others in subordinate positions as well as with those in authority.

### **Professional Conduct:**

The social work student must abide by the ethical standards of the profession developed by the National Association of Social Workers (NASW) Code of Ethics. In general, the social work student must behave professionally by knowing and practicing within the scope of social work, respecting others, being punctual and dependable, prioritizing responsibilities and completing assignments on time. The social work student must learn to be resilient in the face of the undesirable effects of stress and avoid burnout by exercising appropriate self-care including the development of cooperative and facilitative relationships with colleagues and peers.

### **Adapted from the NASW Code of Ethics:**

#### **Privacy and Confidentiality**

- (a) Social work students and professionals should not solicit private information from clients unless it is essential to providing services or conducting social work evaluation or research.
- (a) Social work students and professionals may disclose confidential information when appropriate with valid consent from a client or a person legally authorized to consent on behalf of a client.
- (b) Social work students and professionals should protect the confidentiality of all information obtained in the course of professional service unless sharing confidential information is necessary to preventing serious, foreseeable, and imminent harm to a client or other identifiable person.

#### **Sexual Relationships and Physical Contact**

- (a) Under no circumstances should social work students and professionals engage in sexual activities or sexual contact with current or former clients, whether such contact is consensual or forced.
- (b) Social work students and professionals should not engage in sexual activities or sexual contact with clients' relatives or other individuals with whom clients maintain a close personal relationship when there is a risk of exploitation or potential harm to the client.
- (c) Social work students and professionals —not their clients, their clients' relatives, or other individuals with whom the client maintains a personal relationship—assume the full burden for setting clear, appropriate, and culturally sensitive boundaries.
- (d) Social work students and professionals should not engage in physical contact with clients when there is a possibility of psychological harm to the client as a result of the contact (such as hugging or massaging clients). Social workers who engage in appropriate physical contact with clients are responsible for setting clear, appropriate, and culturally sensitive boundaries that govern such physical contact.

## Respect

- (a) Social work students and professionals should treat colleagues and clients with respect and should represent accurately and fairly the qualifications, views, and obligations of colleagues.
- (b) Social work students and professionals should avoid unwarranted negative criticism of colleagues and clients in communications with others. Unwarranted negative criticism may include demeaning comments that refer to level of competence or to individuals' attributes such as race, ethnicity, national origin, color, sex, sexual orientation, gender identity or expression, age, marital status, political belief, religion, immigration status, and mental or physical disability.

## Unethical Conduct of Colleagues

- (a) Social workers should take adequate measures to discourage, prevent, expose, and correct the unethical conduct of colleagues.
- (b) Social workers should be knowledgeable about established policies and procedures for handling concerns about colleagues' unethical behavior. Social workers should be familiar with national, state, and local procedures for handling ethics complaints. These include policies and procedures created by NASW, licensing and regulatory bodies, employers, agencies, and other professional organizations.
- (c) Social workers who believe that a colleague has acted unethically should seek resolution by discussing their concerns with the colleague when feasible and when such discussion is likely to be productive. . . .

Approved by SSW Faculty Council, June 2011. Updated November 2018 to reflect gender-inclusive language.

## Resolution of Grievances

There are two different avenues to redress a grievance, depending on whether the grievance is academic (including practicum) or related to discrimination or unfair treatment. **The UW Tacoma MSW Program as well as the University encourages the resolution of grievances at the lowest level. In addition, although the process will generally be followed in the order described below, no one phase in the process is required before another may be utilized.** If resolution of a grievance does not occur at a particular level, the appropriate referrals can be identified and discussed. It is against University policy to penalize or retaliate against any party for participation in grievance resolution.

Contact information for the parties mentioned in this section is listed at the end.

### **Academic grievance:**

An academic grievance may be resolved by discussing the issue with the faculty member concerned, secondly with your Faculty Advisor, third with the MSW Program Chair and if necessary with the UW Tacoma School of Social Work and Criminal Justice Dean. For academic issues within practicum, resolution may be sought by discussion with the Practicum Instructor or Liaison; secondly with the Practicum Coordinator; third with the MSW Program Chair and if necessary with the UW Tacoma School of Social Work and Criminal Justice Dean. Students also may discuss the issue with the University Ombudsman if they so choose.

The Chair of the MSW Program may refer an academic grievance to the Professional Standards Committee (described in the pages that follow this section) or an appropriate University office.

***Graduate School academic grievance procedure:*** Having exhausted the avenues for resolution within the MSW Program, a graduate student with a complaint of unfair treatment involving academic policies may approach the Graduate School. If resolution is not reached through informal conciliation by the Graduate School, the student may file a formal complaint seeking resolution by the Graduate School Academic Grievance Committee. *(For complete procedural details, refer to the Graduate School Memorandum No. 33, available at <http://grad.uw.edu/policies-procedures/graduate-school-memoranda/memo-33-academic-grievance-procedure>).*

### **Discrimination/unfair treatment grievance:**

Students and employees of the University are protected by the University's equal opportunity policies (see the following section). If you believe that you have been discriminated against or unfairly treated — on the basis of race, color, creed, religion, national origin, sex, sexual or political orientation, age, marital status, disability, or disabled-veteran or Vietnam-era-veteran status — procedures exist within the MSW Program and the University for the resolution of such a grievance. Students also have access to the complaint procedures in state and federal agencies as allowed by law. Be aware that there may be time limitations on the filing of a formal complaint with an external agency.

***Within the UW Tacoma MSW Program:*** Discuss the issue and seek resolution with the individual involved. If it is unresolved, students should follow the same steps outlined above under "Academic Grievance."

When you discuss a complaint with any of the individuals named above, you can expect confidentiality. If, however, your complaint is about sexual harassment, the individual to whom you reported the complaint is legally obligated to report your complaint to the University. (The student can decide whether or not to follow up with the University representative.)

***Within the University:*** Resolution of discrimination or unfair treatment complaints may be sought through the University Ombudsman, and then either through the Office of the Vice President for Student Affairs or the University Complaint Investigation & Resolution Office

(UCIRO)—depending on whether the complaint is about a student or a university employee. Complaints about students are directed to the Vice President for Student Affairs; complaints about University employees (which includes faculty) are directed to UCIRO. (The UCIRO may refer you to a more appropriate University office.) At these offices, resolution may be sought through informal conciliation or a formal complaint procedure.

The University Ombudsman uses education, consultation, conciliation, or mediation to reach a mutually satisfactory resolution of a dispute, or if a resolution does not occur, can identify and discuss appropriate referral options.

***Bias Incident Reporting:*** This is a resource for anyone who needs to report an incident of bias or wants to explore and better understand issues like bias and discrimination, and how to effectively respond. Bias incidents are acts or behaviors motivated by the offender's bias against any combination but not limited to identities such as age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, or veteran status. While these acts do not necessarily rise to the level of a crime, a violation of state law, University policy, or the Student Code of Conduct, a bias act may contribute to creating an unsafe, negative, or unwelcome environment for the victim; anyone who shares the same social identity as the victim; and/or, community members of the University. Students can report incidents at: <https://www.tacoma.uw.edu/reportbias>

## MSW Professional Standards Committee

The Professional Standards Committee (PSC) for the School of Social Work and Criminal Justice, University of Washington Tacoma is a body of faculty whose role is to address concerns that cannot be resolved by those directly involved in the situation. The PSC determines corrective action and issues sanctions, including up to dismissal from the program. This Committee has served as a useful tool to assist on a variety of issues. This is an internal School of Social Work and Criminal Justice Committee and other University procedures can and will be used when appropriate.

To meet the Program's gate-keeping responsibilities, this Committee may be called to review a student's behavior if other avenues of resolution are ineffective or if the concern is of such seriousness to consider a recommendation to the MSW Program Chair for removal from the program. Failure of a student to meet the *Essential Skills, Values and Standards of Professional Conduct* may result in a review by this Committee.

In all instances, individuals or groups should attempt to resolve the conflict with those involved. Please refer to the previous pages in this manual for a discussion of resolution of grievances. This Committee is an **additional resource** if a mutually acceptable resolution cannot be reached through other means. Students, faculty or staff may request to convene a Professional Standards Committee meeting by completing the form available at

## Resource Persons within the MSW Program and the University:

### **UWT SSWCJ Dean**

Keva Miller  
WCG-203A  
253-692-5820  
e-mail: [kevamill@uw.edu](mailto:kevamill@uw.edu)

### **MSW Program Chair Graduate Program Coordinator**

Erin Casey  
WCG-402  
253-692-4524  
e-mail: [ercasey@uw.edu](mailto:ercasey@uw.edu)

### **Director of Field Education**

Chris Barrans  
WCG-203J  
253-692-5701  
e-mail: [barransc@uw.edu](mailto:barransc@uw.edu)

### **MSW Graduate Advisor**

Ryan Kernan  
WCG-206  
253-692-5883  
e-mail: [rkernan@uw.edu](mailto:rkernan@uw.edu)

### **Dean of the School of Social Work (UW Seattle)**

Edwina Uehara  
4101 15<sup>th</sup> Avenue NE  
206.685.2480  
e-mail: [eddi@uw.edu](mailto:eddi@uw.edu)

### **Interim Executive Vice Chancellor for Academic Affairs (UW Tacoma)**

Andrew Harris  
GWP 312  
253.692.5646  
e-mail: [atharris@uw.edu](mailto:atharris@uw.edu)

### **UW Tacoma Ombudsman**

Chuck Sloane  
WCG 405  
253.692.4476  
e-mail: [ombuds@uw.edu](mailto:ombuds@uw.edu)

### **Vice Chancellor of Student Affairs**

Mentha Hynes-Wilson  
MAT 352  
253-692-4501  
e-mail: [hynes@uw.edu](mailto:hynes@uw.edu)

### **University Complaint Investigation and Resolution Office (UCIRO)**

4311 11th Avenue N.E., Suite 320  
206.616.2028  
e-mail: [uciro@uw.edu](mailto:uciro@uw.edu)

### **Graduate Enrollment Management Services**

G-1 Communications Building  
206.685.2630  
e-mail: [uwgrad@uw.edu](mailto:uwgrad@uw.edu)

# Guide to University of Washington Tacoma

Web site links are available at [www.tacoma.uw.edu](http://www.tacoma.uw.edu)

## Office of Student Affairs:

*Room: MAT 253*

*Phone: 253-692-4400*

- registration information
- transcript request forms
- new and replacement student ID cards
- grade information
- low and high scholarship information
- residency classification information
- statement of attendance and/or certification of GPA for auto insurance, loan deferments, enrollment
- degree verification statements
- MyUW web registration information and assistance
- registration for time conflicts and S/NS
- late registration and late adds
- re-registration if canceled
- former quarter drop petitions
- registration and tuition fees petitions
- withdrawal for the quarter
- address changes
- name changes
- student health insurance coverage applications

## Financial Aid:

*Room: MAT 206*

*Phone: 253-692-4374*

- Financial Aid and Veteran Affairs
- Student Loans
- Emergency Student Loans
- Work-Study opportunities
- Tuition Payment Plan installments
- Financial Aid Consortium Agreements
- Scholarship Information
- Veteran's Benefits

## Directory of Important Phone Numbers at UW TACOMA

Campus Safety and Security <i>(911 for emergency assistance)</i>	DOU 180	253.692.4888
Campus Safety Escorts	DOU 180	253.692.4416
Career Development	MAT 106	253.692.4421
Chancellor, Office of	GWP 312	253.692.5646
Computer Lab	WG 108/CP 005	253.692.5611 or 253.692.HELP
Copy/Mail Center	MAT 053	253.692.5787
Student Counseling Center	MAT 354	253.692.4522
Disability Resources for Students	MAT 354	253.692.4508
Equity & Inclusion	WCG 102	253.692.4861
Financial Aid	MAT 213	253.692.4374
Library	SNO & TLB	253.692.4440
Pantry, The	DOU 104	253.692.4776
Registrar, UW Tacoma	MAT 253	253.692.4913
Social Work & Criminal Justice Program	WCG 203	253.692.5820
Student Advocacy & Support, Office of	MAT 209	253.692.5934
Student and Enrollment Services	MAT 352	253.692.4501
Student Engagement, Office of	MAT 103	253.692.4481
Teaching and Learning Center	SNO 260	253.692.4417
University Book Store	1754 Pacific Ave.	253.692.4300
Veteran and Military Services	MAT 206	253.692.5723

*When using campus phones, dial the last 5 digits of numbers listed above, i.e., 2-5820 for Social Work.*

*A complete campus directory is accessible via <http://directory.tacoma.uw.edu>.*