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**Indiana State
University**

**Social Work
Student Handbook
For BSW and MSW Programs**

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Introduction

The Department of Social Work at Indiana State University (ISU) offers two social work degrees: The Bachelor of Social Work (BSW) degree and the Master of Social Work (MSW) degree.

The ISU BSW Program offers a four-year program of study that prepares students for entry level generalist practice. Graduates of the ISU BSW Program are well prepared to enter the workforce and to pursue an MSW degree.

The Program has adopted the following Generalist Practice definition, identified by The Association of Baccalaureate Social Work Education Program Directors (BPD) (2006):

Generalist social work practitioners work with individuals, families, groups, communities and organizations in a variety of social work and host settings. Generalist practitioners view clients and client systems from a strengths perspective in order to recognize, support, and build upon the innate capabilities of all human beings. They use a professional problem solving process to engage, assess, broker services, advocate, counsel, educate, and organize with and on behalf of clients and client systems. In addition, generalist practitioners engage in community and organizational development. Finally, generalist practitioners evaluate service outcomes in order to continually improve the provision and quality of services most appropriate to client needs.

Generalist social work practice is guided by the NASW Code of Ethics and is committed to improving the wellbeing of individuals, families, groups, communities and organizations and furthering the goals of social justice.

The MSW Program prepares students for clinical practice. The emphasis throughout the Program is on practice in rural areas. The degree is offered in several different formats to accommodate diverse student needs: Advanced Standing (part time or full time) or Regular Program (part time or full time).

The ISU BSW and MSW Programs are accredited by the [Council on Social Work Education](#) (CSWE). The Programs are guided by the CSWE 2015 Curriculum Educational Policy and Accreditation Standards (EPAS) (Appendix A). Students and program affiliates are to familiarize themselves with this document, which sets forth the conditions for accreditation, but most importantly, drives the curriculum of both the ISU BSW and the MSW Program. Each Program's mission, goals, and objectives are concurrent with the views of social work baccalaureate and graduate education as expressed in CSWE EPAS.

The EPAS sets the parameters for all social work programs, providing guidelines for course work as well as the internship learning. The curriculum of both the BSW and MSW Programs integrates:

- Social work values and ethics and principles of ethical decision-making as presented by the National Association of Social Workers' *Code of Ethics*;
- Understanding, affirmation, and respect for people from diverse backgrounds;
- The promotion of social and economic justice;
- Foundation content areas of
 - Human behavior and the social environment (HBSE)

- Social welfare policy and services
- Social work research
- Social work practice
- Field education

Departmental Overview

Mission Statements

Department

The Department of Social Work strives for distinction in its mission to educate committed and competent generalist professionals who have integrated the knowledge, values, and skill base of the social work profession, are able to provide direct services to diverse populations, and are prepared to work with client systems of various sizes and types. Students are educated to recognize social work as a discipline with a broad mandate and to accept that they have a dual responsibility to work with designated clients as well as to work toward a society that reflects economic and social justice.

BSW

The Department of Social Work at Indiana State University is committed to contributing to the profession of social work through teaching, research, and community service. The focus of undergraduate (Bachelor of Social Work) education is on the promotion of social and economic justice and on the development of competent and skilled social work professionals.

Revised: June 21, 2010, July 2009; May 2006; November 1, 2004

MSW

The Department of Social Work at Indiana State University is committed to contributing to the profession of social work through teaching, research, community service, and continuing educational opportunities. The focus of the graduate program (Master of Social Work) is on the promotion of social and economic justice and on the development of competent and skilled clinical social work professionals who are prepared to work with rural populations.

(August 2012)

Program Goals

BSW

The BSW Program mission embodies the following key ideas: (1) providing an academically challenging curriculum grounded in a strong liberal arts foundation, (2) preparation of competent generalist practitioners, (3) preparation of students for graduate studies, (4) contributing to the professional body of knowledge, (5) commitment to social and economic justice, (6) promotion of leadership, community engagement and service, and (7) infusion of a global perspective of social work practice. These key ideas are linked to the following eight (8) BSW Program goals:

1. Provide a challenging BSW curriculum that is grounded in a strong liberal arts foundation.
2. Prepare competent generalist social work practitioners who operate from a practice framework that integrates knowledge, values, skills, ethics, diversity and a theoretical foundation.
3. Prepare students for graduate education.

4. Prepare graduates who are committed to social and economic justice, and improving service delivery systems.
5. Prepare students who are actively engaged in the community.
6. Prepare students to contribute to the development of the social work profession, their communities and global society.
7. Contribute to the social work profession's body of knowledge.
8. Engage in leadership roles and activities in the profession and in the community.

Revised May 2006, November 1, 2004

MSW

The MSW Program goals are:

1. Prepare graduate students for ethical and competent clinical practice in a rural environment, which includes engagement, assessment interventions, and evaluations with individuals, families, groups, organizations, and communities.
2. Prepare graduate students to develop and practice from a framework which integrates/emphasizes evidence based practice, social work values and ethics, and respect for diversity and difference.
3. Prepare graduate students to challenge social injustice and advance human rights and social, economic, and environmental justice.
4. Instill in graduate students a commitment to service at the local, regional, national, and global levels.
5. Prepare graduate students to engage in practice informed research and research informed practice.

Program Objectives

BSW

Program Goals as Related to Departmental Mission Statement

Mission	Program Goals
The Department of Social Work at Indiana State University is committed to contributing to the profession of social work through teaching, research,	<ol style="list-style-type: none"> 1. Provide a challenging BSW curriculum that is grounded in a strong liberal arts foundation. 7. Contribute to the social work profession's body of knowledge.
and community service.	<ol style="list-style-type: none"> 5. Prepare students who are actively engaged in the community. 6. Prepare students to contribute to the development of the social work profession, their communities and global society. 8. Engage in leadership roles and activities in the profession and in the community.
The focus of undergraduate (Bachelor of Social Work) education is on the promotion of social and economic justice	<ol style="list-style-type: none"> 4. Prepare graduates who are committed to social and economic justice, and improving service delivery systems.

and on the development of competent and skilled social work professionals.	<ol style="list-style-type: none"> 2. Prepare competent generalist social work practitioners who operate from a practice framework that integrates knowledge, values, skills, ethics, diversity and a theoretical base. 3. Prepare students for graduate education. 8. Engage in leadership roles and activities in the profession and in the community.
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MSW

The MSW Program prepares social workers to provide clinical services in mental health, addictions, and health with a special emphasis on rural populations. The curriculum focuses on the development of clinical competencies in caring for individuals, families, groups, and communities, to evaluate, develop, and implement programs and policy in multiple mental health and healthcare settings. This Program works with the initiatives for interprofessional education in conjunction with the [Rural Health Innovation Collaborative](#) (RHIC) for improved patient access, safety, and quality care for rural and underserved populations. The program focus is consistent with the National Association of Social Workers core values:

- Service
- Social justice
- Dignity and worth of the person
- Importance of human relationships
- Integrity
- Competence
- Human Rights
- Scientific Inquiry

The values of the profession are purposefully linked to the Department, but are also evident with the University and College. For example, both service and competence are incorporated within the mission statements at all three levels.

Social Work Values and Indiana State University

The mission of the Department of Social Work and the BSW and MSW programs are consistent with the mission of [Indiana State University](#), the mission of the [College of Health and Human Services](#), and that of the [social work profession](#).

Competencies

The BSW and MSW Programs have competencies derived from mission and program goals, which align with the purpose of social work education set forth in the CSWE's 2015 EPAS.

BSW and MSW graduates from the ISU Department of Social Work possess the ability to

1. Demonstrate ethical and professional behavior.
2. Engage diversity and difference in practice.
3. Advance human rights and social, economic, and environmental justice.

4. Engage in practice-informed research and research-informed practice.
5. Engage in policy practice.
6. Engage with individuals, families, groups, organizations, and communities.
7. Assess individuals, families, groups, organizations, and communities.
8. Intervene with individuals, families, groups, organizations, and communities.
9. Evaluate practice with individuals, families, groups, organizations, and communities.

Compatibility with Institutional Mission

The focus of a social work degree is on the promotion of social justice and on the development of competent and skilled social work professionals. The BSW Program focuses on generalist practice. An emphasis throughout the MSW Program is rural issues. The Department of Social Work collaborates with many community partners. The BSW Program provides service learning opportunities in a variety of social service settings. The MSW Program partners with the Rural Health Innovation Collaborative (RHIC) to improve health and mental health and addiction care in rural and underserved communities. The Department's graduates increase the number of social work professionals, strengthen the professional workforce in Indiana, and build a program with strong student demand. The Department's students also contribute to the University tradition of community engagement and service learning. An additional benefit is enhancement of the University's teaching, research, and service for students and faculty.

Faculty and Staff

For information on Department of Social Work faculty and staff, refer to this [link](#).

Office Hours

Faculty office hours often vary from semester to semester as teaching schedules change. However, all faculty members post their office hours on their office door.

It is best to make an appointment to assure that the faculty member will be available to meet with the student. However, students are also welcome to simply drop-in during faculty office hours. The student may make an appointment to meet with the faculty member at a time other than the posted office hours if it is not convenient for the student to meet with the faculty member during scheduled office hours.

The Academic Programs

BSW

The BSW Program requirements with course descriptions and credit hour information are available [here](#). A depiction of the degree pathway is available [here](#).

Field Internships

The Program requires all students to complete 450 field internship hours: 100 hours in the junior year and 175 hours each semester of the senior year. The Field Program has a manual that is available to students [here](#). Students are introduced to field education via orientation in the junior year and receive updates in an abbreviated annual orientation thereafter. Contact the Field

Director to address any field related questions. There are additional fees to participate in field internships: a \$75 course fee is charged for both SOWK 498 and SOWK 499.

Graduation Requirements

In order to graduate with a BSW degree from ISU, each social work student must:

- Complete at least 120 credit hours as detailed by the Course Catalog for the year of year admission; the Catalog is available at [here](#).
- Maintain at required minimum grade point average (GPA) across all 120 hours. For students in the 2013-14 catalog or older, the GPA requirement is 2.0; for students in the 2014-15 catalog and beyond, the GPA requirement is 2.5.
- Maintain a minimum GPA in the major (required social work and cognate courses). For students in the 2013-14 catalog and older, the GPA requirement is 2.2; for students in the 2014-15 catalog and beyond, the GPA requirement is 2.5.
- Earn a passing grade in all required courses; for 16-17 catalog year students must earn a minimum grade of C- in all social work courses. For 17-18 catalog year and beyond students must earn a minimum grade of C in all social work courses.
- Successfully pass at the required junctures the formal Faculty Review processes for admission to the Social Work Program, and later to the professional practice and field sequences.
- Check MySAM, the undergraduate degree audit tool, to make certain that all requirements are met and work with faculty as indicated to correct any problems that may exist.
- Pay all fees owed to the University.

University Foundational Studies

Coordinator: Dr. Linda Maule
Office: 206 Normal Hall
Web site: www.indstate.edu/fs/index.htm
E-mail: Linda.Maule@indstate.edu

Foundational Studies Categories are available [here](#).

Foundational Studies for Social Work Majors

BSW education is grounded in the liberal arts and contains a coherent, integrated professional foundation in social work. The liberal arts foundation is an essential component for generalist practice as it necessitates and is reflective of an interdisciplinary knowledge base. The liberal arts perspective enriches understanding of the person-in-environment context of professional social work practice and is integrally related to the mastery of social work content. The liberal arts perspective provides an understanding of one's cultural heritage in the context of the other cultures; the methods and limitations of various systems of inquiry; and the knowledge, attitudes, ways of thinking, and means of communication that are characteristic of a broadly educated generalist practitioner. Students must have direct knowledge about social, psychological, and biological determinants of human behavior and of diverse cultures, social conditions, and social problems. This knowledge helps to provide the requisite professional orientation to issues of diversity. It also encourages student

development as a well-rounded human being, an informed citizen, and an individual capable of functioning effectively in an evolving society as well as a capable social work professional.

Students must be capable of thinking critically about society, about people and their problems, and about such expressions of culture as art, literature, science, history, and philosophy. A liberal arts perspective provides a framework for asking disciplined questions, providing focus for what needs to be understood and a scientific way of assessing answers. The program places great emphasis in the curriculum on critical thinking. Each course focuses on strengthening students' ability to analyze situations and think independently.

The Program curriculum is grounded in the liberal arts through the University's Foundational Studies requirements; refer to the Foundational Studies website, noted above, for details of requirements for BSW students. Students may also consult with MySAM for an individualized report of requirements and progress toward degree completion including Foundational Studies coursework.

MSW

Overview

The MSW Program requires 60 post baccalaureate graduate credit hours and a total of 940 hours of field internship. Bachelor of Social Work graduates with a degree from a CSWE-accredited program, who meet certain criteria, and are selected for admission to the MSW Program as an advanced standing student, have the first year of foundation courses (23 credit hours/8 courses) waived. There is no thesis requirement; the Program does include a rigorous research project for credit hours related to the students' clinical practicum. The research project outcome is a written and oral presentation. In addition, a culminating project is also required whereby students critically examine, integrate, and apply their learning throughout the MSW Program. Students conduct a critical case-based analysis on a pressing rural social work issue determined by faculty.

The MSW Program requirements with course descriptions and credit hour information are available [here](#). Note: The Department of Social Work does not grant social work course credit for life or previous work experiences.

Field Internships

The MSW Program requires all students to complete 940 hours of field internship: 240 hours in SOWK 605 and a total of 700 clinically based hours split between SOWK 610 and SOWK 615 (350 for each course). The Field Program has a manual that is available to students [here](#). For questions, please consult the Field Director. There are additional fees for field internships: a \$150 course fee is charged for SOWK 605 and for SOWK 610; \$75 is charged for SOWK 615.

Curriculum

The MSW Program is designed with a curriculum that is consistent with CSWE 2015 EPAS requirements and is reflective and consistent with the Program's goals and professional core

competencies. The Program integrates the following content areas throughout the social work curriculum.

- The identity of professional social workers;
- Social work values and ethical principles as presented by the National Association of Social Workers *Code of Ethics*;
- Understanding, affirmation, and respect for people from diverse backgrounds;
- The promotion of social and economic justice;
- Research-informed practice and practice-informed research;
- Field education;
- Foundation content areas
 - Human behavior and the social environment (HBSE)
 - Social policy and services
 - Social work research
 - Social work practice

Courses related to the content areas:

- Human Behavior and the Social Environment (HBSE) sequence
 - (SOWK 501, SOWK 504, SOWK 505),
- Social policy and services sequence
 - (SOWK 502, SOWK 607),
- Social work research sequence
 - (SOWK 507, SOWK 608, SOWK 611)
- Social work practice sequence
 - (SOWK 500, SOWK 503, SOWK 506, SOWK 601, SOWK 606, SOWK 620)
- Field Education sequence
 - (SOWK 605, SOWK 610, SOWK 615)

The graduate program offers a two-year full-time academic plan, a four-year part-time academic plan, and plans for students eligible for advanced standing. The academic plan includes all courses required for a MSW degree and the sequencing of the courses.

Graduation Requirements

In order to graduate, each social work student must:

- Complete the 60 graduate credit hours required by the Department of Social Work.
- Complete 940 field internship hours.
- Maintain at least a 3.0 cumulative grade point average.
- Check the degree audit tool to make certain that all requirements are met and correct any problems that may exist.
- Pay all fees owed to the University.

Admission Policies and Procedures

The following section identifies policies and procedures related to admission into each Program.

BSW Admission

Admission Process Overview

Upon entering Indiana State University, students wishing to major in social work may declare a PRE-SOCIAL WORK major. Once students are admitted into the BSW Program, their status is converted to SOCIAL WORK major. Status as a social work major is required in order to register into courses at the junior level Fall semester and beyond. Students who change majors must use the Change of Major Form to do so. All students designating a social work major prior to admission into the program are identified as Pre-social work. A two-level admission process is in place for students interested in an undergraduate degree in social work:

First Level (Admission into the Program)

1. When a student declares pre-social work as a major, an academic plan is developed between the assigned Academic Advisor and the student. The assigned Academic Advisor meets with the student at least once per semester to discuss the student's academic progress and to confirm an academic plan for the next semester. The student is required to meet with the assigned Academic Advisor each semester.
2. In the Spring of the sophomore year, students who wish to be admitted into the major complete the Application for Admission into the Social Work Program. Refer to departmental web site for the [form](#). All students must have applied to and been accepted into the major before entering the junior year Fall course sequence.

Transfer students who are entering the Program at the SOWK 382/SOWK 384 sequence (junior year Fall semester of social work courses) need to refer to the admission policy on "Transfer Students". Students cannot continue with social work courses beyond SOWK 270 without being admitted to the major.

The BSW Admissions Committee reviews the completed application and the academic performance history of the student. Faculty also share their knowledge of the student. A student may be asked to appear before the Committee to discuss her/his readiness for admission to the major. Through this process the Committee determines who is prepared to enter the social work major. The student will receive a letter from the Admissions Committee Chairperson pertaining to her/his acceptance to the major. The letter reflects the decision of the Committee, which may be that the student is:

- a. Admitted to the Program
 - b. Admitted with Recommendations
 - c. Admitted on Probationary Status
 - i. Students who are admitted on probationary status must meet with the Departmental Admissions Committee to determine if the conditions have been met. Once conditions have been met, the Committee Chairperson will send an Admission to the Program letter to the student.
 - d. Not Admitted
 - i. Students who are not admitted to the Program may re-apply after meeting the admission requirements and demonstrating effective progress on areas of concern(s).
3. Student grades and progress are monitored each semester. Students with academic or personal issues that impinge on the student's progress in the social work major are reviewed and discussed by the Program Directors. If deemed serious enough, a student

will be asked to meet with the Program Directors for review of her/his performance and situation.

Second Level (Admission into the Field)

1. The second level review occurs in the junior year Fall semester, which is the semester before the student is scheduled to enroll in the field practicum course (SOWK 480).
 - a. The student must attend a field practicum orientation meeting;
 - b. Complete the Application for Admission into the Practice and Field Sequences; and
 - c. Complete the Field Placement Request forms.
2. The Field Director reviews completed applications and the academic performance history of the student. Faculty may also share their knowledge of student performance as part of this review. A student may be asked to appear before the Program Directors to discuss her/his readiness for a field practicum if any concerns arise during the review process. If such a meeting is utilized, the Committee determines if the student is prepared to enter the Practice and Field Sequences.
3. A letter will be given to the student during the Fall semester when meeting individually with the Field Director pertaining to her/his admission to the practice and field sequence. This letter, if the student is admitted to the sequence, will include the name and address of the student's field internship site and Field Instructor.

Criteria for Admission into the Social Work Major.

To be accepted and retained in the Social Work Program a student must demonstrate the capacity to develop into a professional social worker. Students must address their views/positions on the following criteria in the application to the major, which includes the values and ethics of the profession, and the ability to obtain and integrate the knowledge, skills, and behaviors necessary to become a generalist social work practitioner by meeting the Program's goals and Program's nine core competencies.

A student who desires to major in Social Work and continue in the Social Work Program is expected to have the capacity to continue developing the following qualities and behaviors.

1. *Self-Awareness.* The student, as an aspiring generalist practitioner, must know her/himself reasonably well. The student must demonstrate the capacity to increasingly develop self-insight. The knowledge of her/his own personal strengths and weaknesses should allow the individual to focus on working effectively with others. Explain the strengths that one possesses as well as the individual needs develop.
2. *Professional Commitment.* The student should be willing to make and maintain a strong commitment to achieving the Program's nine core competencies and to upholding the ethical standards of the social work profession (i.e., NASW Code of Ethics). Explain your motivation to become a social worker. Tell us about your class attendance, preparation for class, turning in assignments on time and quality of work submitted.
3. *Professional Conduct.* The student's conduct must maintain the standards set forth within the NASW Code of Ethics. The student should work collaboratively with others to use professional knowledge, values, and skills to bring about change.
 - a. *Integrity.* Tell us about your ability to follow through on commitments you make.

- b. *Ability to communicate (writing, speaking, reading, listening).* Describe your writing and oral communication skills.
- c. *Acceptance and use of supervision/feedback.* Explain how you use feedback from instructors (examples: comments on papers, employer feedback).
- d. *Ability to function as a volunteer or employee.* Tell us about your performance as a volunteer/employee.
- e. *Meeting deadlines/organizational skills.* Tell us about your ability to turn in assignments on time, your organizational skills and tendencies to procrastinate.
4. *Empathy.* The student must be able to demonstrate the capacity for empathy, which is the ability to comprehend another's subjective reality and feelings. Empathy and support are necessary to enable the client to use professional and outside resources to develop and implement a solution to issues. Explain your ability to be impartial and nonjudgmental of other people.
5. *Acceptance of Diversity.* The student must be able to learn to appreciate the value of human diversity. She/he must be open to learning how to practice with respect, knowledge, and skills related to all persons regardless of the person's age, class, color, culture, disability, ethnicity, family structure, gender, marital status, national origin, race, religion/spirituality, sex and sexual orientation. The student must be able to practice without discrimination. Describe your understanding and tolerance of others who may be different from you.
6. *Academic Success.* The student must be able to meet the graduation requirements of the program. Tell us about your overall GPA and Social Work Program GPA and if it is an accurate description of your abilities. If not, describe the circumstances that have impacted your performance. Transfer students need to include their GPA from previous colleges/universities attended.

Admission Decision Options

Applicants who request admission to the social work program will be notified in writing of the decision of the Social Work Program Admissions and Retention Committee.

There are four possible outcomes of this admission process:

1. Admitted to the Program.
2. Admitted with Recommendations. In this case, the applicant will be notified of specific areas, in the professional judgment of the BSW Program Admissions Committee, are recommended for improvement.
3. Admitted on Probation. The applicant will be notified of specific conditions that must be met before admission is offered.
4. Not Admitted. The applicant will be notified of the rejection of his/her application for admission. The student, if applicable, will collaborate with the advisor in issues to considering other major options available, and/or referred for consultation to a different major.

Acceptance to the Practice and Field Sequences

The procedures for acceptance into the Practice and Field Sequences are discussed at length in the [Social Work Field Manual](#).

Transfer Students

There are three locations of information regarding transferring to Indiana State University accessible below:

[Transfer Application Instructions](#)

[The Undergraduate Catalog, Admission Requirements and Registration](#)

[Transfer Planning Tool](#)

Refer to the Admission Requirements and Registration link above for policies and procedures regarding transferring to Indiana State University. Listed below are several policies from the web site. After the process for admission to the University is complete, transfer students may need to apply immediately to the Department of Social Work using the following form: [BSW application](#)

Applicability of Transfer Credit

Application of transfer of credits depends on the student's choice of degree program. Transfer credit will be re-evaluated if transfer students change their degree program. Transfer credit may be assigned as course equivalency or as elective credit.

Transfer of Credit Evaluation

The academic dean of the college of the student's intended major determines the transferability and applicability of transfer credit hours. Transfer credit will be re-evaluated if a transfer student changes his/her degree program.

Transferability

The following University guidelines govern transfer of courses:

1. Only transfer credit hours earned in college-level courses (typically numbered 100 or higher) from a regionally accredited college or university will be assigned credit.
2. Only transfer courses in which a grade of C or higher was earned will be assigned credit; courses with a grade of C- or below will not be assigned credit.
3. A maximum of 94 hours of transfer credit may be assigned toward a bachelor's degree; a maximum of 47 hours of transfer credit may be assigned toward an associate's degree.

Transfer credit hours are assigned only for college-level courses.

Transfer Policy

Transfer Student Requirements for Admission into the BSW Program

A transfer applicant, who is in good standing at her/his last accredited institution, is eligible to apply for admission into the BSW program. To be admitted into the BSW Program, the applicant must follow the admission protocol as described in the Admissions, Termination, and Appeals policy, "First Level/Admission into the Program" found in this manual and the Social Work Student Handbook.

Admissions requirements are consistent for transfer students as well as traditionally progressing ISU students.

Transfer of Credit

The Department of Social Work maintains complete responsibility for validating academic credit previously earned by reviewing course content and syllabi with representatives from the university/college from which the student is transferring.

In considering academic credit for students transferring from other accredited social work programs, the program tries to prevent duplication of academic content by recognizing prior educational achievement and ensure student outcomes consistent with program goals. The Department has articulation agreements with Vincennes University, Ivy Tech Community College, and Lakeland Community College.

The total number of credit hours that may be applied from another institution may not exceed the level of accreditation granted to that institution. For example, the maximum number applicable from two-year institutions is 64 semester hours.

To receive transfer credit for social work courses that are to substitute for required courses in ISU Social Work Program, the student must have received a minimum grade of a C in the course. Before any consideration will be given to the student's request for transfer credit, the student must be able to document that the course content was equivalent to the material covered in ISU's course. The student will be required to bring in the course syllabus to the BSW Program Director for the determination of its equivalency. The assigned Academic Advisor and BSW Program Director will consult before a final determination is made.

When there is no particular course that is assessed to be equivalent to ISU's, but the student appears to have taken other courses that cover the required content of the ISU course for which the student is seeking transfer credit, the student may be allowed to take a proficiency examination. In order to qualify for the examination the student must have received in these courses the minimum grade of B. The student must obtain from the Department of Social Work office a Proficiency Examination Request Form (refer to the departmental [web site](#)). A signature is required from the Department Chairperson. The student will arrange with the Department Administrative Assistant to take an examination and, if a passing grade is received, the student will be considered exempt from the required course.

It is the policy of the Department of Social Work not to grant transfer credit for any course in the field work sequence. An exception can only be made if it has been determined that the student met ALL prerequisites. No student will receive transfer credit for the senior year field internship. The Department of Social Work considers it essential to have monitored the field experience itself if the student is to be a graduate of the Indiana State University Social Work Program.

MSW Admission

MSW Program applicants must first meet the admission requirements to the Indiana State University College of Graduate and Professional Studies.

College of Graduate and Professional Studies

Regular Admission

For regular admission status in the College of Graduate and Professional Studies, an applicant must, as a minimum:

1. Hold a baccalaureate degree granted by a regionally accredited institution (for international students, a degree granted by a recognized institution). Official transcripts for all institutions attended (undergraduate and graduate) must be sent directly from the school attended to Graduate Admissions in the College of Graduate and Professional Studies
2. Have earned a minimum cumulative grade point average of 2.7 in all undergraduate course work; or have earned a minimum cumulative grade point average of 3.0 in the last 60 hours of undergraduate course work; or have earned a minimum cumulative grade point average of 3.0 in the applicant's major field of study; or have earned a minimum cumulative grade point average of 3.0 in all courses taken at the graduate level.
3. Satisfy and/or meet any and all additional admission requirements of the MSW Program.
4. Submit to the College of Graduate and Professional Studies a fully completed [Graduate Admission Application Form](#) with a non-refundable admission application fee of \$35.00 payable by cash, credit card, money order, or check made payable to Indiana State University.

Conditional Admission

Conditional admission is intended for those students whose undergraduate record does not reflect their current capacity to do graduate work. In those circumstances conditional admission status, upon the recommendation of the MSW Program, may be granted. Conditional admission has a maximum time limit of one academic year. Applicants admitted on a conditional basis must maintain a minimum cumulative grade point average of 3.0 while enrolled in the College of Graduate and Professional Studies. A final admission decision shall be reserved by the MSW Program until an applicant's performance has been evaluated after one academic year of enrollment.

For conditional admission status, an applicant must, as a minimum:

1. Hold a baccalaureate degree granted by a regionally accredited institution (for international students, a degree granted by a recognized institution).
2. Have earned a minimum cumulative grade point average of 2.3 in all undergraduate course work; or have earned a minimum cumulative grade point average of 2.5 in the last 60 credit hours of undergraduate course work; or have earned a minimum grade point average of 2.5 in the applicant's major field of study.

3. Satisfy and/or meet any and all additional admission requirements of the MSW Program.
4. Submit to the College of Graduate and Professional Studies a fully completed Graduate Admission Application Form with a non-refundable admission application fee of \$35.00 payable by cash, credit card, money order, or check made payable to Indiana State University.

An example of a possible request for *Conditional Admission* is an applicant who has not successfully completed a statistics course. The applicant could be admitted under conditional status until the course is completed, which must be successfully completed prior to SOWK 608 (Advanced Research I). All other MSW Program requirements must be completed.

Provisional Admission

Provisional admission is intended for those students meeting regular or conditional admission requirements, but who are missing admissions materials other than an application, application fee, and an official transcript from the institution granting their highest completed degree. Provisional admission status may be granted upon the recommendation of the MSW Program. Final decision on an applicant admitted on a provisional basis shall be reserved until all missing documents are received but may not exceed one semester. For provisional admission status, an applicant must, as a minimum:

1. Meet the criteria for regular or conditional admission.
2. Submit official transcripts [baccalaureate degree granted by an accredited institution].
3. Submit to the College of Graduate and Professional Studies a fully completed Graduate Admission Application Form with a non-refundable admission application fee of \$35.00 payable by cash, credit card, money order, or check made payable to Indiana State University.

An example of a possible request for *Provisional Admission* is an applicant who has not submitted a limited background check. The applicant could be admitted under provisional status until the background check has been received. The background check must be received before the start of the first MSW class. All other MSW Program requirements must be completed.

Admission of International Students

International applicants, in addition to meeting the appropriate admission requirements in the respective admission categories must submit the following:

1. Official academic records (transcripts) demonstrating successful completion of a baccalaureate degree granted by an accredited institution. Academic records from all universities attended must be received in English and the native language.
2. Official Test of English as a Foreign Language (TOEFL) score of a minimum of 550 on the regular examination or 213 on the computer-based examination or 80 on the iBT version (minimum standards are under review at this time and may be revised, the most current standards will be available on the College of Graduate and Professional Studies

Web site; or a minimum score of 6.5 in the International English Language Testing System (IELTS); or official Graduate Record Examination (GRE) scores with a minimum score of 440 in the verbal section; or official transcripts with a minimum of 30 credit hours of earned undergraduate credits of classroom-based course work at a regionally accredited college or university in the United States or a recognized college or university in the United Kingdom, Australia, or other institutions of higher learning approved by the Indiana State University College of Graduate and Professional Studies; or official transcripts showing an earned undergraduate or graduate degree from a regionally accredited institution in the United States. It should be noted that international applicants from English-speaking countries or former British colonies may be exempted from the above (TOEFL) requirements.

3. An Affidavit of Financial Support (United States Department of Justice Form I-134 or equivalent documentation).
4. Submit to the College of Graduate and Professional Studies a fully completed International Student Admission Application Form with a non-refundable admission application fee of \$35.00 payable by credit card, money order, or cashier's check (or bank check negotiable in the United States), made payable to Indiana State University.
5. Provide on the application for admission a complete educational history from secondary school or the thirteenth year through the highest level of education completed. Failure to list all institutions attended and the date of attendance could result in dismissal.

MSW Program Admission Requirements

1. A minimum final undergraduate grade point average of 2.7 on a 4.0 scale; or have earned a minimum cumulative grade point average of 3.0 in the last 60 hours of undergraduate course work
2. Provide a 2-3 page statement of purpose. The following items should be addressed in the statement of purpose:
 - a. Reasons for choosing the MSW program of study.
 - b. Interest in a rural practice focus.
 - c. Plans upon achieving an MSW.
 - Career goals
 - Commitment to the social work profession
3. Complete the department application form for admission to the MSW program.
4. TOFFEL of 550 or greater, if English is not the primary language spoken.
5. Résumé
6. Three letters of reference
7. Criminal background check
8. Baccalaureate degree requirements
 - a. Evidence of liberal arts course work, demonstrated by the successful completion of a minimum of six courses in social or behavioral sciences.
 - b. Courses are accepted from the following disciplines: Psychology, Sociology, Anthropology, Economics, Political Science, Criminal Justice, and Social Work.
 - c. An applicant may have no more than three prerequisites from Economics or Political Science. Other listed majors may have all six pre-requisites from the discipline.
9. Evidence of successful completion of one course in statistics. This course can be taken in any discipline and on any level (graduate or undergraduate) so long as it was taken at an accredited college or university. A student may also be conditionally admitted to the MSW

program provided the statistics class is successfully completed prior to SOWK 608 (Advanced Research I).

Admission to the Master of Social Work program is a competitive process. Simply meeting the minimum requirements listed above does not guarantee admission.

Needs of specific students

This program is designed for both the full-time graduate student and the part-time graduate student. There are several courses that are to be taken in sequence or concurrently with another course. For example, the Clinical Field Practicum courses must be completed in the designated sequence with the research courses.

Enrollment restrictions

Enrollment may be restricted based upon the available MSW field internship sites.

Student financial support

Various forms of financial support exist for eligible students including scholarships, fee waivers, stipends, grants and loans. Many employers offer student incentives for tuition reimbursement. Students may also apply for scholarships offered by local agencies as well as national organizations to assist them in furthering their education.

Criminal Background Check and Sex Offender Policy

All applicants are required to submit a limited criminal history check prior to admission. Individual who have been convicted of sex offenses against children will not be admitted.

It is the policy of the Indiana State University MSW Program that no students or applicants who have been convicted of sex offenses against children shall be eligible for admission or matriculation into the MSW program.

Indiana Licensure

In order to obtain a license to practice social work in Indiana one must:

1. Furnish satisfactory evidence to the Indiana Professional Licensing Agency Behavioral Health and Human Services Licensing Board that the individual does not have a conviction for a crime that has a direct bearing on the individual's ability to practice competently and/or
2. Furnish satisfactory evidence to the Board that the individual has not been the subject of a disciplinary action by a licensing or certification agency of another state or jurisdiction on the grounds that the individual was not able to practice as a social worker or clinical social worker without endangering the public. See the information available at the below links.

[Indiana Professional Licensing Agency
Criminal History form](#)

Admission Process

1. Applicants who seek admission to the MSW program must achieve admission through the College of Graduate and Professional Studies at the University level (see admission criteria above). Applicants must apply online; the online form is available [here](#).
2. Applicants must also submit all MSW Program materials to the College of Graduate and Professional Studies online admission link.
3. The MSW Admission Committee will review all applicant documents. Criteria utilized for selecting applicants will be based on graduate admission criteria, MSW application criteria, as well as individual ratings by the MSW Admission Committee.
4. A committee meeting will be commenced to discuss each applicant's application and committee members rubric results. Students with the highest ranking will be interviewed.
5. Applicant interviews will occur in the Department of Social Work. Interviews via technology (e.g., Skype) will be offered for applicants who are unable to come to campus.
6. The MSW Admission Committee will participate in the interview.
7. The consensus of the MSW Admission Committee will determine which candidates are selected for admission.
8. The MSW Program Director will make a final decision on candidates for whom a consensus was not reached by the MSW Admission Committee.

In evaluating applicants, the MSW Admission Committee will consider the following:

1. Past academic performance as reflected in a cumulative undergraduate GPA.
2. Critical thinking skills and the ability to communicate effectively in writing as reflected in the required statement of purpose and application questions. All written materials submitted are evaluated on punctuation, spelling, grammar, syntax, organization, and the ability to clearly express ideas.
3. A basic understanding of the social work profession as reflected in the required statement of purpose and application questions and as communicated in the personal interview.
4. Emotional maturity, stable mental/emotional processes as evidenced by letters of reference and all communication with faculty and staff of the MSW Program.
5. Graduate course work performance (if any).
6. Successful completion of required course prerequisites.
7. Scores on the MSW Program's admissions rubric.
8. Length and type of work and volunteer experience as identified in the Admission packet.
9. Letters of reference - Students are encouraged to review the reference form and select individuals who will be able to answer a majority of the questions. References from faculty, supervisors in employment or volunteer positions and individuals with professional knowledge of social work or human services are preferred.
10. Evidence of personal values consistent with the professional social work values of service, social justice, dignity and worth of the person, importance of human relationships, integrity, competence, human rights, and scientific inquiry as determined by the application material and oral and written communication for the applicant.
11. A personal interview.
12. Applicant's ability to successfully complete the MSW application process.

Admission Decision

Applicants will receive one of four admission responses.

1. Accepted,
2. Conditionally Accepted,
3. Provisionally Accepted, or
4. Denied.

Contingent conditions (for conditional or provisional admission) will be identified in the admission response to the applicant.

Conditionally Accepted –

- Students whose undergraduate record does not reflect their current capacity to do graduate work.
- Conditional admission has a maximum time limit of one academic year.
- Applicants admitted on a conditional basis must maintain a minimum cumulative grade point average of 3.0 while enrolled in the College of Graduate and Professional Studies.
- A final admission decision shall be reserved by the MSW Program until an applicant's performance has been evaluated after one academic year of enrollment.

Provisionally Accepted –

- Students meeting regular or conditional admission requirements who are missing admissions materials other than an application, application fee, and an official transcript from the institution granting their highest completed degree.
- A final decision on an applicant admitted on a provisional basis shall be reserved until all missing documents are received but may not exceed one semester.

Admission is competitive and the instructional and field internship resources of the Program determine total enrollment.

Applicant Notification

Admissions decisions will be relayed by the College of Graduate and Professional Studies. The MSW Program Director will also send a notice electronically via the e-mail address provided by applicants. It is imperative applicants provide a current email and inform the MSW Program if there is a change. It is recommended that a non-university email be used because university accounts are typically closed after graduation. A follow up letter will be sent to applicants accepted into the program if there is no response to the e-mail after a two-week period of time.

Once the application is submitted to the Indiana State University MSW Program, it becomes the property of the Program and its content or copies of its content will not be released under any circumstances. There are a plethora of reasons an applicant may not be accepted into the MSW Program at Indiana State University. A denial for admission into this program does not mean an applicant would be denied admission into a different MSW Program at another university or into a different graduate program at Indiana State University. A denial means an applicant, when compared to other applicants, was not ranked high enough for admission. Applicants who are not accepted into the MSW program may re-apply for admission in subsequent years.

Advanced Standing

MSW applicants who have a BSW degree from a CSWE-accredited program, those recognized

through its International Social Work Degree Recognition and Evaluation Service, or covered under a memorandum of understanding with international social work accreditors will not repeat what they have mastered in their undergraduate program. Students who meet the criteria may apply and be considered for the Advanced Standing Program described below.

If offered advanced standing, the applicant will be given *credit by credential* for the first 23 hours of the program (foundational courses). Students must meet the admission requirements for all applicants in addition to the following requirements:

1. Conferral date of their BSW degree is within the last 5 years
2. A 3.0 overall grade point average on a 4.0 scale for all undergraduate work attempted; or a 3.0 grade point average in the last 60 semester hours taken in the undergraduate program.
3. Satisfactory completion of a 400-hour generalist field placement (minimum) in direct practice with individuals, families, groups, and communities under appropriate social work supervision.
4. Meet the social work foundational level course requirements. Advanced standing applicants will have transcripts and/or program content evaluated by the MSW Admissions Committee to determine if foundation content has been met. The Admissions Committee reviews and evaluates all advanced standing applications. Applicants may be required to present copies of course descriptions, course syllabi, and/or assignments in order to document that appropriate content has been covered in the previous course of study.
5. Applicants must submit online their BSW final field evaluation or letter from their BSW field practicum agency supervisor and a letter of reference written by a full time (not adjunct) faculty member from their undergraduate social work program.

MSW Advanced Standing Admission Process

1. Applicants who seek admission to the MSW Advanced Standing Program must first achieve admission through the College of Graduate and Professional Studies at the University level (see admission criteria above).
2. Applicants must also submit all MSW Program materials and the Advanced Standing materials to the College of Graduate and Professional Studies online admission link.
3. The MSW Admission Committee will review and rate each candidate with an admission rubric (see Appendix). Criteria utilized for selecting applicants will be based upon graduate admission criteria, MSW application criteria, MSW Advanced Standing criteria, as well as individual ratings by the MSW Admission Committee.
4. A Committee meeting will be commenced to discuss each application and committee members rubric results.
5. The top ranked candidates will be invited to come in for an interview. If said candidate refuses, the Committee will make an admission decision based upon the application packet.
6. The consensus of the MSW Admission Committee will determine which Advanced Standing candidates are selected for admission.
7. The MSW Program Director will make a final decision for Advanced Standing candidates for whom a consensus is not reach by the MSW Admission Committee.
8. Note – an Advanced Standing candidate may not be selected for the Advanced Standing Program but may be considered and selected for the full-time MSW Program.

Transfer Credit

According to the College of Graduate and Professional Studies, courses taken for graduate credit at other institutions may be transferred in partial fulfillment of degree requirements under the following conditions:

1. Transfer of credit will be considered for graduate work taken only at regionally accredited institutions or at institutions recognized by the Department of Education. Graduate credits earned from an international college or university will be evaluated by the International Programs and Services before being considered for transfer into an ISU degree program.
2. The research requirement must be taken at Indiana State University. Graduate credits appropriate to the MSW degree taken at Indiana State University may be accepted for transfer at the recommendation of the MSW Program curriculum committee.
3. Transfer credit requests on courses that are not part of a completed graduate degree, licensure, or post-bachelor's certificate program and that were taken outside of the time-to-degree completion guidelines, must be sent to the College of Graduate and Professional Studies. The MSW Program's curriculum committee is responsible for evaluating the currency of the student's knowledge from courses presented for transfer.
4. Transfer credits approved at enrollment remain current within the specified time-to-degree completion period (seven years for masters, eight years for education specialists, and nine years for doctoral degrees).
5. Hours of credit may be transferred, but grades earned in courses taken at other institutions do not transfer.
6. Only graduate courses in which a student has earned a grade of B (or 3.0 on a 4.0 scale) or better may be considered for transfer.
7. Graduate courses taken at another university on a credit/no credit, pass/fail, or satisfactory/unsatisfactory option are not accepted as transferable unless approved by the appropriate academic unit.

Transferability based upon MSW Program Guidelines:

There are no unique agreements with other institutions regarding transfer of students. ISU has allowed a course equivalency evaluation of previous course work, which may be for a foundation course. A person with graduate credits in a behavioral science field may potentially transfer one three-credit hour course to the MSW program with the following caveats: the MSW program must approve it as an elective and the course must not be more than five years old at the time of MSW graduation. The student must submit a narrative explanation as to how the requested transfer course would be beneficial to someone with a rural clinical MSW degree with a concentration in either mental health and addiction or health. Course work that is part of a conferred graduate or undergraduate degree may not be considered for transfer credit. Students will not be given course credit for advanced standing courses, field courses, or work experience.

Academic Advisement Policies and Procedures

The Department of Social Work follows the University policy on Academic Advising available [here](#). Further information on undergraduate advising is available [here](#).

Department of Social Work Academic Advising Policy

The Department assigned Academic Advisor provides student academic advising for all social work students. Included in these duties:

- The development of the academic plan with each social work student,
- Meeting individually with each student each semester to ensure that the academic plan is followed,
- Ensuring that all social work faculty members understand the advisement and registration processes,
- Providing pre-advisement/recruiting and ongoing advisement for social work students, and
- Meeting with transfer students and undecided students who are contemplating a social work degree.

The assigned Academic Advisor can be one of several people. Undergraduate students who are in pre-major status will be advised by a University Advisor, College Advisor, or Departmental Advisor. Junior and Senior level undergraduates are advised by full-time faculty in the Department of Social Work who typically teach in the undergraduate program. Graduate students are assigned an advisor who teaches in the graduate program. Advisors are assessed for best fit with student interest and concentration.

Students are informed of the name of her/his academic advisor through a variety of methods. Students can identify her/his advisor by checking MySAM, through her/his ISU Portal, or by consulting with the Program Director or the department Administrative Assistant.

The Department of Social Work views academic advising as an integral part of the educational process. The primary purpose of the Assigned Academic Advisor is to assist students in the development of meaningful educational plans consistent with the Program's goals and objectives. The Assigned Academic Advisor strives to provide effective advising, which is characterized by a good working relationship with each social work student. The Department is committed to quality advising that requires understanding, affirming, and respecting individual student differences. The Assigned Academic Advisor is expected to be knowledgeable about Program goals and objectives and communicate them clearly to students. Students are expected to understand University and Program requirements, Program goals and objectives, and accept the responsibility for fulfilling these requirements.

Advising is a central component of student success. Students who work closely with their advisors are more likely to meet their goals and achieve academic success. Students should maintain regular contact with their advisors, and are expected to work with their advisors prior to registration each semester to ensure the proper sequencing of courses in order to graduate on time.

Application for Change in Advisor

To initiate a change in advisors, undergraduate students must consult with the BSW Program Director. Graduate students must print and complete the application for change in advisors from

the College of Graduate and Professional Studies and obtain the signatures of their current and new advisors, department chair, and staff in the College of Graduate and Professional Studies.

Degree Audit - MySAM

Presently, undergraduate students use the degree audit tool commonly known as MySAM. Graduate degree programs are not currently functional in this program, so graduate students must consult with her/his advisor, and compare an unofficial transcript with the degree plan for the program for each student.

Undergraduate students should review and print a MySAM report each semester for use during the advising and registration period for the next term. The MySAM report provides students with a current account of courses taken (along with credit hours and grades earned), and also indicates remaining deficiencies in students' declared programs.

To review the MySAM report:

1. Log on to the [MyISU Portal](#).
2. Click the "Student Tab."
3. Click "Degree Audit Tools"
4. Select "MySAM."

Responsibilities of Departmental assigned Academic Advisors and Students

Inherent in the advisement process is the need to help students understand the nature of the University and a university graduate education (which encompasses a BSW or MSW degree). Given the above, the responsibilities for assigned Academic Advisor and student advisee are available [here](#).

Department of Social Work Academic Advisement Procedure

Pre-Admission Advisement.

The University and the Department of Social Work have advisement opportunities scheduled prior to admission through visits to campus. The University offers "Sycamore Preview Days" and hosts visits to campus. Pre-advisement is provided by one of several people: University College Advisors meet with incoming new freshmen; transfer and returning undergraduate students meet with one of the BSW Program Academic Advisors, and potential MSW students meet with one of the MSW Program Academic Advisors. Pre-admission advisement is also provided whenever students contact the Department of Social Work to obtain information regarding social work programs and attending the University; this includes students considering attending the University for the first time as well as current University students who are undecided as to their undergraduate major or those wanting information about the MSW degree.

The Initial Advisement Session.

At the time students select a social work program, they are assigned to an Academic Advisor. During the initial meeting the assigned Academic Advisor develops the academic plan with the student, which outlines all courses that will be needed to complete a degree in social work. The student has before them a tentative schedule for each semester, which takes into consideration horizontal and vertical prerequisites and integrative requirements for the social work degree.

Advisement throughout the Social Work Program.

All social work degree-seeking students are required to meet with their assigned Academic Advisor each semester prior to registering for courses for the following semester. An evaluation of the student's progress is made and problems noted by the faculty Advisor, or identified by the student, are discussed at this time. Students are strongly encouraged to meet with their assigned Academic Advisor throughout the semester when/if difficulties or questions arise.

- Before registering for each semester, each student is required to meet with the assigned Academic Advisor at least once each semester during pre-registration to plan the student's class schedule.
- A student is urged to inform the assigned Academic Advisor of any difficulties experienced which could lead to course or school failure and/or dropping out.
- A student who drops a course during the semester MUST inform the assigned Academic Advisor immediately.
- A student who earns below the minimum grade of C in any social work course is REQUIRED to meet with the assigned Academic Advisor to determine appropriate scheduling adjustments for the following semester(s).
- (For MSW Students) A graduate student whose grade point average drops below a 3.0 will be placed on probation, suspended from graduate study, or dismissed from the College of Graduate and Professional Studies. The dean of the College of Graduate and Professional Studies, in accordance with the regulations of the student's academic department and the College of Graduate and Professional Studies, will make decisions in such matters.
- Students with a Grade Point Average (Overall or Major) that falls below the expectations of the BSW or MSW Programs or who are on academic probation are reviewed by the Program Directors. Students may be called in to meet with this group to identify problem areas and devise a plan for academic improvement. Typically in this plan a component is to meet with her/his assigned Academic Advisor on a monthly basis. The assigned Academic Advisor works with the student to review the preparedness of the student to continue in the social work program as well as the student's motivation for a social work career.
- The assigned Academic Advisor coordinates with the Field Director regarding students who are academically ready to enter the field program. The Program Directors may discuss students' preparedness for field.

The department's advisement system is student oriented and allows for early and periodic evaluation of each student's performance, guides students in selecting coursework, and assesses with students the settings in social work practice that best meet their educational needs and career goals. It assists students in assessing their aptitudes and motivations for a social work

career. Social Work faculty members meet regularly to discuss student progress (or lack thereof). Students of concern are referred to the department's Program Directors.

Departmental faculty members have an open door policy for mentoring and advisement. All faculty members have regularly scheduled office hours. Faculty members usually have flexibility to meet with students at other times so students are encouraged to "drop by" on a regular basis.

Student Participation in Academic Program Planning.

The departmental assigned Academic Advisors confer with each student regarding progress in relationship to meeting the degree requirements and the academic standards of the University.

- Each student enrolled in the University is expected to read carefully and to understand the contents of the *Indiana State University Bulletin* that are applicable. This includes an understanding of the University's general policies and regulations for academic achievement necessary for continued enrollment as well as for graduation, in addition to those regulations identified by the [Code of Student Conduct](#) relating to her/his social and campus conduct.
- The student is responsible for being familiar with the [social work](#) and university requirements that must be met to qualify for graduation for [BSW Students](#) and for [MSW Students](#).
- Each student is responsible for being familiar with the Program goals and core competencies available on the [department website](#).
- Each student is responsible for being familiar with the [Department Student Handbook](#).
- Each student should assume the initiative for meeting with the assigned Academic Advisor to prepare the next semester schedule of classes. The assigned Academic Advisor is available to offer recommendations to verify the accuracy of course choices in meeting curricular patterns. The primary responsibility for meeting the requirements of the academic program and proceedings to satisfy those requirements in an orderly and sequential manner remains with the student.

Academic Policies and Procedures

The following section identifies policies and procedures, in alphabetical order, related to academics.

Academic Integrity Policies and Procedures

Policy

The Department of Social Work expects graduate students to abide by the following policies

- [University Code of Student Conduct](#)
- [Department of Social Work Code of Student Conduct](#)
- [NASW Code of Ethics](#)

The following Academic Integrity policy is from the Indiana State University Code of Student Conduct:

Because academic integrity is a cornerstone of the University's commitment to the principles of free inquiry, students are responsible for learning and upholding professional standards in research, writing, assessment, and ethics. In the academic community the high value of honesty mandates a corresponding intolerance of dishonesty. Written or other work which students submit must be the product of their own efforts and must be consistent with appropriate standards of professional ethics. Academic dishonesty, which includes cheating, plagiarism, and other forms of dishonest or unethical behavior, is prohibited.

A summary of behaviors that constitute academic dishonesty appears below....They are not all-inclusive. Questions regarding this policy or requests for additional clarification should be directed to the Office of the Provost, Department of Social Work Program Directors, or to Student Judicial Programs. The types of academic dishonesty described include:

- Cheating on examinations
- Plagiarism
- Falsification, forgery, and obstruction
- Multiple submissions
- Facilitating academic dishonesty
- Misconduct in research and creative endeavors
- Misuse of academic resources
- Misuse of intellectual property
- Violation of ethical and professional standards

For definitions, clarifications and examples of prohibited behaviors please read the policy on the Code of Student Conduct on the University Student Conduct and Integrity [website](#) and see the instructor if you have any questions.

All alleged incidents of student conduct and integrity will be reported to the Office of Student Conduct and Integrity. Faculty may also bring students before the Program Directors for review, which is in accordance with the departmental due process procedures that are outlined in the Social Work Student Handbook. It should be clear that any action made by the Department Program Directors does not preclude any other University hearing or action based on academic dishonesty.

Procedure

1. The individual faculty member will attempt to resolve the issue with the student.
2. If the faculty member determines that severity warrants, the student may be referred to the departmental Program Directors immediately for review.
3. The Program Director and faculty member will meet with the student to review the case. If the allegations are substantiated, actions will be taken to the Chairperson and the University's Office of Student Conduct and Integrity.
4. The individual faculty member submits a written copy of the allegation per the [University process](#) for student conduct and integrity.

5. The Program Director uses the form approved by the department to document the student name, the date of the meeting, nature of the allegation, findings, subsequent action/resolution and a copy of the contract (if used) with the student.
6. The Program Director' report will be submitted to the Chairperson of the Department.
7. In situations where academic dishonesty has been substantiated, the Chairperson will inform the Associate Dean of Student Affairs in the College of Health and Human Services. It should be clear that actions taken by the Department's Student Affairs Committee do not preclude other University hearing or action based on academic dishonesty.
8. A student has the right to an appeal using the due process procedures of the university: Refer to [Student Conduct and Integrity](#) for information.

Students are advised of the Grievance and Appeal Procedures and all other institutional and program policies through the *University Catalog*, *University Standards*, and *Bulletin*, which are provided to the student upon admission to the University. The *Social Work Student Handbook* and the *Field Manual* articulate the Department of Social Work policies and procedures. The *Social Work Student Handbook* and the *Field Manual* are available on the [departmental website](#).

Faculty members are provided with access to the grievance and appeals procedures, as well as access to *Social Work Student Handbook* and the *Field Manual*.

Advancement into Field Education

Both the BSW and MSW Programs require a formal review of student readiness to advance into Field Education. This review includes minimum GPA requirements, successful completion of social work course work, completion of Admission to Field documents, and meeting Practicum Agency requirements. Students who do not clearly meet all of the requirements will meet with the Field Director. Students who do not meet the criteria to advance may be referred to the Program Directors. The Field Director will post notifications online, send emails to qualified students, and post notices within the building when students should turn in documents for this review annually. For more information about Field Education, consult the Department of Social Work Field Manual available on the [department's website](#):

Attendance Policy

Social work is a profession, and, as such, all learning does not come strictly from books. Demonstration of mastery of content and understanding of the field cannot be shown simply by a high grade on an examination. The social work graduate faculty represents the profession and provides a perspective on the field. Therefore, the dialogue in class and class participation provide the student opportunities to develop greater self-awareness, a pre-requisite for the professional use of self. A student has an obligation to future clients to maximize one's educational experience.

Students are expected to attend all classes; attendance is vital for participation in course activities.

1. You must notify the instructor prior to the scheduled class time if you are unable to attend.
 - a. For classes that meet twice a week

- Absences: Any student who misses more than the four (4) classes will receive a lower grade for the course. Grades have three increments (+, grade, -) and will be lowered based upon 1/3rd increments. For example, a student earning a B+ letter grade will receive a B- if absent from class on 6 occasions (see below).
 - 5 absences = 1/3 grade lower
 - 6 absences = 1/3 grade lower
 - 7 absences = 1/3 grade lower
 - 8 absences = 1/3 grade lower
 - 9 classes or more = failing grade
 - The student must also arrive to class by the scheduled meeting time. Tardies:
 - If you are late (tardy) for four (4) or more classes, each tardy thereafter will be counted as an absence. If you are absent (including tardies) for more than ¼ of the classes, you will not pass the course.
- b. For classes that meet once a week
- Any student who misses more than the two (2) classes will receive a lower grade for the course.
 - 3 absences = 1/3 grade lower
 - 4 absences = 1/3 grade lower
 - 5 classes or more = failing grade
 - The student must also arrive to class by the scheduled meeting time. Tardies:
 - If you are late (tardy) for two (2) or more classes, each tardy thereafter will be counted as an absence. If you are absent (including tardies) for more than ¼ of the classes, you will not pass the course.
2. A student will not pass a social work course when absent for more than 25% (or ¼) of the class; there are no exceptions.
 3. To be counted as attending class students must be present and awake. Students must be focused on the current course content.
 4. A student must also be present the entire class period to be counted as attending.

Continuous Enrollment

Students are expected to maintain continuous enrollment throughout their course of study. A student in good standing may request a temporary, time-limited leave of absence. Students initiate this process by contacting their faculty advisor. Failure to comply with the leave of absence notification may impact the ability to register upon re-entry.

Course Repeat Policy

BSW

Students may choose to repeat any course for grade improvement. Courses that can be repeated for credit are not included in the policy. Only the highest grade received for the course, taken at Indiana State University, will be included in the computation of the cumulative GPA. The initial grade(s) and the repeat grade(s) will appear on the student's record. Only courses taken at Indiana State University are eligible for course repeat. An exception can be granted by the Dean of the relevant college on a case-by-case basis. The impact of repeating courses on financial aid is discussed [here](#).

MSW

Graduate students receiving a grade of C (2.0) or lower may retake a non-repeatable course a maximum of one time. Once repeated, both the original and new grade will be included in the student's grade point average. Both grades will remain on the student's transcript.

Criminal Background Check and Sex Offender Policy

BSW

BSW students are required to complete background checks, credit checks, medical histories, drug screens, and/or sex offender registry checks that are requested by the matched field agency as part of qualifying for field practicum.

MSW

All applicants are required to submit a limited criminal history check prior to admission. Individuals who have been convicted of sex offenses against children will not be admitted.

It is the policy of the Indiana State University MSW Program that no students or applicants who have been convicted of sex offenses against children shall be eligible for admission or matriculation into the MSW Program.

MSW students are required to complete background checks, credit checks, medical histories, drug screens, and/or sex offender registry checks that are requested by the matched field agency as part of qualifying for field practicum.

Equal Opportunity and Non Discrimination Policy Statement

Policy on Nondiscrimination

Based on the tradition of the social work profession, and consistent with Indiana State University's [Equal Opportunity and Title IX Policy](#), the social work Programs affirm and conduct all aspects of teaching, scholarship, and service activities without discrimination on the basis of race, color, gender, socio-economic status, marital status, national or ethnic origin, age, religion or creed, disability, or political or sexual orientation.

Indiana State University is an equal opportunity university and prohibits discrimination and harassment. The following policies are found in the University handbook and pertain to equal opportunity and nondiscrimination.

920.1 Purpose. Indiana State University pledges itself to continue its commitment to the achievement of equal opportunity within the University and throughout American society as a whole.

920.2 Equal Employment Opportunity Statement. In this regard, Indiana State University will recruit, hire, promote, educate, and provide services to persons based upon their individual qualifications.

920.3 Non-Discrimination. Indiana State University prohibits discrimination based on arbitrary considerations of such characteristics as age, color, disability, ethnicity, gender identity, marital status, national origin, race, religion, sexual orientation, or veteran status.

920.4 Affirmative Action Statement. Indiana State University shall take affirmative action, positive and extraordinary, to overcome the discriminatory effects of traditional policies and procedures with regard to the disabled, minorities, women, and veterans.

The [Equal Opportunity and Title IX Office](#) supports the university by providing all members of the community with expert advice, education, and services which ensure the university's compliance with all applicable federal, state, and university equal opportunity, affirmative action, nondiscrimination, and civil rights laws, regulations, and policies. The Office works with faculty, staff, and students who believe they may have been subjected to prohibited harassment, discrimination, unfair or inequitable treatment in violation of the University's policies and also provides guidance to University administrators working to resolve concerns in their areas.

923 Discrimination and Harassment Policy. Indiana State University does not discriminate on the basis of: age, disability, genetic information, national origin, pregnancy, race/color, religion, sex, gender identity or expression, sexual orientation, veteran status, or any other class protected by federal and state statutes. Indiana State University is committed to providing equal opportunity in education and employment for all. Discrimination based upon any protected class is strictly prohibited. The full text of the policy statement can be found in the [University Handbook](#).

The Department of Social Work strictly adheres to federal laws, Indiana laws and University policies and procedures with respect to diversity and Affirmative Action. In addition to the University policy, the Department has a broader view of diversity and conducts its work without discrimination on the basis of age, class, color, disability, ethnicity, family structure, gender, marital status, national origin, race, religion, sex, and sexual orientation. The principles, policies and values of non-discrimination and diversity are fundamental to the Department of Social Work. The Program's mission statement reflects a commitment to working with diverse populations and to working toward a society that reflects economic and social justice. The Program in all its aspects works at maintaining a learning context in which an understanding of, and respect for, diversity are practiced. The Program is also committed to maintaining an environment that is nondiscriminatory.

Statement on Discrimination and Sexual Harassment

Indiana State University does not discriminate on the basis of: age, disability, genetic information, national origin, pregnancy, race/color, religion, sex, gender identity or expression, sexual orientation, veteran status, or any other class protected by federal and state statutes.

Indiana State University is committed to providing equal opportunity in education and employment for all. Discrimination based upon any protected class is strictly prohibited. Indiana State University and the Department of Social Work are committed to creating and maintaining a positive learning and working environment and will not tolerate sexual harassment or prohibited discrimination. Indiana State University maintains and promotes a policy of nondiscrimination on the basis of race, color, religion, national origin, sex, sexual orientation, and marital status, pregnancy, age, disability, or veteran's status. This carries our obligation

under Title VII of the Civil Rights Act of 1964, as amended; Title IX of the Education Act of 1972; Section 504 of the Rehabilitation Act of 1973; the Americans with Disabilities Act; applicable state statutes, and the Equal Opportunity & Affirmative Action Policy Statement of the Board of Trustees of Indiana State University.

Accordingly, students, employees, visitors or applicants for employment who believe that they have been subject to such discrimination or sexual harassment or that they have been denied accommodation to which they are entitled for qualified disabilities are encouraged to check the [policies and procedures](#) and to see the associated [complaint procedures](#).

Americans with Disabilities Act (ADA) Policy:

Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, the Indiana Civil Rights Act, and this policy prohibits discrimination in employment and educational programs against qualified individuals with disabilities. It is the policy of Indiana State University to provide reasonable accommodations or academic adjustments for its employees and students upon documentation of the disability and making known the type of accommodation needed. These accommodations and adjustments shall be made in a timely manner and on an individualized and flexible basis, and shall be the result of the dialogue between the requesting individual and designated representatives of the institution.

It is the policy of Indiana State University to provide reasonable accommodations or academic adjustments for its employees and students upon documentation of the disability and making known the type of accommodation needed. These accommodations and adjustments shall be made in a timely manner and on an individualized and flexible basis, and shall be the result of the dialogue between the requesting individual and designated representatives of the institution.

It is the responsibility of individual students, staff and faculty to identify themselves as individuals with a disability when seeking an accommodation or adjustment. It is also the responsibility of individual students, staff and faculty to document their disability from an appropriate licensed professional, and to demonstrate how the disability limits their ability to complete the essential functions of their job or limits students' participation in programs or services of the university. Medical documentation will be kept confidential as the law permits.

Students, staff and faculty must maintain institutional standards of performance. For further information about ADA policy and forms, go to the [Disability Student Services website](#)

Fair Practice Work Policy

Indiana State University Department of Social Work utilizes a Fair Practice Work Policy and expects agencies who accept practicum students to do the same. A Fair Practice Work Policy protects students from assuming the role of their credentialed supervisor or professor. Students are supervised in their field experiences and are not serving as a member of the workforce. All roles and responsibilities of the student while in practicum are under the supervision of the credentialed supervisor who remains in the primarily responsible role.

Federal Education Rights and Privacy Act (FERPA)

The [Family Education Rights and Privacy Act](#) (FERPA) is a federal law that protects the privacy of student education records. Students are encouraged to review information regarding their authorization of FERPA rights while attending ISU.

Safety and Infection Control

The University currently supports a [Pandemic Illness Policy](#). Please refer to specific syllabi for specific course policies regarding excused and unexcused absences.

HIPAA Policy

ISU social work programs comply with all federal laws related to the confidentiality of student/patient/client medical information, including the Privacy Regulations issued pursuant to the Health Insurance Portability and Accountability Act of 1996 (HIPAA). You are required to comply with such laws and the medical record confidentiality policies and procedures of any health care encounters you are assigned. Violation of HIPAA will result in recommendation for dismissal from the program.

Grading

BSW

The BSW program uses the following grading scale for every course in the major; the Program has no courses that are Pass/Fail.

Grading Scale

A+ =	100 - 97
A =	96 - 93
A- =	92 - 90
B+ =	89 - 87
B =	86 - 83
B- =	82 - 80
C+ =	79 - 77
C =	76 - 73
C- =	72 - 70
D+ =	69 - 67
D =	66 - 63
D- =	62 - 60
F =	59 - 0

MSW

The MSW Program follows the College of Graduate and Professional Studies Grading Policy.

Letter grades indicating the quality of graduate course work completed and for which the credit hours earned can be applied toward graduation requirements generally can be interpreted as follows:

Grade Points	A+	4.00
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A	4.00
A-	3.70
B+	3.30
B	3.00

B-	2.70
C+	2.30
C	2.00
F	0.00
S	Satisfactory
U	Unsatisfactory

Grading Scale

A+ =	100 – 98
A =	97 – 93
A- =	92 – 90
B+ =	89 – 87
B =	86 – 83
B- =	82 – 80
C+ =	79 – 77
C =	76 – 73
F =	72 or lower

Grade Point Requirements.

BSW

1. The student must maintain minimum GPA requirements for both overall GPA and Major GPA as determined by the student's catalog year. For students in the catalog year of 2013 and earlier, the minimum overall GPA is 2.0 and the minimum major GPA is 2.2. For students in the catalog year of 2014 and beyond, the overall and major minimum GPA requirement is 2.5.
2. A student who does not meet the above grade point requirements will either be referred for a review by Program Directors.
3. Students in the 16-17 catalog year must earn a minimum grade of C- in each social work course or retake the course in which the failure occurred prior to moving forward in the sequence. The student must meet with the assigned Academic Advisor if a course failure occurs to revise her/his academic plan. A student may not be permitted to continue in the sequence in which the failed grade has occurred. Students after the 17-18 catalog year must earn a minimum grade of C in each social work course or retake the course in which the failure occurred prior to moving forward in the sequence. The student must meet with the assigned Academic Advisor if a course failure occurs to revise her/his academic plan. A student may not be permitted to continue in the sequence in which the failed grade has occurred.
4. The Program Director will be informed of any and all students failing social work courses. The student who fails a course for the first time may be asked to meet with the Program Directors to discuss her/his academic record and need for improvement.
5. Failure in social work courses is defined as earning a grade less than C- (after Fall 2017 failure is defined as a grade of C).

MSW

1. The student must maintain a minimum GPA of 3.0. A student who does not meet the above grade point requirements will be referred to the Program Directors for review. Termination from the MSW Program will follow the College of Graduate and Professional Studies protocol.
2. The student must earn a minimum grade of C in each MSW course or retake the course in which the failure occurred prior to moving forward in the sequence. The student must meet with the assigned Academic Advisor if a course completion does not meet these stated requirements to revise her/his academic plan. A student is not permitted to continue in the sequence in which the unsatisfactory course completion occurred.
3. The Program Director is informed of any and all students who do not earn satisfactory process in MSW courses. The student who does not made adequate progress in any course for the first time may be asked to meet with the Program Directors to discuss her/his academic record and need for improvement.
4. Failure in Social Work Courses: A student who has earned a grade less than C in a MSW course on the second attempt to pass the course, thereby demonstrating an inability to grasp the value, theoretical and skill foundation knowledge of MSW course work essential to becoming a clinical social worker, will ordinarily be dismissed from the MSW Program, if approved by the College of Graduate and Professional Studies. Similarly, students retaking a course will not ordinarily be allowed to withdraw from the course.

Grade Appeal Process

The Department fully supports and adheres to the University and College of Health and Human Services established grade appeal policy and procedures for undergraduate students as detailed under <https://www.indstate.edu/student-complaint/academic-appeals-grievances>. For graduate students the Department follows information in the [Graduate Catalog](#). Consult with the Program Director for additional information on current procedures.

Life Experience or Previous Work Experience

The BSW and MSW Programs do not grant academic credit for life or work experience in whole or in part toward a social work degree.

Student Concern, Review, Probation, Dismissal and Continuation Policies

Conditions that warrant concern, review, probation, or termination from the BSW or MSW Program.

Students may be called in to discuss a variety of behaviors that warrant concern, review, probation and/or termination from the Indiana State University BSW or MSW Program if

violations of professional and/or ethical codes have occurred as demonstrated through student's performance. These violations may include but are not limited to:

1. Failure to meet or maintain academic grade point requirements as established by the University and the Social Work Program.
2. Behaviors judged to be in violation of the National Association of Social Workers Code of Ethics and CSWE competencies.
3. Academic cheating on exams, plagiarism, falsification, forgery, and obstruction, etc. Refer to the [University Student Conduct and Integrity Program website](#) for the Code of Student Conduct.
4. Knowingly falsifying time records and/or supervisor signature in a field practicum course.
5. Unresolved personal issues/problems, drug/alcohol misuse/dependence, psychosocial distress, mental health difficulties or disabilities that are impairing the student's performance either in class or in the field, or are harmful to clients in the field. The Department complies with University [ADA policies and processes](#).
6. Evidence of chemical dependency documented as occurring during the course of study and refusal to receive treatment. The Department complies with University ADA policies and processes [ADA policies and processes](#).
7. Inappropriate behavior and/or an inability to develop the appropriate interpersonal skills necessary for effective social work advanced practice as outlined in the NASW Code of Ethics and CSWE competencies.
8. Documented evidence of ongoing criminal activity and/or Department of Child Services occurring during the course of study. A referral will be made to the Office of Student Conduct and Integrity as applicable.

Concern, Review, Probation, Dismissal and Continuation Procedures.

The following are steps comprise this process in the Department:

1. A report of concern is brought to the attention of a faculty member
2. The faculty member discusses the concern with the Program Director. In consultation, a decision is made whether to refer to the Program Directors.
3. If the decision is that a meeting is necessary, the faculty member initiates the written report (see Appendix B) and submits the form to the Program Directors.
4. Within 2 working days the Program Directors contact the student with a written notice of the need to meet with the Program Directors. Included in the notice is the meeting day and time set by the Program Directors that will occur within 7 working days of the notice of concern.
5. The student must contact the Department's Administrative Assistant of the need to re-schedule the meeting with the Program Directors, still within 7 working days, if the student is unable to attend the previously identified meeting day/time.
6. The student and Program Directors meet to discuss the concern.
7. If the concern is not substantiated no further action is taken.
8. If the concern is substantiated, possible decisions of the Program Directors would include:
 - a. The Program Directors and student may develop a plan of action.
 - i. A plan of action would include expectations for all parties involved. The contract will specify steps to be taken toward resolution and will establish a time limit for the accomplishment of this plan. A referral will be made to the Office of Student Conduct and Integrity.

- ii. A date will be identified for the student to return to meet with the Program Directors.
 1. Issue resolved and no other follow up is needed.
 2. Student may be referred again to the Office of Student Conduct and Integrity for further follow up with student. If the issue is relevant to the policies of the Equal Opportunity and Title IX Office, the student will be referred for follow up.
 3. Program Directors may recommend student removal from the Program. (For MSW students this step is completed with approval from the College of Graduate and Professional Studies.)
 - b. Program Directors may recommend the student be removed from the Program (for MSW students this step is completed with the approval from the College of Graduate and Professional Studies)
 - c. The student will be referred to the University Office of Student Conduct and Integrity.
9. For field related issues, see the field manual posted [here](#).

ISU College of Graduate and Professional Studies Policy

A graduate student whose grade point average drops below a 3.0 will be placed on probation, suspended from graduate study, or dismissed from the College of Graduate and Professional Studies. The dean of the College of Graduate and Professional Studies, in accordance with the regulations of the student's academic department and the College of Graduate and Professional Studies, will make decisions in such matters.

A student who is suspended from graduate study or dismissed from the College of Graduate and Professional Studies may request a review of the case by the Graduate Student Appeals Committee of the Graduate Council.

The College of Graduate and Professional Studies has a four-step process for the removal of a student from an academic program.

Step 1. Programs seeking to remove a student from an academic program should consult the dean of CGPS prior to taking any formal action at the department or program level.

Step 2. Following consultation with the dean and if removal is deemed appropriate, the program will inform the student in writing of his or her status. The written notification must clearly indicate that the student is eligible to appeal to the Graduate Council Appeals Committee for an exception pursuant to catalog copy. The notice must clearly indicate that all appeals must be submitted no later than five (5) business days of notification by the department or program to the Assistant Dean of CGPS. Once the student has been informed, the program will forward a brief memorandum to the dean of CGPS from the Department Chairperson and co-signed by the program coordinator outlining the issues or violations and, where applicable, documenting that remediation attempts have been unsuccessful. When and where safety issues are a concern and remediation may not be practical, the specific incident must be documented by a site

supervisor, instructor of record or similarly positioned individual with standing. The student's official notification from the program (i.e., intent to remove) should also accompany the memo to CGPS along with any relevant documentation.

Step 3. After five (5) business days, and only if no appeal has been filed (see Step 4), the dean will issue a memo to the student and appropriate offices including Financial Affairs, Registrar, and the academic program of the effective date and action. Students will be removed from the program for the following term, but not the university per se. In these cases, the students will be assigned "Non-degree: Unclassified" status for all future terms and a hold will be placed on the student's account in Banner by CGPS.

Step 4. If an appeal is submitted by the student within five (5) business days, the committee will be charged with reviewing the case as soon as possible and all associated documentation. As outlined in Step 3, the dean will communicate the committee's decision to all parties.

Student Course Load

BSW

An undergraduate student full-time course load is between 12 and 18 credit hours per semester. Summer courses are billed at a per-credit-hour enrollment; there is no range of credit hours for full-time in summer. 21st Century Scholars are required to maintain enrollment in 30 credits per year, preferably 15 in fall and 15 in Spring.

MSW

The MSW Program follows the College of Graduate and Professional Studies student load protocol.

A full-time course load is considered to be nine credit hours during the fall and spring semesters. During a regular semester the maximum course load, graduate courses or any combination of graduate and undergraduate courses, is 12 credit hours. In the summer terms, a student is allowed to earn no more than a total of 15 credit hours. However, upon the approval of a student's academic advisor, the department chairperson, and the dean of the College of Graduate and Professional Studies a student may be permitted to enroll in additional hours beyond the limits indicated above. Full-time graduate assistants must maintain full-time enrollment as outlined in the Graduate Assistantship and Scholarship/Fee Waiver Award Guidelines. Except for unusual circumstances, the normal class load of 12 credit hours per semester will not be exceeded. Part-time graduate assistants must enroll in a minimum of nine credit hours each semester and one credit hour per summer session.

Student Grievance Procedures

The Department follows the [University student grievance procedures](#).

Time Limitation

BSW

The BSW Program does not have a defined time in which students must complete degree requirements; however, students who stop advancing academically and return to the University at a later time may need to re-apply to the University. Students should also consult with the Office of Registration and Records how old credits can be and still count toward a degree.

MSW

All requirements for the MSW degree must be completed no more than five years from the date of the student's first enrollment in the Indiana State University MSW Program.

Withdrawal from Field Placement

If a student seeks to withdraw from the field placement, it will be necessary for the student to request permission from the Field Director. Students will not be readmitted to the field in a future semester without prior approval of the Field Director. Any student who chooses to discontinue a field internship twice is ordinarily ineligible for continuation in the program.

Withdrawal from the Semester

The University recognizes that circumstances may arise that require a student to cease class attendance prior to the end of the semester. Listed below are procedures and important information on withdrawal that students must follow to ensure they can return to ISU (or transfer to another college) in good standing. If a student leaves without properly processing a withdrawal, the absences from class and from the campus will be justification for the grade of "F" to be assigned for the courses in which the student is enrolled.

The University also allows for students with extreme medical issues to initiate a medical withdrawal. The process is different than defined below; students with questions about medical withdrawal should contact the Ombudsman.

IMPORTANT: Students who wish to drop the last course of a semester (or all of their courses) must complete a withdrawal form. This will withdraw the student from the semester but not from the University. Students who withdraw may return to ISU without reapplying for admission if they are in good standing and enroll in courses within two calendar years.

Graduate students who withdraw during their first semester will need to contact the [College of Graduate and Professional Studies](#) to update their term of entry.

Withdrawal Procedures.

Students who wish to withdraw from all ISU classes must complete and submit the [withdrawal form](#) found on the Registration and Records website.

Important Information

- Grade determination. Grades for students who officially withdraw from the University, will be determined as follows: (1) Withdrawals occurring and processed from the first week through the tenth week of classes: No grades assigned; (2) Withdrawals occurring and processed beyond the tenth week of classes: "W".
- Graduate assistantship and scholarships/fee waivers. For withdrawal information, refer to the guidelines at "[Sycamore Express for graduate students.](#)"
- Refunds of fees. For information on refund of fees, refer to the registration instructions published on-line each semester and summer session.
- Residence hall contracts. Withdrawal from enrollment results in cancellation of the residence hall contract; however, students are responsible for contacting [Residential Life](#) if they are not planning to return to the University. Residence hall students should review the terms and conditions of their residence hall contract.
- Refunds and repayments of assistance. Students who withdraw (officially or unofficially) from all of their classes before 60 percent of a semester is completed may be required to repay some or all of their financial aid. For further information and assistance, visit the Office of Student Financial Aid at their [website](#).
- Withdrawal following priority scheduling. Students who participate in priority scheduling must initiate an official withdrawal in accordance with the procedures described above if they elect not to attend any classes during the session for which priority scheduling was accomplished. An official withdrawal must be completed for the semester for which the student has priority scheduled even if he/she has withdrawn from the previous semester. The refund of fees will follow the schedule of refunds contained in the website (For [undergraduate students](#)) and (For [graduate students](#)) published on-line each semester and summer session.

Student Participation in Policy Formulation and Program Evaluation

The University system, to which the Department adheres, enables students to participate in formulating and modifying policies affecting academic and student affairs.

The Department fully supports and adheres to the [University Code of Student Conduct](#).

- The Code is provided to all university students at the time of admission and is also available on the university website.

The Department fully supports and abides by the Constitution of the Student Government Association of Indiana State University, which articulates student rights.

- The [Student Government Association's Constitution](#) is provided to all University students at the time of admission and is also available to all students on the University Website.

[Student Activities and Organizations](#) identifies the importance of student involvement.

Student learning and student retention are correlated strongly with student engagement. The more actively engaged students are - with college faculty and staff, with other students, with the subject matter being learned - the more likely they are to persist in their college studies and to achieve at higher levels.

Policy: Students who are admitted into a social work Program are encouraged to actively participate in policy formulation and evaluation of the Program. The following procedures are in place to ensure student participation in policies affecting academic and student affairs.

1. Students have a representative on the Program's Advisory Committee from the respective Student Social Work Association (the President, or designee).
2. The respective Student Social Work Association may request to be placed on the agenda during the regularly scheduled faculty meetings and considerations will be given by faculty to the calling of a special faculty meeting if deemed necessary.
3. Faculty members attempt to be responsive to invitations to attend respective Student Association meetings when students have pressing issues to discuss. Note: The faculty sponsor of Student Social Work Associations frequently attend meetings.
4. Student representatives will be asked to circulate information to the respective student body and bring forth comments on all proposed policy changes.
5. Student representatives are involved in any formal review of the Program, including the Self Study.
6. Students will meet with candidates for all social work full-time faculty openings who are interviewed by the Search Committee.
7. Students are informed of the policy and procedures related to their rights and responsibilities at a meeting for all students in each Program. Additional information presented at this meeting includes:
 - a. University Code of Student Conduct
 - b. Constitution of the Student Government
 - c. Social Work Student Handbook.

Student Opportunities

Each student has the opportunity to join and actively participate in a variety of opportunities while a student at Indiana State University in the Department of Social Work.

College of Health and Human Services

The College has opportunities for student participation, including membership on College committees. Contact the Associate Dean for [Student Affairs and Community Relations for opportunities](#).

Please refer to the [University web site](#) for further information

Conferences/Workshops

The Department of Social Work co-sponsors several [conferences](#) during the school year. These conferences provide an excellent opportunity for students to interact and network with

professionals in the community and to learn about current issues outside academia. Students are also encouraged to attend the National Association of Social Workers (NASW) Indiana Chapter Professional Development Conference held annually. Field students must obtain approval from their Field Instructor, Task Supervisor, and the Field Director to attend a conference held on the same day they are expected to be in their practicum.

Department of Social Work Advisory Committees

The Department supports two [Advisory Committees](#) (BSW Program Advisory Committee and the MSW Program Advisory Committee). Each is comprised of community professionals, leaders of social service organizations/agencies, and the President (or designee) of the Student Social Work Associations (graduate and undergraduate). The purposes of the committees are to provide the Department regular feedback. Committee members are involved in the reaffirmation processes, program reviews, student exit interviews, and planning of departmental workshops/conferences.

Masters of Social Work Student Association (MSWSA)

The [Masters of Social Work Student Association](#) (MSWSA) provides a mechanism for social interaction and mutual support with other social work students. The MSWSA operates under established by-laws. MSWSA is also the means through which students can formally participate in the Department of Social Work's policy making. It serves as a vehicle for organizing students to take group action in issues of concern to them.

MSWSA provides an opportunity to develop group projects. Students have organized fund-raising activities for social service agencies as well as for the Masters of Social Work Student Association. The Department highly encourages all social work students to join and actively participate in the Association. During orientation of new students, students will be informed about the MSWSA and encouraged to join.

The Association is autonomous in terms of decision-making regarding purpose, functions, field trips, arranging opportunities for volunteering in local social service agencies, attending conference/workshops and activities. The Association determines what fund-raisers they will sponsor. Furthermore, the Association has its own budget, the use of which is determined by the membership. A full-time social work faculty member teaching MSW courses is selected by the students to be a sponsor to this organization.

Graduate Student Association

The [Graduate Student Association](#) (GSA) is responsible for looking after the needs and interests of graduate students. Please refer to the GSA website for further information.

Indiana State University

Abundant opportunities exist for graduate students at Indiana State University. Please refer to the [Student Government website](#) for information on how to become involved in student government and the Indiana State University website for [student activities](#).

[Indiana State University Alumni Association](#)

National Association of Social Workers

Each student is encouraged to become a member of the [National Association of Social Workers](#). There is a reduction in membership dues when joining as a student.

[National Association of Black Social Workers](#)

[North American Association of Christians in Social Work](#)

Phi Alpha Honor Society

The Department has an active chapter of the Phi Alpha Honor Society. Phi Alpha fosters high standards of education for social workers and invites into membership those who have attained excellence in scholarship and achievement in social work. To become a member, a student needs to meet the criteria established by the Mu Tau chapter. Information is available on the [organization website](#).

Membership costs are due to the Mu Tau Chapter. The local chapter has established Chapter Constitution and By-Laws, has elected officers, and holds regular meetings and activities throughout the year.

A full-time social work faculty member is selected by the students to be a sponsor to this organization.

Student Social Work Association (SSWA)

The [Student Social Work Association](#) provides a mechanism for social interaction and mutual support with other social work students. The SSWA operates under established by-laws. SSWA is also a means through which students can formally participate in the Department of Social Work's policy making. It serves as a vehicle for organizing students to take group action in issues of concern to them.

SSWA provides an opportunity to develop group projects. Students have organized fund-raising activities for social service agencies as well as for the SSWA. These activities may include food drives, candy sales, and bake sales. The student completes a membership form and arranges payment of the annual dues of \$5.00. SSWA holds regular meetings and activities throughout the academic school year.

The Department of Social Work provides the opportunity for the students to organize through the SSWA. The Department highly encourages undergraduate social work students to join and actively participate in the Association. During orientation of new students, students are informed about the SSWA and encouraged to join. A full-time social work faculty member is the sponsor to this organization.

The Association is autonomous in terms of decision-making regarding purpose, functions, field trips, arranging opportunities for volunteering in local social service agencies, attending conference/workshops and activities. The Association determines what fund-raisers they will sponsor. Furthermore, the Association has its own budget, the use of which is determined by the

membership. In the past the Association has used funds for social endeavors, and has also donated funds to local and international social service agencies.

Student Evaluations of Faculty

Academic Advisement

The MSW Program considers academic advisement an integral part of its responsibilities to students. It is important for faculty to secure feedback on the quality of advisement from students. In an effort to secure high quality advising, the College and Department requires that faculty who are advising be evaluated each semester by their advisees. The College currently coordinates a Qualtrics survey administered online and sends it out to students. Faculty receive information from the survey after each semester.

Classroom Teaching

In an effort to assure a high quality of teaching, the Department requires that all social work faculty members be evaluated at least once each semester by the students in each of their courses. The University provides access to course evaluations online through Iota. Iota, an external vendor, holds the evaluations until completion of the current term and then releases information to the faculty being evaluated. Results are anonymous though comments are quoted in the evaluation report.

Field Evaluation

Students engaged in field education will evaluate the field placement, the Field Instructor, the Task Supervisor (if different than the Field Instructor), and the Faculty Field Liaison for the field experience. This multi-level evaluation provides feedback used in enhancing the quality of field education and assuring that the learning environment of field education is a foremost consideration at all times.

Student Resources

Bookstore – Barnes and Noble

Texts for classes will be available for purchase at the [Indiana State University Bookstore](#) located at 25 North Fourth Street, Terre Haute, IN 47807.

Center for Student Success

The [Center for Student Success](#) (CFSS) is an academic support unit that seeks to enhance the academic performance of all students of Indiana State University through peer tutoring, academic advisement, academic counseling, and supplemental instruction programs. Office location for CFSS is Gillum Hall 2nd Floor, phone number 812-237-2700.

Computer Labs and Support Services

There are computer labs available to all Indiana State University students throughout campus. OIT also provides computer support services to students. For information, refer to the [Office of Information Technology web site](#).

Students also have free printing available for a limited number of pages.

Disabled Student Services

The [Student Support Services Program](#) at Indiana State University coordinates support services for I.S.U. students with disabilities. Telephone number (812) 237-2301.

Electronic Mail

Students are required to have a university e-mail address. The Department of Social Work faculty will correspond with students via their university email address. Students may access their email through “Sycamore Login”.

Identification Card

Each student is issued a Sycamore Card, which is the University identification card. The student is required to have the Sycamore ID card on her/his person when on University property. The first card is complimentary. A charge will be assessed for replacement of damaged, lost, or stolen cards.

If a student has problems with the Sycamore ID Card, please contact the [Parking Services](#) office at (812) 237-8888 during regular business hours.

Library Services

[Cunningham Memorial Library](#) on the ISU campus has a collection of over 4000 volumes in social work and more than 38,000 volumes in social work and related areas in the Library of Congress classification system range of HV 1- HV4995.9. Students who desire to get a sense of the location, organization, and kinds of books in this collection may wish to wander through the stacks where they are located. ISU also has access to other libraries, such as St. Mary-of-the-Woods College, Rose-Hulman Institute of Technology, and the Vigo County Public Library.

In addition, Cunningham Memorial Library subscribes to a number of social work journals and will obtain items not in the library through InterLibrary Loan. The social work Librarian is Marsha Miller: Marsha.Miller@indstate.edu

Résumé Outline and Guidelines

Students must submit to the Field Director a résumé with each application to field. The student also needs to take a copy of her/his résumé to the initial meeting with the prospective Field Instructor/Task Supervisor when interviewing for field placement match.

Please note: The [ISU Career Center web site](#) provides information on writing a résumé.

Student Counseling Center

The mission of the Indiana State [University Student Counseling Center](#) is to provide ISU students with timely and effective mental health services that allow them to improve and maintain their mental well-being and therefore to meet their educational, personal, emotional, and psychological goals. We also provide outreach and consultation services that help create supportive learning and living environments, while at the same time addressing students' developmental needs to help them become effective and productive citizens.

The SCC is located on the 2nd floor of Gillum Hall. Telephone number (812) 237-3939.

Student Financial Aid

For financial assistance, contact the [Office of Student Financial Aid](#), located in Tirey Hall Room 150, 220 North 7th Street. Telephone number (812) 237-2215 or 800-841-4744.

Students wishing to apply for a grant, or loan, or the work-study program to help finance their education may obtain an application in that office.

Student Health Center

UAP Clinic - ISU Health Center.

The UAP Clinic - ISU Health Center provides high quality care to students of Indiana State University. A variety of services are available at the health center, including:

- Immunizations
- Health assessments and treatments
- Men's and women's health services
- Educational materials
- STD screenings/counseling
- Prepackaged medications
- Laboratory testing
- Diagnostic x-rays of bone or soft tissue injuries

All undergraduate and graduate students taking one or more credit hours at ISU are eligible to receive services at the health center. Students must present a valid ISU identification card upon arrival.

The health center accepts the Associated Insurance plan, private insurance, cash, check or credit cards. To schedule an appointment at the [UAP Clinic - ISU Health Center](#), please call (812) 237-3883.

Immunization Information.

Some immunizations are required by the State of Indiana. Check out the immunization requirements on the [Office of Registrations and Records website](#).

Office of Multi-Cultural Services and Programs

[MSP](#) strives to build a climate of inclusion and community and aim to enhance intercultural competency through workshops, services, resources, programs, and influencing ISU policies and practices. They work actively with and for all Indiana State University students. Programs

include: International Student Success Center, LGBTQ Student Resource Center, and LaCasita Student Resource Center.

Sycamores Care

[Sycamores Care](#) helps get the care, referrals, and answers students need to ensure success. Sycamores Care is a campus-wide program that cares for students in distress. The Dean of Students Office collaborates with all Indiana State departments, faculty, staff, students, and their families to create a caring culture at Indiana State. Family members, fellow students, faculty, staff, and employers can make a referral to Sycamores Care. Referrals are made through the Sycamores Care Referral Form, emailing ISU-DeanOfStudents@mail.indstate.edu, or by calling 812-237-3829. Some of the areas students are referred for:

- Homesickness
- Family emergency
- Illness/Medical
- Academic
- Injuries and hospitalization
- Feeling lost
- Relationship issues (see below)
- Financial issues
- Behavioral concerns
- Questions in general

Women's Resource Center

The mission of the [Women's Resource Center](#) is to recognize the diverse accomplishments, promote the interests, and help meet the needs of women at Indiana State University. This is accomplished by providing a forum for discussion, information dissemination, and programming that celebrates and promotes women and their allies. This Center also provides assistance with victim's advocacy.

Writing Center

The Indiana State University Writing Center takes as its primary mission one-to-one instruction in writing for all ISU students. The conferences between students and Center staff, either face-to-face or online, work to enable students to learn productive habits in pre-writing activities, drafting, revising, and editing. Using directive and non-directive instructional techniques, the Center staff encourages students to do their own work but to value consultation as a valuable part of composing. The ultimate goal of the Center is to develop more able student writers. When a student leaves the Writing Center after an appointment, he or she will be further along in the process of producing a polished piece of writing. The [Writing Center](#) is located in The Student Success Center in Normal Hall.

Revised 08/30/2019

Appendices

Appendix A: Council on Social Work Education

The Council on Social Work Education (CSWE) is a nonprofit national association representing over 3,000 individual members as well as graduate and undergraduate programs of professional social work education. Founded in 1952, this partnership of educational and professional institutions, social welfare agencies, and private citizens is recognized by the Council for Higher Education Accreditation as the sole accrediting agency for social work education in this country.

CSWE works to ensure the preparation of competent social work professionals by providing national leadership and a forum for collective action. The main responsibility of CSWE is therefore to promote and maintain the high quality of social work education. In addition, CSWE strives to stimulate knowledge and curriculum development, to advance social justice, and to strengthen community and individual well-being.

A copy of the 2015 Educational Policy and Accreditation Standards (EPAS) can be found on the [Council on Social Work Education web site](#) click on Accreditation, then EPAS; or go directly to the [accreditation site](#).

The Educational Policy and Accreditation Standards are Copyright © 201508, Council on Social Work Education, Inc. All rights reserved.

Appendix B: Student Concerns Referral and Action Form

Date: _____

This form is initiated by the faculty member who has identified a student issue or concern that is not related to Student Conduct and Integrity. The faculty member will complete the “Nature of Concern” section of the document and submit to the relevant Program Director. For student issues that are related to Student Conduct and Integrity, please use the form available at <https://www.indstate.edu/student-conduct>.

Student Name: _____

Nature of Concern:

Faculty Signature

Date

Action:

Subsequent Action:

Copy of Student Contract attached (if needed).

Student Signature

Date

Program Director

Date

Faculty Member

Date