



# 2022-2023

## ACADEMIC CATALOG



UNIVERSITY *of* MARYLAND  
SCHOOL OF SOCIAL WORK

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## ***MSW CURRICULUM AND ACADEMIC REQUIREMENTS***

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### INTRODUCTION TO THE MSW PROGRAM

#### Mission and Goals

##### Mission of the MSW Program

The mission of the University of Maryland School of Social Work is to develop practitioners, leaders, and scholars who will advance the well-being of people and communities and promote social justice. As national leaders, we create and use knowledge for education, service innovation, and policy development.

All educational programs and activities at the University of Maryland School of Social Work are informed by our mission.

##### Goals of the MSW Program

Our goals are to prepare students to:

- use a person-in-environment framework and a strengths-based perspective that recognizes the multiple and intersecting causes of personal problems: psychological, biological, familial, organizational, community, political, economic, and social;
- embrace social work’s fundamental mission to promote social, economic, racial, and environmental justice, which requires practice with and on behalf of vulnerable and oppressed populations and people of diverse backgrounds and needs within multiple systems, domestically and internationally;
- practice competently—working across the spectrum of social work with individuals, families, groups, organizations, communities, and society—and build on this strong foundation to practice at an advanced level in a method of concentration (clinical or macro social work) and an area of specialization;
- practice in a manner that reflects the values and principles underlying the Code of Ethics of the National Association of Social Workers (NASW);
- critically assess, implement, and inform evidence-based and best practices in social work;

- understand the critical influence of social policy on social work practice and engage in advocacy for socially just policies at all levels of society; and
- pursue ongoing professional development to become highly skilled practitioners and the next generation of social work leaders.

## MSW Degree Requirements

- A minimum GPA of 3.0 is required for graduation and a “P” (Pass) for all field courses
- All incoming students must complete the 0-credit prerequisite *A Brief History of Oppression and Resistance*. This self-paced online course takes approximately 25 hours, is accessed through Blackboard, and should be completed before the first day of classes.
- No course may be taken without having received credit for the prerequisite.
- A methods course must be taken concurrently with each semester of field practicum.
- All students must select a concentration in their advanced curriculum.
- All students who will be in their advanced curriculum in Fall 2023 or earlier must select a specialization
- All students are required to submit a graduation application during their final semester of enrollment.

### Traditional MSW Program

Students in the 60-credit traditional MSW degree program must earn their degree within four years of initial registration. They complete 27-credits of Foundation curriculum and 33 credits of Advanced curriculum determined by their concentration (and specialization when applicable).

### Advanced Standing Program

Students in the 36-credit Advanced Standing MSW program must have earned a BSW and complete the MSW program within two years of initial registration. Their 36 credits of Advanced curriculum are determined by their concentration and specialization.

## Requirements for Success

The MSW curriculum prepares graduates to work with critically important aspects of people’s lives. This responsibility necessitates a significant commitment by the MSW student to master the principles upon which the profession is based.

- The MSW curriculum is rigorous. Approximately three hours of preparation time is required for each hour spent in class. This time is used for library research, assigned readings, group meetings, writing papers, studying for exams, and completing other assignments. In addition, MSW students are required to work in their field practicum 2 days each week in the foundation year and 2-3 days each week in the advanced year.
- The time commitment expected of an MSW student normally precludes the possibility of working full time while enrolled as a full-time student. All students, even those attending part time, must be prepared to adjust their schedules to successfully complete all degree requirements. Overall, all students must allocate time to complete class and field practicum requirements.
- It is the MSW student’s responsibility to remain flexible regarding class schedules and field practicum days and locations. The School cannot guarantee that academic schedules and field practicum will be arranged around students’ other commitments. MSW students will stay informed about and meet all announced deadlines. The Daily Bulletin, video display monitors, MSW websites, and e-mail are vehicles to help MSW students meet this professional obligation. Students should

check their SSW email at a minimum of twice a week. MSW students should own a computer and have access to the internet while in the program.

## Accreditation

The University of Maryland, Baltimore is accredited by the Middle States Commission on Higher Education (Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, PA 19104 (267-284-5000)). Both the baccalaureate program (offered at the University of Maryland, Baltimore County campus) and Master of Social Work program (offered at the School of Social Work, University of Maryland, Baltimore) are accredited by the Council on Social Work Education, the authorized professional accrediting body for social work in the United States.

## CSWE Core Competencies & Practice Behaviors

Our CSWE-accredited program is also guided by the CSWE competencies that graduating MSW students are expected to acquire in a master's program. These competencies detail the fundamental behaviors students develop and use in their new roles as professional social workers. The 9 core competencies as outlined by CSWE are as follows:

- Demonstrate Ethical and Professional Behavior
- Engage Diversity and Difference in Practice
- Advance Human Rights and Social, Economic, and Environmental Justice
- Engage in Practice-Informed Research and Research- Informed Practice
- Engage in Policy Practice
- Engage with Individuals, Families, Groups, Organizations, and Communities
- Assess Individuals, Families, Groups, Organizations, and Communities
- Intervene with Individuals, Families, Groups, Organizations, and Communities
- Evaluate Practice with Individuals, Families, Groups, Organizations, and Communities

The MSW program assesses student competence in courses and field practicum.

## DEI Statement and Guiding Principles

Social Work holds a longstanding value of upholding and working toward social justice for all peoples. We are a welcoming community working for social justice on campus and in the world. We must examine racism and other forms of oppression beyond the actions of individuals, for it is embedded in the very fabric of our society.

**We acknowledge** that racism and many forms of oppression exists. As we move towards being an anti-racist and anti-oppressive organization, we vow to purposefully identify, discuss and challenge issues of racism, sexism, ableism, homophobia, xenophobia, anti-Semitism and other forms oppression and interrogate how the impact(s) they have on our organization, its systems, and its people. We will also challenge ourselves to understand and correct any inequities we may discover and gain a better understanding of ourselves during this purposeful process.

**We are resolved** to explicitly and publicly affirm our transformation into an anti-racist and anti-oppressive academic department.

**We are resolved** that our commitment to anti-racism and anti-oppression be reflected in the life and culture of the department through our policies, programs and practices as we continue to learn about racism.

**We resolve** to develop and work to implement strategies that dismantle racism and oppression within all aspects of our department, college, university, and society.

## MSW CURRICULUM REQUIREMENTS

The MSW degree can be pursued in a variety of formats from 11 months to 4 years. For more information, explore the various plans of study online (<https://www.ssw.umaryland.edu/academics/msw-program/sample-plans-of-study/>). For specific curriculum requirements, visit: [http://www.ssw.umaryland.edu/academics/curriculum\\_overviews](http://www.ssw.umaryland.edu/academics/curriculum_overviews).

### Foundation Curriculum

The 27-credit Foundation Curriculum provides educational and skills development in the values, concepts, and processes that are the core of social work practice. Coursework in human behavior and the social environment, social work practice, social policy, structural oppression, and research helps students develop a problem-solving framework with individuals, families, groups, communities, and organizations. Students also complete a two-semester field practicum, taken two days a week, in a social service placement where, with the help of a field instructor, they engage in carefully supervised and progressively more responsible social work practice. In the second semester, students may take one advanced course for which the prerequisites are met. For more information please refer to curriculum overviews online ([http://www.ssw.umaryland.edu/academics/curriculum\\_overviews](http://www.ssw.umaryland.edu/academics/curriculum_overviews)).

The goal of the Foundation Curriculum is to provide students with a sound, broad base for future practice in any concentration and specialization.

- SOWK 600 - Social Welfare and Social Policy
- SOWK 610 - Structural Oppression and Its Implications for Social Work
- SOWK 630 - Social Work Practice with Individuals (taken with SOWK 635)
- SOWK 631 - Social Work Practice with Communities and Organizations (taken with SOWK 635)
- SOWK 632 - Social Work Practice with Groups and Families (taken with SOWK 636)
- SOWK 635 - Foundation Field Practicum I
- SOWK 636 - Foundation Field Practicum II
- SOWK 645 - Human Behavior & the Social Environment
- SOWK 670 - Social Work Research

### Advanced Curriculum

All students must select a concentration to guide their advanced curriculum and field placement. <https://www.ssw.umaryland.edu/academics/concentrations-and-specializations/>. The advanced curriculum includes an advanced policy course, four methods courses in their concentration and 2 electives (traditional program) or 3 electives (advanced standing program). A methods course within the concentration must be taken each semester a student is in their field placement.

## Concentrations

In the advanced year, students have the choice between the Clinical concentration and the Macro concentration. It is also possible to have a primary and secondary concentration. Concentrations available are Clinical and Macro. Each concentration has specific course requirements in addition to those required in the specialization.

### *Secondary Concentration Option*

It is also possible to elect a secondary concentration in conjunction with a primary one. Students who select a primary and secondary concentration (i.e., Clinical/Macro) are placed in their Advanced Field Practicum based upon their primary concentration only. A secondary concentration will expose the student to some of the content from the other concentration through study in two courses.

## Specializations

Starting in Fall 2022, specializations are slowly being phased out of the curriculum. Only students who entered prior to Fall 2022, Full-Time Traditional MSW students beginning their Foundation field placements in Fall 2022, and Advanced Standing students beginning their advanced field placements in Fall 2022 and Fall 2023 are required to select a specialization within their Advanced Curriculum. Each specialization is guided by a committee that ensures the curriculum and field experiences are current and appropriate. These fields of practice are:

- Aging
- Behavioral Health
- Community Action and Social Policy (Macro Only)
- Families and Children
- Health
- Organizational Leadership (Macro Only)

An independent specialization may be pursued with the approval of the Senior Associate Dean of Academic Affairs

### *Sub-Specializations*

We offer sub-specializations in Child, Adolescent, and Family Health (within the Health specialization) and Social Work in the Workplace and Employee Assistance (within the Behavioral Health and Organizational Leadership specializations).

## Advanced Curriculum at USG

Students at our Universities of Shady Grove location have the same curriculum requirements as students at the Baltimore campus. However, USG only offers the Clinical concentration and the Behavioral Health and Families & Children specializations.

## Field Education

The field practicum is the signature pedagogy of the MSW program. It is a required component of the Master's curriculum, with specific professional competencies and behaviors that each student must demonstrate.



- The School utilizes a concurrent model of Field Education that requires students to take classroom methods courses while in field placement. There are two different field placements included in a student's plan of study: first year Foundation and second year Advanced. Advanced Standing students are only required to participate in Advanced Field.
- These placements take place in social service agencies, departments, or other service delivery systems throughout the State of Maryland -- mostly in Baltimore City and Metro Washington DC regions. Field placements take place during traditional workday hours for the full academic year beginning in the fall and continuing through the spring semester. Students are required to adjust their schedule to attend their assigned field placement.
- University of Maryland School of Social Work students prepare for professional practice through the integration of theoretical, research, and practice-oriented material presented in the classroom, and the opportunity for guided practice experiences available through Field Education.
- Placements are generally within a (50) mile radius of the student's home.
- Students must be enrolled in a methods course for each semester they are in field. Foundation methods courses are SOWK 630 and 631 to accompany SOWK 635, and SOWK 632 to accompany SOWK 635 and 636. Advanced methods courses begin with SWCL or SWOA. The advanced methods courses must be appropriate for the primary concentration (Clinical or Macro).
- The foundation and advanced field placements take place in different settings.
- See more information within the Field Education Manual: <http://www.ssw.umaryland.edu/field-education/field-calendar--manual/>

### Employment-Based Field Placement Option

Students working in a social service setting may consider an employment-based field placement option if their proposal meets strict criteria and is approved by the agency and the Office of Field Education. If you are interested in pursuing this option, please reach out to the field office at [fieldeducation@ssw.umaryland.edu](mailto:fieldeducation@ssw.umaryland.edu).

### Foundation Field

Foundation year field placements are two full days a week (usually either Mondays and Wednesdays or Tuesdays and Thursdays) for a total of sixteen (16) hours each week for a minimum of fifteen (15) weeks each semester (for a total of fifty-five (55) days for the Foundation year). Each field practicum day must not exceed eight hours. Foundation students participate in a field seminar throughout the first year of their practicum experience. Foundation Field (SOWK 635 and SOWK 636) constitute 3 credits each semester.

#### *Field Seminar*

<https://www.ssw.umaryland.edu/field-education/field-seminar/>

The Field Seminar meets as small groups of students, facilitated by a seasoned seminar instructor; and includes an intentional cultural humility component, such that students are encouraged to consider, and critically reflect upon, implications of privilege and oppression in their placement experiences. Field Seminar also provides student opportunities to discuss their field experiences, and the application of theory in practice.



## Advanced Field

Advanced year field placements are three full days a week (usually Tuesdays, Wednesdays, and Thursdays) for a total of twenty-four (24) hours each week for a minimum of fifteen (15) weeks each semester (for a total of eighty-five (85) days for the advanced year). Each field practicum day must not exceed eight hours. Advanced Field (SWCL/SWOA 794 and SWCL/SWOA 795) constitute 6 credits each semester.

### *Advanced Extended Field*

Advanced students may choose an extended field practicum option, which requires 16 hours per week from September through July. This option requires approval by the agency and the Office of Field Education. Students who choose this option do not complete the MSW until July. These students receive their diplomas in August as summer graduates. These students complete the required graduation application for July, not May.

### *SSW International Field Placement Program (Not available for the 2022-2023 AY)*

International Advanced field placements are offered in London, UK and Cochin, India. Students live on campus at the partnering university and take MSW courses in the social work department there. Field placements are arranged in local agencies based upon the students' concentration (and possibly specialization)

In both locations, students are in residence for five to six months and complete 18 credits towards their advanced curriculum including their complete Advanced field practicum requirement. These placements begin in summer and extend through the fall semester. Interested students complete an application and interview as part of the selection process, followed by preparation and teambuilding activities.

## SSW Course Catalog

A comprehensive listing of MSW courses can be found here. Not all courses are offered each semester or every academic year: <https://www.ssw.umaryland.edu/academics/course-offerings/>

### Electives

Depending on a student's concentration and specialization choice (if applicable), they may have the opportunity to take one or two electives. Electives can be any course that a student has met the prerequisite for from the course catalog. Students also have the choice to enroll in some of the following specialty elective courses:

### *International Education Opportunities*

Each year, the SSW typically offers one or more specialized courses that include campus classes and short-term travel to another country. Recent courses have focused on social justice, health research, and comparative social work practice with travel to India, Botswana, and Israel.

<https://www.umaryland.edu/global/>

### *Independent Research Projects*

Students interested in research can participate in independent research that is either student-initiated or faculty-led. Please see this webpage for more information:

<https://www.ssw.umaryland.edu/academics/curriculum-overviews/research-curriculum/>

### *Independent Study (SOWK 798)*

Students who are interested in completing an independent study should first identify a Faculty member who can serve as the instructor. The Faculty should then consult with the Senior Associate Dean for Academic Affairs for procedures for approval of such course. An independent study course may be counted as an elective and range from 1-3 credits.

### Courses from other University of Maryland Institutions or Outside the SSW

Students who are interested in taking graduate courses to fulfill their elective requirements either at another University of Maryland institution or another SSW must be in touch with the Office of Records and Registration for the appropriate forms and process: [sswregistration@ssw.umaryland.edu](mailto:sswregistration@ssw.umaryland.edu). These courses will be approved on a case-by-case basis. To ensure transferability, it is recommended that students discuss their planned choices prior to enrolling in a class

## Dual Degree Programs

In addition to our MSW program options, the SSW offers five [dual degree programs](#) in partnership with other schools on campus and universities in the region. Students accepted into the MSW program and one of the participating dual-degree programs must meet with the designated SSW faculty coordinator to develop a plan of study.

### MSW and Leadership in Jewish Education and Communal Service

Offered through UMB's School of Social Work and Towson University and can be concurrently completed in two years with summer classes or a minimester enrollment; however, a three-year program is recommended. The School of Social Work accepts 6 credits to be transferred from TU to apply to the Advanced Curriculum requirements. Towson University accepts 6 credits in transfer. This program prepares students to be skilled in social work, be knowledgeable about Judaism, and receive professional experience in the Jewish community. This program emphasizes the development of students' capacities for effective communication, critical analysis, and flexible thought.

### MSW and Juris Doctor

Offered through University of Maryland School of Social Work and University of Maryland Francis King Carey School of Law and can be completed within four years, with study for one summer typically required. The 27 credit MSW Foundation Curriculum is the same for all students, however, the MSW Advanced Curriculum accepts 6 credits from the law school, which are selected in consultation with the SSW Faculty Coordinator. The MSW-JD program is valuable preparation for careers in advocacy, as well as in the administration of human service organizations, and in executive, legislative or judicial arenas in all areas of social welfare and social policy including such as child welfare, family law, criminal justice, health, and well-being.

### MSW and Master of Business Administration

Offered through University of Maryland School of Social Work and University of Maryland College Park (UMCP) Robert H. Smith School of Business and can be completed within four years excluding summers. This program requires 90 credits, with 39 taken at UMCP and 51 taken at the SSW. Students typically complete year one in the MSW, years two and three in the MBA, and year four in the MSW.

### MSW and Master of Public Health

Offered through University of Maryland School of Social Work and Johns Hopkins University Bloomberg School of Public Health and can be completed within three years. Students typically complete year one in the MSW, year two (including summer) in the MPH, and year three in the MSW. The School of Social Work allows 6 to 9 credits of its program to be completed in the MPH program; these may include 3 credits of research requirements and 6 credits of advanced policy or electives. This allows students to complete both the MSW and MPH programs with fewer courses than if they had to enroll in each program separately. The MSW/MPH dual degree program prepares graduates to assume leadership positions and program administration in health-related agencies and settings, to advance the science of health disparities research, and to deliver multi-level practice interventions for at-risk populations.

### MSW and Master of Public Policy

Offered through University of Maryland School of Social Work and University of Maryland College Park (UMCP) School of Public Policy and can be completed in three years including summers. This program requires 90 credits, with 51 credits taken in the MSW program and 39 credits taken in the MPP program. Students can complete year one in either program, year two in the alternate program, and year three is spent split between both programs. Each program accepts 9 credits in transfer. This program prepares graduates for practice in public policy and social service agencies and settings in which a combined expertise in social work and public policy would enable them to assume policy and leadership positions.

**Applicants to any dual-degree program must apply separately to each program. Admission to one program does not guarantee admission to the other.** Specific information on the dual-degree programs and faculty coordinators is available here: <https://www.ssw.umaryland.edu/academics/dual-degrees/>

## **ACADEMIC AND REGISTRATION POLICIES AND PROCEDURES**

### **STANDARDS OF ACADEMIC AND PROFESSIONAL CONDUCT**

#### **UMB Code of Ethics and Conduct**

UMB Personnel subject to this Code include UMB administrative and academic officers, faculty, employees, fellows, students (including student employees), and volunteers. In fulfilling the responsibilities of their positions at UMB, UMB Personnel are expected to adhere to and act in accordance with this Code and all laws, rules, regulations, policies, and procedures applicable to their UMB activities.

This Code reflects the requirements of laws and policies that relate to ethical conduct, including: the Maryland Public Ethics Law, the Maryland Whistleblower Law, and policies of the Board of Regents of the University System of Maryland (USM) and UMB that relate to reporting known or reasonably suspected wrongdoing. UMB Code of Ethics and Conduct is located at

<https://www.umaryland.edu/policies-and-procedures/library/financial-affairs/policies/viii-711a.php>

#### **SSW Technical Standards and Conduct Policy**

Students must consistently, accurately, and independently demonstrate essential technical requirements and academic requirements. Technical requirements, as distinguished from academic requirements, refer to the minimum cognitive, professional, and behavioral standards required for a student to matriculate and satisfactorily complete all essential aspects of the program. Academic requirements refer to educationally based requirements such as prerequisite course completions and grade point averages.

Essential Technical requirements include:

- Intellectual and conceptual capacity to adequately learn, analyze, synthesize, and integrate information so that service can be provided to client populations, social agencies and other community services. These standards are met through demonstrated effective problem solving that occurs in a timely fashion, demonstrated exercise of good judgment, and prompt completion of all responsibilities related to clients and School of Social Work curriculum responsibilities.
- Communication standards to retain and recall information effectively and promptly, and perceive and respond appropriately to oral, non-verbal, and written communications. Communication standards are met through demonstrated professionalism and sensitivity with faculty, staff, students, field placement colleagues, clients, School of Social Work stakeholders, and the community.
- Behavioral, ethical and professional standards consistent with the National Association of Social Workers (NASW) Code of Ethics including respect for faculty, staff, students, field placement colleagues, clients, School of Social Work stakeholders and the community, and differences in culture and values. A summary of the Social Work Code of Ethics is provided on the NASW

website: <https://www.socialworkers.org/about/ethics/code-of-ethics>. These standards are met through demonstration of emotional health required to function in stressful situations, adaptation to changing environments, and prompt completion of all responsibilities related to the School of Social Work curriculum requirements.

### Class Attendance

Students pursuing professional education are expected to attend all classes. In accordance with University policy, valid excuses for absence from class will be illness (upon written certification from the University Health Services or a local physician), religious observances, participation in University activities at the written request of University authorities, or other compelling circumstances beyond your control.

Individual instructors may include attendance as part of the course requirement and grade. The faculty member should be notified when a student expects to be absent from class. Students who register for a course and decide not to take it, must officially drop it or withdraw by the semester's drop/add date to avoid submission of a failing grade and associated costs.

## REGISTRATION POLICIES AND PROCEDURES

### Course Registration

The schedule of course offerings is published online, and registration takes place in April for the Fall and Summer semesters, and in November for the Spring semester. Registration dates and required materials are distributed in the SSW Daily Bulletin, emailed to students, and are located on the SSW Registration and Academic Calendar online. The School follows the common calendar of the University. This consists of a fall semester, a spring semester, and a summer session:

<https://www.ssw.umaryland.edu/academics/calendar/>

### Registering for Classes

Students register for classes in **SURFS** (Student User Friendly System).

- Log on to **SURFS** with your myUM ID and password
- Select STUDENT SERVICES AND FINANCIAL AID
- Select REGISTRATION
- Select SELECT TERM and choose the desired term
- Select ADD/DROP CLASSES and then scroll down to the ADD CLASS section
- Enter the CRN number(s) for desired courses and sections (find courses and CRN codes here: <https://www.ssw.umaryland.edu/academics/calendar/> or use the CLASS SEARCH button)
  - NOTE: courses with co-requisite requirements must be added at the same time or an error message will be generated
- Select SUBMIT CHANGES and courses will appear in the CURRENT SCHEDULE area.



## Course Sections and Format

Section ID	Delivery Method	Eligible to Register
HG1, HG2, etc.	Hybrid	<b>USG</b> students only
HY1, HY2, etc.	Hybrid	<b>Baltimore</b> students only
IG1, IG2, etc.	In-Person	<b>USG</b> students only
IP1, IP2, etc.	In-Person	<b>Baltimore</b> students only
OA1, OA2, etc.	Online Asynchronous	<b>ALL STUDENTS</b>
OS1, OS2, etc.	Online Synchronous	<b>ALL STUDENTS</b>

- **Hybrid Classes** require students to participate partially in-person and partially online. Effective Fall 2022:
  - Hybrid In-Person Meetings will take place for odd-numbered sessions (1, 3, 5, 7, 9, 11, 13, 15)
  - Hybrid Online Meetings will take place for even-numbered sessions (2, 4, 6, 8, 10, 12, 14)
  - Instructors will communicate the schedule via email and on the course syllabus
- **In-Person Classes** require students to participate fully in-person for listed days and times.
- **Online Asynchronous Classes** allow students to complete their work at their own pace. Students are given a timeframe – it's usually a one-week window – during which they need to connect to their **class at least once or twice**.
- **Online Synchronous Classes** require students to participate in partial to entire sections of class at the exact same time. Students and instructors are online at scheduled dates/times to participate in lectures, discussions, activities, and presentations.

## Waitlist for Closed Courses

The Office of Records and Registration maintains an internal waitlist for classes that are full. If a student wishes to be added to the waitlist for a course, they must submit a request for each section using the online **Waitlist Request Form**: [www.ssw.umaryland.edu/forms/waitlist-request-form/](http://www.ssw.umaryland.edu/forms/waitlist-request-form/). If a section opens and the student is next on the list, they will be notified via email by the Office of Records and Registration. Students will be provided with a deadline to accept or decline the offered seat. Failure to respond within the deadline constitutes forfeiture of the offered seat and students will be required to submit a new waitlist request form.

## Adding and Dropping Courses Once Semester Has Begun

Based on availability, a student may add a course to their schedule during the first week of classes. This must be done by emailing the Office of Records and Registration at [sswregistration@ssw.umaryland.edu](mailto:sswregistration@ssw.umaryland.edu). Courses may be dropped until the semester's drop date. Once the semester has started, there is no refund for students who drop courses or for students who change their status from full-time to part-time (fewer than 9 credits).

Students who register for a course and decide not to take it must officially drop it by that semester's drop date to avoid submission of a failing grade. This may be done in person with the SSW Office of Records and Registration or by submitting the *Request to Drop a Course* form online:



[www.ssw.umaryland.edu/students/forms/](http://www.ssw.umaryland.edu/students/forms/). Students should refer to the SSW Registration and Academic Calendar located on the school's website to obtain the specific dates for drop/add.

### Cross Campus Registration

Baltimore and USG students can only take in-person or hybrid courses at their respective campuses unless the course is specifically open to all students. USG students may request to take courses at the Baltimore campus by completing the **USG-Baltimore course Request Form** found here: <https://www.ssw.umaryland.edu/students/forms/>. Baltimore students are not authorized to enroll in coursework offered at the USG campus. Additional USG schedule information available at <https://schedule.sgrove.usmd.edu/scheduleofclasses>

## Course Exemptions

All newly admitted traditional MSW students are eligible to take **exemption examinations** for three foundation courses:

- SOWK 600—Social Welfare and Social Policy [3 credits]
- SOWK 645—Human Behavior and the Social Environment [3 credits]
- SOWK 670—Social Work Research [3 credits]

Students who place out of a course by successfully passing the exemption exam must take another elective course in its place. Therefore, those who qualify for exemptions must still complete 60 credits at the School to earn the MSW degree. Students who are exempted from courses should consult the academic advisor for special assistance in program planning.

## Transfer Credit Policies

### Policy for Accepting Graduate Transfer Credit Prior to Admission

Under certain circumstances, a student may upon request receive a maximum of 6 transfer (elective) credits for a course in which a grade of "A" or "B" was earned in another discipline, within four years prior to enrollment here; each course will be individually assessed for social work relevancy. Official determination of allowable credit for coursework completed elsewhere will be made at the time of admission. A course that is considered to have content equivalent to the required course, but has only 2 credits, may be accepted for transfer. The student will be exempt from taking that course but must take the additional credit in the specific sequence. Students transferring courses from a quarterly system must also make up the difference in credits.

### Policy for Accepting Graduate Transfer Credit from Another School of Social Work

A student may wish to take a course at another MSW program and have that course credit transferred to their UM program. (An example would be an education abroad experience offered for credit at another school during the summer or the semester break). Guidelines for approval prior to taking the course and the required documentation are located on the SSW website. Students must complete and submit the **Request to Take Courses at Another School of Social Work Form** ([www.ssw.umaryland.edu/students/forms/](http://www.ssw.umaryland.edu/students/forms/)). Please refer to the required documentation for this request to be considered. To ensure transferability, it is recommended that students discuss their planned choices prior to enrollment.

## Credit Load

Students must register for a minimum of 9 credits per semester for at least two consecutive semesters to satisfy the academic residency requirement. The maximum credit load for Fall and Spring semesters is 16 credits, and 6 credits for the Summer semester. A student can request approval to seek an exception to the maximum credit load by completing the [Academic Overload form](#).

### Academic Overload Policy

Registering for more than 16 credits in the Fall and Spring or 6 credits in the Summer requires approval from the Director of Records and Registration and/or the Associate Dean of Admissions and Enrollment by emailing completing an Academic Overload Request Form located at <https://www.ssw.umaryland.edu/students/forms/>. A student's cumulative GPA must be 3.80 or above as one consideration for approval of an academic overload. Enrollment into overload credits is on a space-available basis.

### Minimum Credit Policy

Registering for fewer than 6 credits per semester requires approval from the Director of Records and Registration and/or the Associate Dean of Admissions and Enrollment by emailing completing Less Than 6.0 Credits Request Form located at <https://www.ssw.umaryland.edu/students/forms/>.

## Policy on Auditing a Course

A course may be audited on a space-available basis with priority given to students taking the course for credit. The course will appear on the student's transcript as Audit (AU) but will not count toward the credit requirement for degree completion. A student may not change their status to audit or vice versa once the semester has started. Charges for audit courses are the same as credit courses. Students interested in auditing a course should complete the *Request for an Academic Audit Course* form ([www.ssw.umaryland.edu/students/forms/](http://www.ssw.umaryland.edu/students/forms/)) prior to the start of the semester.

## Concentration/Specialization Selection

Students will declare their concentration and/or specialization on their Advanced Field application. The concentration and specialization will not only drive the Advanced field placement, but also the Advanced course requirements. If a student wants to change their concentration and/or specialization during their Advanced year, they must first seek approval from their Field Coordinator and the Academic Advisor, and then submit this form <https://www.ssw.umaryland.edu/forms/concentrationspecialization-form/> for processing by the Office of Records and Registration. **All curriculum changes for in-state residency students will result in temporary out-of-state residency and reassessment of tuition and financial aid (if applicable). The UMB Office of the Registrar and UMB Student Financial Assistance requires up to two business weeks to evaluate and reassess**

## Grades

### Grades in Academic Courses

The letters A through C- and F are used to evaluate performance in classroom courses; the letter P (Pass) is the passing grade for field courses. A grade of F is required to be repeated.

GRADE	QUALITY POINTS	NUMERICAL EQUIVALENT
A	4.00	93 – 100
A-	3.67	90 – 92.9
B+	3.33	87 – 89.9
B	3.00	83 – 86.9
B-	2.67	80 – 82.9
C+	2.33	77 – 79.9
C	2.00	73 – 76.9
C-	1.67	70 – 72.9
F	0.00	0 – 69.9
P	N/A	N/A
I	N/A	N/A
NM	N/A	N/A

**A cumulative grade point average of “B” or 3.0 is required for graduation.** Every credit hour below a 3.0 must be balanced by a credit hour above 3.0 unless it is repeated. When a course is repeated, the new grade, whether higher or lower, replaces the old grade and becomes the grade of record for calculating the grade point average. A course, regardless of the grade, may be repeated one time only.

The grade of “F” indicates failure to achieve a satisfactory level of performance and the course must be repeated. The original “F” grade remains on the student’s permanent record, but it is the subsequent passing grade that is used to compute grade point average. Thus, a grade “F” cannot be balanced.

### Grades in Field Education

A grade of Pass (“P”) is awarded to MSW field education courses to denote satisfactory completion of requirements. Courses assigned the grade of “P” will not be computed in the student’s grade point average. No Mark (NM) indicates that the Instructor has not yet submitted the final grade.

Students enrolled in Extended Field receive their final semester grades on a different schedule. Please refer to the Field calendar for more information.

### Incomplete Grade

An incomplete grade is given under exceptional circumstances for a student who has made satisfactory progress in the course and because of illness or circumstances beyond the student’s control is unable to complete the course requirements by the end of the semester. The incomplete grade is not designed to accommodate an illness or circumstance that is long in duration where the student misses the majority of a course. More appropriate avenues for such long illnesses or circumstances are to withdraw from the course, retake the course, take a leave of absence from the program, or to withdraw from the program.

A student is only eligible to receive an incomplete (“I”) grade when there is a reasonable expectation that all course requirements can be completed with a passing grade. The grade of “I” may be only be considered for a student who:

- has attended at least half of the course, **AND**
- has completed approximately half of all coursework assignments (if assigned) with at least a grade of “B”, **AND**
- in the judgment of the instructor, is performing at a grade of “B” or better (or a grade of passing in a field course).

The instructor retains the right to make the final decision on granting a student’s request for an “I”, even though a student may meet the eligibility requirements for this grade. If the course in which an “I” is assigned is a prerequisite for another course, the student **cannot** attend the other course until a final grade for the prerequisite course is entered. For the classroom, the student must obtain permission in writing from the instructor for an incomplete “I” grade to be entered. This is evidenced by the submission of an **Incomplete Grade Form**

([http://www.ssw.umaryland.edu/media/ssw/students/forms/Incomplete\\_Grade\\_Form.pdf](http://www.ssw.umaryland.edu/media/ssw/students/forms/Incomplete_Grade_Form.pdf)).

Timelines for completion of work must be agreed upon in writing by the instructor and the student and written into the Incomplete Grade Form. The instructor will determine a deadline **no later than 6 weeks from the last day of the semester in which the course was attempted** and enter this date into the Incomplete Grade Form.

In the case of a student enrolled for a course where the incomplete course is a prerequisite for the upcoming Fall, Spring or Summer semester, the deadline for the grade to be entered by the instructor must occur at least ten (10) calendar days prior to the first class of the next enrolled course. For Field Education courses, in the case where there is not enough time between semesters to make up missed field days and assignments, the student, field instructor and faculty field liaison will develop a written plan for completion of missed field days and assignments. The Incomplete Grade Form will be used to document this plan. This plan may extend beyond the 10 day limit but may not exceed 4 weeks from the last day of the semester. The administration of the Office of Field Education must approve the plan in writing.

It is the student’s responsibility to complete and submit the remaining coursework before the assigned deadline. The instructor will submit the grade change, converting the “I” to a letter grade, no more than one week after receiving the student’s completed work. All grade changes must be submitted by the instructor to the Office of Records and Registration using the Supplemental Grade Form.

If the student does not meet the deadline(s) as written, the “I” will automatically convert to an “F”. Instructors may not issue a terminal “I” grade.

### Grieving a Grade

Students who wish to grieve a grade for either a course or field practicum should follow the procedures outlined in *Appendix A: Student Grievance Committee*.

## Academic Standing

### Academic Probation Policy

At the end of every semester, each student’s Grade Point Average (GPA) is reviewed by the Office of Records and Registration to determine if the student is in good academic standing. Good academic standing is having a GPA of 3.0 or higher.

A student who, for the first time, obtains an overall GPA below 3.0 will be notified that the student is being placed on Academic Probation. A student on Academic Probation for the first time is required to meet with either the Assistant Dean for Student Services or the Associate Dean for Student Affairs prior to the start of the next semester to develop an academic plan to assist the student in improving the student's grades. Failure to do so will result in an administrative hold on the student's account that prevents further registration. Once on Academic Probation, a student is not eligible for incomplete grades (with Field as the only exception).

A student will be dismissed from the MSW program after 2 consecutive semesters of having a GPA below 3.0 (i.e., on Academic Probation).

The Office of Student Affairs may consider an exception to dismissal for a student with a strong potential for achieving a 3.0 GPA by the end of the student's next semester. If granted the exception, a student must achieve a 3.0 GPA by the end of that one granted semester to remain in the program.

### Repeating Courses

A course may be repeated only once. Although the first grade continues to appear on the student's transcript, the second grade becomes the grade of record and is the one computed in the overall grade point average.

### Suspension

Suspension is the denial of enrollment for a specified period of time. Grounds for suspension for problematic professional behavior include but are not limited to:

- ethical violations,
- academic dishonesty,
- conviction of a crime, and
- falsifying information on the admissions application.

*(See Appendix B for the Student Review Committee (SRC) Policy for an explanation of the SRC referral and hearing process.)*

A student who is suspended does not need to reapply to the school but must comply with the written terms of the suspension. Suspensions may be up to one year in duration. The student must document and submit evidence of the student's compliance in a written appeal requesting re-entry to the School, in accordance with the timeline given in the terms of the suspension. The Associate Dean for Student Affairs will communicate the decision regarding the appeal for re-entry into the school.

### Dismissal

Dismissal is the denial of enrollment for an indefinite period of time. A student who has demonstrated "academic failure" or problematic professional behavior will be dismissed from the program.

*Examples of academic failure include but are not limited to:*

- having earned failing "F" grades in two, three-credit courses OR
- having earned failing "F" grades in two semesters of field practicum OR
- having earned failing "F" grades in a combination of one, three credit course and one semester of field practicum OR
- two semesters of Academic Probation.



For a course where the student receives their first “F” the student may retake the course. The grade received for the re-take will be placed on the student’s transcript and calculated in the student’s revised GPA. However, the initial F will remain on the transcript. The second “F” will result in automatic dismissal, even in circumstances when the first “F” has been replaced with a passing grade. A course where a student receives a second “F” grade may not be repeated.

*Grounds for dismissal for problematic professional behavior include but are not limited to:*

- ethical violations,
- academic dishonesty,
- conviction of a crime, and
- falsifying information on the admissions application.

*(See Appendix B for the Student Review Committee (SRC) Policy for an explanation of the SRC referral and hearing process.)*

#### *Readmission and Reinstatement after Dismissal*

Following the required 2-year waiting period, students may be eligible for a one-time request for reinstatement via the process below:

- a. complete an application for admission to the School
- b. communicate their intention to apply for reinstatement in writing to the [Associate Dean for Admissions and Enrollment](#)
- c. submit a one-time request for reinstatement by completing the *Reinstatement Request Form* found [here](#). As part of the reinstatement request, students are expected to describe the changes they have or will make in their academic preparation and strategies that will improve their potential for successfully completing their program.

The Reinstatement Review Committee, a subcommittee of the UMSSW Admissions Committee, reviews requests for readmission and reinstatement and may request the student participate in an interview. Decisions are communicated to the student directly. Decisions are binding and not eligible for appeal.

Students who are readmitted will work with a representative from Student Affairs to create a customized plan to support academic success. The readmitted student must also meet with the academic advisor prior to the start of their returning semester.

Students who are approved for reinstatement will be readmitted on Academic Probation status and must be in good academic standing, with a GPA of at least 3.0 within one semester.

Reinstated students who do not achieve good academic standing will be dismissed without possibility of future reinstatement.

## Taking a Leave of Absence

A Leave of Absence is to be used by students who, due to extenuating circumstances, do not plan to enroll for a semester or for registered students who want to drop all courses after the semester has begun. A leave may be taken from the School at any time during semester, but not in order to preclude current or impending failures. Students may take a leave of absence for up to two regular semesters, after which they must apply for readmission through the Office of Admissions.



Students should complete the form ***Request for a Leave of Absence*** (<http://www.ssw.umaryland.edu/students/forms/>) which will be submitted to the Office of Records and Registration for approval. Students are financially liable for the semester tuition and fees as outlined in the UMB “Refund Schedule for Withdrawal” ([www.umaryland.edu/registrar/academic-calendar/refund-schedule](http://www.umaryland.edu/registrar/academic-calendar/refund-schedule)).

## Withdrawal from the SSW

Students who wish to withdraw or disengage from the School of Social Work with no intention of returning should complete the ***Withdrawal from the School of Social Work*** form located on the School’s website ([www.ssw.umaryland.edu/students/forms/](http://www.ssw.umaryland.edu/students/forms/)). A student can withdraw from the School at any time during the semester, but may be financially liable for the semester tuition and fees as outlined in the UMB “Refund Schedule for Withdrawal” at this link: [www.umaryland.edu/registrar/academic-calendar/refund-schedule](http://www.umaryland.edu/registrar/academic-calendar/refund-schedule)

## Graduation Application

All degree candidates must file a formal Graduation Application with the UMB Office of the Registrar during the semester in which they expect to graduate. The deadline for submission is published in the School of Social Work’s Daily Bulletin and on the campus wide Academic Calendar. Applications should be submitted online in SURFS in the Student Records area. Students enrolled in Advanced Field Practicum on an extended schedule will apply for **Summer (July) graduation** even though their practicum registration is for the spring semester.

## Convocation and Commencement

The SSW holds a Convocation ceremony in May for all students who complete degree requirements in May and the prior December, as well as for those students who expect to complete requirements in July. Expected July graduates are not certified nor do they receive their diploma until all requirements are completed and the Summer semester has ended. The UMB campus celebrates an annual Commencement ceremony in May, typically on the Thursday prior to the SSW’s Convocation ceremony. Information about both ceremonies is listed on the school’s website in a timely manner: <https://www.ssw.umaryland.edu/student-services/>

### Honors and Awards

The SSW Graduation Committee solicits nominees in the spring for student awards acknowledged at Convocation. These include one student for each concentration in Clinical and Macro, and one student for Field Practice. The University of Maryland School of Social Work does not award Latin Honors.

### Phi Kappa Phi Honor Society

The University of Maryland Baltimore is part of the University of Maryland, Chapter 22 of the National Phi Kappa Phi Honor Society. PKP recognizes and promotes academic excellence in all fields of higher education and engages the community of scholars in service to others. The SSW annually nominates eligible graduating students in the top 10% of GPA. Those students are invited by the PKP UMB representative to join the Honor Society and attend an annual ceremony. (Note: Social work students admitted as Advanced Standing, and transfer students awarded greater than 21 credits are not eligible for nomination).

## Licensing Information

<https://www.ssw.umaryland.edu/students/career-development-center/licensing-and-exam-preparation/>

To practice as a Social Worker in the U.S., you must be licensed. The social work licensure examinations given throughout the U.S. are overseen by the Association of Social Work Boards (ASWB). The ASWB website contains answers to common questions regarding the licensing exam and social work licensure in general ([www.aswb.org](http://www.aswb.org)).

There are different levels of licensure and each state has different requirements that need to be met. In Maryland, an entry-level post-MSW license is the LMSW (Licensed Master Social Worker). In Washington D.C., an entry-level post-MSW license is the LGSW (Licensed Graduate Social Worker). In Maryland, social work is licensed by the Maryland Board of Social Work Examiners (BSWE). Degree candidates may apply to the BSWE for licensure by examination in their final semester. Degree candidates wanting to be licensed in a state other than Maryland or D.C. may require a letter from the Registration Office to verify their degree candidacy. Students should submit their request online via [www.ssw.umaryland.edu/forms/license-letter-request/](http://www.ssw.umaryland.edu/forms/license-letter-request/).

## Obtaining a Transcript/Record of Academic Work

Students may request an official transcript in SURFS. Transcripts will be sent in hard-copy at no charge via U.S. Mail. (<https://www.umaryland.edu/surfs/official-transcripts-and-verifications/>)

## Post MSW Coursework (Special Student Status)

Under certain circumstances and with approval of the Office of Records and Registration, non-matriculated individuals who have completed an MSW may register for a course as a “special” student. Once approved, the person must communicate with the Office of Admissions to complete an abbreviated application and include both an official transcript and a statement as to the reason for enrollment. The matriculated application fee and per credit hour tuition and fees apply to “special” students. Students who have been dismissed from the MSW program may not come back as “special” students. “Special” students may register on a space available basis.

# ***STUDENT RIGHTS AND UNIVERSITY POLICIES***

## VA Educational Benefits

Students attending the School of Social Work using Veterans Education and Training Benefits may receive assistance with enrollment certification at the SSW Office of Records and Registration. Please see here for more information: <https://www.ssw.umaryland.edu/academics/office-of-registration/va-educational-benefits/>

## University and School Policies Regarding Religious Holidays and Academic Conflicts

Absences for the observance of religious holidays will be counted as excused absences with make-up work required. Please inform the instructor as early as possible if you will be absent for any religious holidays during the semester.

## Student Right-to-Know and Campus Security Act

The Student Right-to-Know and Campus Security Act (Public Law 101-542), signed into federal law Nov. 8, 1990, requires that the University of Maryland make readily available to its students and prospective students the following information: Financial aid; costs of attending the University of Maryland; refund policy; facilities and services for students with disabilities; procedures for review of School and campus accreditation; completion and graduation rates for undergraduate students; loan deferral under the Peace Corps and Domestic Volunteer Services Act; campus safety and security; campus crime statistics. To obtain any of this information, visit [www.umaryland.edu/oac/student-right-to-know](http://www.umaryland.edu/oac/student-right-to-know)

## FERPA Notice

Pursuant to the Family Educational Rights and Privacy Act (FERPA) and the [UMB Confidentiality and Disclosure of Student Records Policy](#), this notice is given to students to advise them that the following information about a student is directory information subject to disclosure by the University upon request: name; address telephone listing; date and place of birth; photograph; major field of study; dates of attendance; degrees and awards received; and most recent previous educational institution attended. The directory information concerning a student may be disclosed even in the absence of consent unless the student files written notice informing the University not to disclose any or all of the categories within three weeks of the first day of the semester in which the student begins each school year. Notice not to disclose may be filed with the student's school Office of Student Affairs.

It is the policy of the University of Maryland, Baltimore to adhere to the Family Educational Rights and Privacy Act (also known as FERPA or the Buckley Amendment). Students can access their educational records by making a formal request to the Office of Records and Registration, [sswregistration@ssw.umaryland.edu](mailto:sswregistration@ssw.umaryland.edu).

## Financial Aid Policies

<https://www.umaryland.edu/policies-and-procedures/library/financial-affairs/procedures/financial-services/payment-of-tuition-and-fees.php>

## Policies Related to Students with Disabilities

The University of Maryland, Baltimore (UMB) is committed to the principles of equal access and opportunity for persons with disabilities in compliance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (ADA) and the ADA Amendments Act (ADAAA) of 2008. <https://www.umaryland.edu/disabilityservices/policies/>

## Disability Accommodations

To request classroom and/or field accommodations for a disability, please contact the University's Office of Educational Support and Disability Services at 410-706-5889 or [disabilityservices@umaryland.edu](mailto:disabilityservices@umaryland.edu). Accommodations will not be made retroactively. More information is available at [www.umaryland.edu/disabilityservices](http://www.umaryland.edu/disabilityservices).

## University Policies

The University publishes policies and procedures online at [www.umaryland.edu/policies-and-procedures](http://www.umaryland.edu/policies-and-procedures).

- [Nondiscrimination Policy Notice](#)
- [University Policies Affecting Students](#)
- [Public Safety Policies](#)
- [Administration Policies](#)
- [Immunization, Social Media, and Student Affairs Policies](#)
- [Financial Affairs Policies](#)

# Appendix A: Student Grievance Committee (SGC)

## Purpose

The SGC, a standing committee of the faculty, is the committee to which MSW students may grieve actions of the faculty, administrators, and/or staff at the school.

Membership consists of a faculty chair and five faculty members. Selection and representation is delineated in the Faculty Plan of Organization (FPO). A voting student representative will be selected by the Student Government Association (SGA) for each grievance. The Committee will make recommendations to the SGC Chair and the Dean.

### Note:

- View Student Policies at <https://www.umaryland.edu/university-life/student-policies/>
- The faculty member, administrator or staff person must be a current employee of UM throughout the grievance process.

**Discrimination Complaints:** The SGC does NOT review discrimination complaints. The University of Maryland, Baltimore is committed to fostering a safe and just environment for its students, faculty and staff. UMB does not tolerate discrimination in any form including sexual harassment and violence or illegal discriminatory practices. All discrimination should be reported promptly to the Office of Accountability and Compliance. The Report Form located at this link may be used to report Prohibited Sex Discrimination, including Sexual Misconduct. <http://www.umaryland.edu/oac/report-a-concern/report-sexual-misconduct/>. Information will be kept as private to the fullest extent possible, and will be disclosed only to those individuals who need to know in order to investigate and resolve the complaint, and/or as required by law.

## Scope

The SGC shall review any grievance brought to it based on one or more of the following:

1. arbitrary and capricious action on the part of a faculty member in, but not limited to, evaluations or grading.  
(As defined by the Board of Regents USM Policy II – 1.20, “the term ‘arbitrary and capricious’ grading means: 1) the assignment of a course grade to a student on some basis other than performance in the course; 2) the assignment of a course grade to a student by unreasonable application of standards different from the standards that were applied to other students in that course; or 3) the assignment of a course grade by a substantial and unreasonable departure from the instructor’s initially articulated standards.”)
2. violation of due process according to generally accepted norms of the University community by faculty, administrators, and/or staff;
3. any behavior that violates the University’s Policy on Faculty, Student and Institutional Rights and Responsibilities for Academic Integrity (III – 1.00)

## Procedures

For Grievances against Faculty:

- Grievant (student) and faculty member whose action is the subject of the grievance shall meet. It is the responsibility of the student to request the meeting.
- Failing resolution in the meeting, the grievant (student) should meet and discuss the matter with the Associate Dean of Academic Affairs (for courses) or the Associate Dean of Field Education (for field practicum).
- Failing resolution in this meeting, the student shall arrange to communicate and meet with the SGC Chair. (If the grievance is against the SGC Chair, the next senior-in-rank SGC Committee member shall assume the Chair role on a pro term basis.)
- There may be situations where the before established channels cannot be followed due to the nature of the allegation and the student may go directly to the SGC chair (i.e. fear of retaliation).

For Grievances against Administrators, Exempt Staff or Non-exempt Staff:

- Arranged by the grievant (student), a meeting to discuss the matter shall be held with the Senior Associate Dean of Academic Affairs.
- Failing resolution at this meeting, a meeting shall be arranged with the SGC Chair.
- There may be situations where the before established channels cannot be followed due to the nature of the allegation and the student may go directly to the SGC chair (i.e. fear of retaliation).

## Documentation/Decision Process

Once the above procedures have been completed the Grievant (student) must submit to the SGC Chair a written grievance petition, which includes:

- A statement that the grievance falls within the scope of the committee.
- Facts that clearly delineate and support the grievance, attaching copies of all relevant documentation.
- A description of the specific steps that the student has taken in an attempt to resolve the conflict through established institutional channels before submission to the Committee.



- The student is encouraged to keep and present in support of the grievance a record of all meetings and what is found to be an unsatisfactory resolution of each step.

#### SGC Chair Review/ Response:

- Upon receipt of the grievance submission, the SGC chair will review the petition for determination of whether it constitutes a grievance that falls within the scope of the SGC in keeping with the SGC Committee internal procedures.
- When a petition is determined to fall within its purview, the SGC chair shall notify the person(s) named in the grievance (Respondent) and provide them with a complete copy of the petition.
- The SGC Chair shall offer mediation of the grievance to the parties, and if mediation is to be used, all parties must accept it and a resolution will be offered by the SGC Chair. (Mediation is not binding and does not preclude continuation of the grievance by the student.)
- If mediation fails to resolve the grievance, the SGC Chair shall appoint faculty members and a student representative for each grievance as needed, following Committee procedure. This constitutes the Grievance Review Committee (GRC). (No SGC member may be appointed to the Grievance Review Committee if the member is a respondent of the alleged grievance.) In addition the Respondent is notified within 14 calendar days to submit a written response.

#### Time Restrictions and Notifications:

- A written grievance petition shall be submitted to the SGC Chair within 10 calendar days of the action/ incident/grading. If the grievance relates to a grade, then 10 calendar days from the posting of the grade.
- The SGC Chair will notify the respondent when the procedures (mediation) have failed to produce a solution and request a written response from the respondent within 10 calendar days of the receipt of this notification. The respondent's written response will be shared with the student (grievant).
- If a GRC Committee meeting is necessary the recommendation should be completed, or a status report generated within 20 calendar days of its receipt of the grievance petition, and the respondent's written response
- The SGC Chair will be notified of the Committee's recommendation and then this recommendation is forwarded to the Dean for final decision. (If the respondent is the Dean, and the grievance was sustained then the recommendation is forwarded instead to the President of the University for decision and final action.)
- The required timetable for the grievance review and recommendation may be suspended for the period of June 16 to August 20 as determined by SGC chair.

#### Grievance Review Committee Meeting:

- The SGC Chair will provide all received documents (grievant and respondent) to the GRC Chair.
- The GRC Committee may request the student and respondent to appear before the Committee. If so, both parties may bring an advocate. (Advocate may not be an attorney.)
- The Grievant has the option of deciding if the committee's student representative shall participate in the meeting.

#### Decision:

- The Dean will consider the GRC recommendation and the documentation prior to making a decision on the grievance. The Dean may accept, modify or reject the committee recommendation.



- The Dean’s decision, which is final, will be sent in writing to the student, the respondent, the SGC chair and the GRC chair.

## Grievance Process Synopsis

If a student (Grievant) believes they have a grievance based upon the before listed information, they should:

1. Meet with Respondent (faculty, administrator or staff person) to discuss and attempt to clarify/resolve issue.
2. Meet with Associate Dean to discuss and attempt to resolve if step 1 is unsuccessful.
3. Meet/communicate with SGC Chair to discuss the grievance if step 2 is unsuccessful.
4. Provide documentation to SGC Chair as requested after meeting. This should occur within the timeframe noted above.
5. Meet with SGC Chair and Respondent for mediation if offered.
6. Meet with GRC Committee if requested.
7. Receive final decision from Dean

## Appendix B: Student Review Committee

### Purpose, Scope and Procedures

The SRC, a standing committee of the faculty, is responsible for reviewing allegations of academic dishonesty and/or unprofessional (problematic) behavior of a student in the classroom, the field instruction setting and the school community at large brought before it by a member of the school community. Additionally the Committee reviews allegations of illegal behavior and/or conviction of a crime by/of a student brought to its attention. Members of the school community include faculty, field instructors, students and staff.

The SRC shall consist of the Chair, and four faculty members, (selection and representation as delineated in the Faculty Plan of Organization), one student representative designated by the Student Government Association (SGA) as available, a second student representative may be appointed to serve as an alternate, a representative from the Field Education Office, the Assistant Dean for Student Services (ex-officio); and the Director of Records and Registration (ex-officio).

### Definitions

Academic Dishonesty includes, but is not limited to, the following behaviors:

- false reporting of practice in the field placement,
- false reporting of classroom work as it affects the evaluation of a student’s performance,
- bribery, seduction, or threats in relation to performance evaluation, cheating and/or plagiarism, whether by using work as one’s own and/or without citation regardless if taken from the WEB, printed materials, or work produced by others. (Please see NASW Code of Ethics, Standard 4.08.)

Problematic Behavior includes, but is not limited to, the following:

- commission or omission of any act, which does not conform to generally accepted standards of responsible professional practice (e.g. NASW Code of Ethics),
- behavior which jeopardized the safety or rights of students, faculty, staff or clients of the School or University or a Field Instruction site,
- theft of property,
- malicious destruction or damage to property belonging to others,
- threat or commission of physical violence against any person,
- abusive, obscene or violent behavior while on University property or participating in University activities,
- use, possession, or distribution of illegal drugs,
- falsification, forgery or modification of any official document or written communication,
- knowingly passing a worthless check or money order in payment of financial obligations to the University,
- failure to follow the rules and regulations of field instruction sites participating in the School's program,
- commission or omission of any act which would provide cause for denial or revocation of a social work license.

Conviction of a crime occurs when a student has been convicted of criminal behavior or sentenced to probation before judgment by a court of legal jurisdiction.

## Procedures

The Student Review Committee will consider student referrals from the Office of the Dean, the Office of Field Education, faculty and students.

1. The Office of the Dean may refer students for conviction of a crime, academic risk and/or review of the educational progress of the student when considered necessary.
2. The Office of Field Education may refer students for:
  - o rejection by three different field agencies,
  - o being asked to leave a field agency,
  - o withdrawal from field instruction when performance is not of passing quality,
  - o receiving an "F" in field instruction,
  - o field performance that is judged to be at risk of academic failure or an inability to adequately carry out field assignments and/or,
  - o problematic behavior.
3. The Office of the Dean, the Office of Field Education, faculty and/or students shall refer students for
  - o an allegation of an act of academic dishonesty
4. The Associate Deans for Student Affairs and Academic Affairs may refer students for:
  - o academic risk or failure
  - o problematic behavior or any violation of the University's Student Policies (<https://www.umaryland.edu/university-life/student-policies/> or the NASW Code of Ethics.

The referring party bringing the allegation must provide the SRC a detailed written statement of the allegations, providing as much supporting documentation as possible including the student's written material and corroborating statements of other faculty, staff, agency personnel, students and others, if applicable.

1. Referrals for academic dishonesty: In cases of alleged academic dishonesty, a review by the SRC will be initiated either by a student, a member of the faculty, or the administration.
  - a. When a student suspects that an act of academic dishonesty has occurred, the student will consult with the SRC Chair.
  - b. When a faculty member suspects that an act of academic dishonesty has occurred, the faculty member shall offer to meet with the student to clarify the concerns. If the matter cannot be resolved, the faculty member shall put in writing to the SRC the action that he/she is taking. The referral letter shall describe the alleged act of dishonesty, when it occurred and under what circumstances, in addition to the faculty member's subsequent actions, and the rationale for the faculty member's decision. The faculty member shall notify the student of the referral and retain pertinent documentation of the incident in his/her files.
2. Referrals for conviction of a crime:
  - a. Upon referral by the Dean's Office of a student convicted of a crime, the Dean's Office will advise the student of the referral to the Committee. The Dean's Office will provide the Committee with a report presenting the specifications of the conviction. The student will be requested to provide the Committee with a written response reviewing the circumstances of the conviction, and present a review of the circumstances at a Committee hearing.
3. Referrals of demonstrated inability to adequately carry out field assignments:
  - a. The Office of Field Education will notify the student of referral to the SRC Committee and provide the SRC Chair with documentation of the student's performance by the field instructor, the field liaison, and any other relevant source.
  - b. The student will be requested to provide the Committee with a written response, a review of the field performance, and will be requested to present a review of the performance at a SRC Committee hearing.
  - c. When the Committee considers Office of Field Education referrals, the student's field liaison shall be requested to attend.

## Documentation/Decision Process

Copies of the referral letter and supporting materials shall go to the SRC Chair, who will be responsible for sending copies to the student and the Committee members.

1. The SRC Chair shall review the referral and its supporting documents and make a decision to accept or reject the case for review. The Chair shall notify the parties of the decision and provide the parties with details of the charge(s).
2. If the case is to be reviewed, the SRC Chair shall convene the Committee within 10 working days, if practical. Under extenuating circumstances, the Chair may, upon request, allow the student additional time to prepare a response to the allegations. If graduation is imminent and contingent upon the actions of the SRC Committee, the Committee shall convene at its earliest opportunity.

## Hearing

- The Chair shall set a time convenient to all parties to hear arguments, allow points to be clarified, and collect any additional information that the Committee deems relevant.
- The student shall have the option of discussing their educational performance and/or charges of problematic behavior with the Committee. Students may choose not to attend the hearing.

- Students have the option of deciding whether the Committee's student representative remains a part of the Committee process.
- Students who choose to meet with the Committee may bring support persons to the hearing. Each student may bring one support person, though it is not required. The support person may choose to make a brief statement of support on behalf of the student but may not ask questions of the Committee or of other witnesses. By University policy, the support person may not be an attorney (practicing or otherwise). Students cannot be accompanied by attorneys at these hearings unless the subject of the review concerns alleged criminal behavior for which criminal charges are or may be pending. In such instances, attorneys may be present to advise their clients but may not address the Committee directly.
- At the conclusion of the hearing, the Chair will excuse everyone in attendance except the Committee members. The Committee will first discuss and then vote on whether to uphold the allegations in the referral. The Committee shall determine whether or not it believes the incident(s) occurred and whether it meets the standards of academic dishonesty or unprofessional (problematic) behavior
- If the allegation(s) is not upheld, then the deliberations are ended and the Chair will notify the student to that effect. If the Committee does uphold the allegations in the referral, it will next deliberate on, formulate, and vote on the disposition. The Chair will forward the disposition to the student and to the Dean.
- Examples of SRC outcomes are:
  - Take no action,
  - Place the student on academic probation,
  - Suspend the student,
  - Dismiss the student.
- The SRC Chair will keep a record of the proceedings.

## Notification

- The student will be informed of the decision regarding the disposition of the hearing in writing, usually within 2 weeks of the hearing. The student may request to receive a copy of the Committee's written disposition and a tape recording of the hearing.  
If the case is heard and the charges of problematic behavior, academic dishonesty, or criminal conviction are not substantiated, the written material shall be expunged.
- All notifications, except dismissal, will come directly from the SRC chair. If a student is dismissed as a result of the SRC hearing, notification of dismissal will come directly from the Dean.

## Appeal Procedures

- Students have the right to appeal the SRC's decision to the Dean under the following circumstances:
  - Failure of due process
  - New evidence that could not be presented earlier
  - Evidence that a result was unjust
- An appeal must be filed with the Dean's office within 30 calendar days of receiving the disposition.

- The Dean will conduct an appeal by reviewing all documentation, including any relevant new information, and will render a final disposition within 2 weeks.

## Appendix C: Services and Additional Resources

### University of Maryland Baltimore Services

- [University Student Financial Assistance](#)
- [Office of the Registrar](#)
- [Educational Support and Disability Services](#)
- [Writing Center](#)
- [Center for Information Technology Services \(CITS\)](#)
- [UMB Bookstore](#)
- [Wellness Hub](#)
- [Library](#)

### School of Social Work Services

- [SSW Leadership Team](#)
- [Field Education Office](#)
- [Records and Registration](#)
- [Student Affairs](#)
  - [Academic Advising](#)
  - [Student Services](#)
  - [SGA and Student Organizations](#)
- [Informatics Department](#)
- [IDEA Team \(Instructional Design team\)](#)
- [Faculty Bios](#)
  - [Full-Time](#)
  - [Adjunct](#)
- [Staff Directory](#)

### Universities of Shady Grove (USG) Services

- [Career & Internship Services Center \(CISC\)](#)
- [Center for Counseling and Consultation \(CCC\)](#)
- [Macklin Center for Academic Success \(MCAS\)](#)
- [Center for Student Engagement and Financial Resources \(CSEF\)](#)
- [Priddy Library](#)
- [Office of Information Technology \(OIT\)](#)
- [Campus Recreation Center \(CRC\)](#)
- [Transportation and Parking Services \(TAPS\)](#)



## Certifications and Special Program Options

- [BHWISE](#)
- [SWCOS](#)
- [Promise Heights](#)
- [Title IV-E](#)
- [Financial Social Work Initiative](#)
- <https://www.ssw.umaryland.edu/admissions/msw-program/explore/program-options/certificate-programs/human-services-leadership-and-management-certificate/>

## Scholarships

The SSW offers a variety of merit and other scholarships each year for incoming and continuing students. The deadline for scholarship applications at UMSSW is February 1. For more information, please visit <http://www.ssw.umaryland.edu/students/scholarships-and-fellowships/?&/>.

## Housing

There are several sources of housing for University students: University-owned housing on campus, privately owned apartments and rowhouses near the campus, nearby neighborhoods, and neighborhoods within commuting distance. The University also maintains listings of off-campus housing.

For more information about housing options, contact the Housing Office, 518 W. Fayette St, Baltimore, MD 21201, (410) 706-5523, [umbhousing@umaryland.edu](mailto:umbhousing@umaryland.edu) or [www.housing.umaryland.edu](http://www.housing.umaryland.edu).

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Version Date: November 28, 2022

Version Date: November 28, 2022

