



# 2021-2022

## ACADEMIC CATALOG & APPLICATION INSTRUCTIONS



UNIVERSITY *of* MARYLAND  
SCHOOL OF SOCIAL WORK



# University of Maryland School of Social Work

## 2021-2022 Academic Catalog

### Volume 1: Admissions Information and Application Instructions

The Admissions Committee assembles the incoming class on the basis of multiple qualitative (such as depth, breadth, and diversity of life experience) and quantitative (such as academic performance) factors. In addition, the Admissions Committee seeks to admit qualified applicants who can contribute to the diversity of the student body, particularly in gender, ethnicity, and geography. If you have questions or need additional information, please contact us by e-mail at [info@ssw.umaryland.edu](mailto:info@ssw.umaryland.edu).

We encourage applicants to go online at [www.ssw.umaryland.edu](http://www.ssw.umaryland.edu) and submit an application as early as possible beginning on September 1.

#### Information Seminars

Attending an information session is the best way to learn about our program. Please register for an information session for our main campus in Baltimore or for our off-site campus at The Universities at Shady Grove (USG).

#### Baltimore (525 W. Redwood St., Baltimore, MD 21201)

Date	Day of Week	Time
September 13	Monday	12:30 pm to 1:30 pm
September 30	Thursday	6:15 pm to 7:15 pm
October 14	Thursday	4:00 pm to 5:00 pm
October 29	Friday	1:00 pm to 2:00 pm
November 15	Monday	6:15 pm to 7:15 pm

#### The Universities at Shady Grove (USG) (9636 Gudelsky Dr., Rockville, MD 20850)

Date	Day of Week	Time
September 14	Tuesday	10:30 am to 11:30 am
October 14	Monday	2:30 pm to 3:30 pm
November 3	Wednesday	12:00 pm to 1:00 pm

To reserve your space, register online at

<https://umaryland.elluciancrmrecruit.com/ApplySSW/Events/List?ID=2>

## **1. Criteria for Admission**

Determination of admission is made by the School's Admissions Committee.

Minimum requirements for consideration for admission to and enrollment in the Master of Social Work program are:

Master's program applicants to the University of Maryland School of Social Work must have an earned bachelor's degree from an accredited college or university. That degree should reflect a broad background with at least 60 hours of liberal arts course work.

For admission to the regular MSW program, a preferred minimum 3.0 grade point average on the last 60 semester hours leading to the baccalaureate.

Applicants who will not complete their undergraduate degree by May 30, will not be eligible for fall admission. If you are required to take a summer course to complete your undergraduate degree you are not eligible for fall admission.

### **1.1. Advanced Standing**

- Advanced Standing status is available to students who have completed, within five years prior to their enrollment in the School, an undergraduate program in social work accredited by the Council on Social Work Education. These students must have earned a minimum overall 3.0 grade point average on a 4.0 scale, as well as a 3.0 on the last 60 semester hours. Applicants must also be recommended for Advanced Standing by their department chair.
- Applicants with a grade lower than a "B" in a Practice and Field Practicum class are ineligible for Advanced Standing. Advanced Standing credit is given only for courses in which the applicants earned a "B" or higher grade. The Admissions Committee reserves the right to recommend Advanced Standing applicants into a Foundation program.
- Those who qualify may receive up to 24 semester hours of credit toward the MSW degree.
- Full-time Advanced Standing students will typically complete 30 credits in the fall and spring semesters, which include their advanced field practicum. The final 6 credits will be completed in the summer session.
- Advanced Standing students must earn the MSW within two years of their initial registration at the School of Social Work. Advanced Standing students may complete the MSW in one year of full-time study or two years of part-time study.
- Those who graduated more than one year ago and who work in the social work profession must submit a letter of reference (one of the letters of reference required for admission) from an employer or supervisor who is familiar with the applicant's post-BSW social work practice. A reference letter from applicant's field supervisor is required. All Advanced Standing applicants must submit the Advanced Standing recommendation form completed and signed by their undergraduate social work department chairperson. In addition to the program chair recommendation form, three additional references are needed.

- Since many schools of social work offer field practicum on a pass/fail basis, grades for field practicum, if assigned, are not included in the calculation of the grade point average.
- Applicants who are December graduates are not eligible for Advanced Standing Spring admission. BSW applicants who are enrolled in a Spring field block-placement are not eligible to apply for Advanced Standing in the same academic year.

Admission standards are the same for part-time and full-time students; therefore, you should apply for admission to the program that best meets your needs.

## **2. Application Fees**

Online applicants must submit a \$65 nonrefundable application fee that cannot be waived unless you meet certain requirements, as outlined below.

### **2.1. Application Fee Waiver Program**

Members and alumni of the following programs are considered excellent candidates to enter the helping profession of social work. They have already demonstrated an interest in working with disenfranchised and/or marginalized populations.

- Americorps (Teach for America, Public Allies, VISTA)
- Peace Corps (PC)
- TRIO McNair or SSS Scholars
- Veteran/Active Military
- Fulbright

The application fee will be waived for applicants who verify participation in the above programs only. To receive a fee waiver, applicants must submit the appropriate documentation (acceptance letter/email or completion of service). Veterans should submit a copy of their DD214 form, while active-duty members are required to provide written proof of their current service.

NOTE: Do not pay the non-refundable application fee if you wish to receive a fee waiver.

Contact your assigned admissions counselor (based upon the first letter of your last name) with any questions regarding fee-waiver documentation.

**A-K:** Ms. Natalie Flowers [nflowers@ssw.umaryland.edu](mailto:nflowers@ssw.umaryland.edu)

**L-Z:** Ms. Shannon DeGross [sdegross@ssw.umaryland.edu](mailto:sdegross@ssw.umaryland.edu)

## **3. Important Deadlines**

Incoming students are admitted to the spring semester (part time only) and fall semester. Advanced Standing students may apply for either spring or fall and must begin the program in the term to which they apply and are accepted. Applicants may apply any time after September 1.

**Applications will be reviewed only when all required documents have been received.**

For best consideration, submit a completed application no later than:

### **3.1. Spring Foundation & Advanced Standing: November 1**

Applications submitted after this date will be considered for fall only. (If you submit a completed application by this date, you will receive an answer from us in six to eight weeks.) A limited number of Advanced Standing applicants whose specialization will be Clinical Behavioral Health or Clinical Families and Children will be admitted to USG for the spring semester only.

FAFSA applications should be submitted at time of applying for spring.

### **3.2 All Scholarships: February 1**

To be considered for scholarships, all applicants must submit a separate scholarship application by this date. Only applicants who have completed an application for the MSW program are eligible to apply for a scholarship. If you do not apply for scholarships by this deadline, you will not be considered. Visit <http://www.ssw.umaryland.edu/students/scholarships/> for more info.

### **3.2. Fall Advanced Standing: February 15**

If you submit a complete Advanced Standing application by this date, you will have an answer from us in six to eight weeks.

### **3.3. Foundation: March 15**

If you submit a complete Foundation application by this date, you will have an answer from us in six to eight weeks. Do NOT wait until you have been offered admission to apply for FASFA.

(Apply between October and March for Fall)

## **4. Locations**

The MSW program is offered in two locations, Baltimore and The Universities at Shady Grove (USG) in Rockville, Montgomery County. The Baltimore program offers students the opportunity to complete any of the six fields of practice. At USG, the MSW degree program is offered for students interested in Clinical Behavioral Health or Clinical Families and Children areas of practice.

## **5. Personal Statement**

For the personal statement of the application, please answer the three (3) questions that follow. The personal statement is a vital part of your online application. Your statement provides the Admissions Committee with insight into your prior experiences and how you relate these experiences to social work. Your aptitude for written self-expression is also evaluated through the personal statement. Please answer the following questions on the online application and limit each answer to 300 words. Your application is considered incomplete if these instructions are not followed.

The School of Social Work seeks to enroll highly qualified students who will contribute to the profession of social work in the state, the region, the nation and internationally. Please provide answers in essay format to the below questions.

- Describe your understanding of social work as a profession, including any relevant information from current or previous experiences (e.g. employment, volunteer, academic, and/or personal). Please also describe the reasoning behind your decision to pursue a Master of Social Work at the University of Maryland.

- Define a social problem affecting a population of specific interest to you that you would want to work with in the future. Please examine the relevancy of the problem to the field of social work, how you came to identify and understand it as a social problem, societal factors that have contributed to the problem. Also address specific ways that you, as a social worker, could address the problem.
- Social workers are expected to work with individuals, families, groups, and communities from diverse backgrounds in a caring and respectful fashion. What is your idea of diversity? Talk about an environment you've been in that flourished in or lacked diversity. How did it impact you?

### **5.1. Additional Advanced Standing Statement**

**Advanced Standing applicants must also submit the following:**

Please choose a direct practice example on individuals, group, family or organization and describe it, disguising names and identifying information. Please introduce the example with a brief paragraph describing the agency, its function, and its purpose.

Case Plan description headings should include:

- Brief Agency description
- Assessment: a summary of the essential case data (age, ethnicity, race, presenting problem, history of the problem, coping abilities. If group or organization, describe the type of group/organization, membership make up, and purpose).
- Case plan: describe the plan and how it relates to the assessment evaluation.
- Interventions: describe and analyze your practice interventions and how they are related to the case plan or assessment formulation.

### **5.2. Optional Statement**

Please address any other considerations (e.g. previous academic performance, financial, balancing work, family, and/or other commitments with school) that you would like the Admissions Committee to be aware of when reviewing your application.

Applicants who are reapplying after being dismissed from the MSW program, or who have been dismissed from another graduate program, should use this optional personal statement to describe the applicant's understanding of the grounds for dismissal and the applicant's plans for success should readmission occur.

## **6. Transcripts, References and Resume**

Applicants must submit official transcripts from each college and university attended. This includes every post-secondary institution attended (including study abroad), even if the credits appear on another institution's transcript. We require official transcripts be sent to us at University of Maryland School of Social Work, c/o Office of Admissions, 525 W. Redwood St., Baltimore, MD 21201. Final transcript submissions deadline for new incoming students is July 15.

If you are applying for fall and you are currently enrolled in an undergraduate program, no decision will be made until we receive fall semester grades. If you are attending an institution with a nontraditional (e.g., trimester, yearlong courses), you must write to the School's [Associate Dean, Admissions and Enrollment](#) to request an adjustment to this requirement.

Applicants must also submit a current resume, no longer than two pages. The resume should include all relevant work experience, internships, and volunteer experiences.

## 7. Additional Application Requirements

- Applicants whose grade point average is 2.5 or below on their last 60 undergraduate credits must submit official Graduate Record Examination (minimum score of 146) or Miller Analogies Test (minimum score of 30/386) scores to us via mail.
- Applicants whose records meet one or more of the following criteria may elect to submit official Graduate Record Examination or Miller Analogies Test scores to the Admissions Committee:
  - Applicants whose undergraduate work was completed outside of the United States.
  - Applicants who attended an undergraduate institution that used a nontraditional grading scale or academic calendar (e.g., trimester, yearlong courses), you must write to the School's [Associate Dean, Admissions and Enrollment](#) to request an adjustment to this requirement.
  - Applicants who have earned a substantial number of credits on a pass/fail basis.
  - Applicants whose grade point average on the last 60 hours of academic work leading to the award of the bachelor's degree is below a 3.0 (excluding grades for field instruction, if applicable).
  - Applicants who feel, for any reason, that their formal academic record is not an accurate, or the best, predictor of their ability to succeed in graduate school.
- Applicants must also provide three or more current references, usually including professors, employers, supervisors, and professional colleagues. They will be asked to comment on your academic aptitude, ability to work with others, capacity for self-development, and dependability. Do not ask friends or relatives for references. Please refer to the online application for instructions on how to submit references.
- NOTE: Test scores are considered only if they enhance the academic performance rating. You must allow sufficient time for the exam to be graded and for the official score report to be received by the deadline. Score reports must be sent directly from the testing agency to the School of Social Work. For more information about these tests, write or call:
  - Graduate Record Examination Educational Testing Services  
P.O. Box 6000 Princeton, NJ 08541-6000  
800-GRE-CALL  
<https://www.ets.org/gre>  
Institution Code and Name: 5848 U MD Baltimore  
Department Code and Name: Social Work
  - Miller Analogies Test Psychological Corp.  
555 Academic Court San Antonio, TX 78204-2498  
800-622-3231

<https://www.pearsonassessments.com/graduate-admissions/mat/about.html>

Institution code: 2340

## 8. Special Circumstances

### 8.1. Prior Criminal Convictions

Prior Criminal Convictions Applicants who indicate on their application form that they have any criminal convictions or current criminal charges must submit the following additional documentation under separate cover addressed to the [Associate Dean, Admissions and Enrollment](#) by the application deadline:

1. a certified copy of the disposition of the charge(s) entered by the court
2. a copy of the charging document(s) and/or the official police report, and
3. a personal statement describing the charges in your own words with a description of your response to the charges, your actions taken since the conviction, and a description of how you think this incident will impact your ability to work in the social work field.

A personal interview and criminal background check may be required.

Conditions may be placed upon the applicant such as restrictions on choice of area of study and field instruction related to the nature of the criminal conviction. Certain field agencies may require a criminal background check as well. Potential applicants are also advised that the Professional Standards Committee of the Maryland Board of Social Work Examiners may refuse to issue a license or certificate of registration to any person who has been convicted in this or any other state of any crime that is a felony in this state.

Students may be automatically denied admission or, if enrolled, terminated from the program if they have not been truthful or have provided inaccurate information in the application concerning criminal convictions.

### 8.2. 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.

### **8.3. Dismissal from Another Program**

Applicants who indicate on their application form that they have been dismissed from a graduate program must submit a personal statement describing the applicant's understanding of the grounds for dismissal and the applicant's plans for success if accepted.

## **9. Transfer Credits**

Under certain circumstances, students may receive a maximum of 30 credits for work completed at a CSWE-accredited graduate school of social work, and for which a grade of at least a "B" was earned. The coursework cannot be more than five years prior to the first registration at UMB. The entire MSW program, including transfer credits and UMB coursework, must be completed within five years. Students must complete a minimum of 30 credits at the University of Maryland School of Social Work to be eligible for the master's degree.

**Students currently or previously enrolled in another accredited master's-level social work degree program who are seeking admission as transfer students are required to submit the following additional materials:**

- A brief written statement describing why they are requesting a transfer
- A copy of their practicum/field work evaluation(s), if applicable;
- One of the recommendations must be from the applicant's current/former faculty advisor and must address the applicant's academic standing in the program.
- 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.

### **9.1. Transfer Credit for Field Education**

Students who would like a review of their previous Field Education internship experience should contact the Director of Records and Registration at [sswregistration@ssw.umaryland.edu](mailto:sswregistration@ssw.umaryland.edu).

### **9.2. Credit for Work Experience**

The Council on Social Work Education does *not* allow accredited MSW programs to provide credit for work experience. However, experience does make for a stronger applicant in the admissions process and a more successful student.

## **10. 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/>

#### **10.1. Student-Right-To Know**

Any student using Chapter 33 Post 9/11 GI Bill or Chapter 32 Voc Rehab benefits, (even if the VA has not yet paid tuition and fees), the University of Maryland Baltimore policy will allow the following: enrollment, no assessment of late fees or penalties, no requirement to secure additional funding, and access to the same school resources as other students who have paid.

These students will be required to produce the VA's Certificate of Eligibility by the first day of class, provide a written request to be certified, and provide any additional information needed to be properly certified with the VA.

### **11. Applicants with International Credentials**

An applicant with international educational credentials must provide the Office of Admissions with a document that translates the credentials into English, evaluates the degree for equivalency to degrees awarded in the United States, and provides information to enable the interpretation of grades.

Respected sources for the required documentation include:

- **World Education Services** P.O. Box 745, Old Chelsea Station New York, NY 10113-0745 212-966-6311 38 800-937-3895 [info@wes.org](mailto:info@wes.org)
- **The Knowledge Company** 13022 Monroe Manor Drive, First Floor Herndon, VA 20171 [www.knowledgecompany.com](http://www.knowledgecompany.com)
- **Educational Credential Evaluators** P.O. Box 514070 Milwaukee, WI 53203-3470 414-289-3400 414-289-3411 fax [eval@ece.org](mailto:eval@ece.org) [www.ece.org](http://www.ece.org)

#### **11.1. English Proficiency**

International applicants for fall must submit credentials for evaluation and take the TOEFL (Test of English as a Foreign Language) or IELTS (International English Language Testing System in time to have the results reach us by the application deadline. A TOEFL/ IELTS waiver can be given, at the discretion of the admissions dean, if your bachelor's degree was received from an international college/university with an approved English- based curriculum.

An applicant with international educational credentials in social work may also provide the Office of Admissions an equivalency determination document from:

**Foreign Equivalency Determination Service Council on Social Work Education 1600** Duke St. Alexandria, VA 22314-3457 703-683-8080 [www.cswe.org](http://www.cswe.org)

To demonstrate English proficiency, a minimum TOEFL score of 94 is required of applicants for whom English is not their native language. TOEFL scores must be sent directly from the Educational Testing Service to the School. At the discretion of the [Associate Dean, Admissions and Enrollment](#), the TOEFL requirement may be waived for applicants who have earned acceptable grades from another U.S. college or university. Minimum IELTS score needed is 7.

For more information about the TOEFL exam, contact:

**Educational Testing Service** Rosedale Road Princeton, NJ 08541 609-921-9000 [www.toefl.org](http://www.toefl.org)  
Institution code: 6592

**IELTS USA** 825 Colorado Boulevard Suite 201 Los Angeles, CA 90041 323 255 2771  
[ielts@ieltsusa.org](mailto:ielts@ieltsusa.org)

## 12. Offers and Reservations of Admission

The School strives to officially notify all applications of the Admissions Committee's decision, which will be published on the student portal, within six to eight weeks of the submission of a complete application packet. Initial notification of an application decision will be provided by email.

**To reserve your space in the program, you must pay a \$300 non-refundable confirmation deposit by the due date indicated in your offer-of-admissions letter.**

Applicants must respond to a written offer of admission for a specific semester. To accept or decline the offer of admission, applicants must notify the Office of Admissions online or in writing. Failure to do so may result in the cancellation of admission. Admitted students may not change from full-time to part-time status, or vice versa, without the approval of the [Associate Dean, Admissions and Enrollment](#). Provided that the confirmation deposit has been paid, a request for a change in status does not jeopardize the original offer of admission; however, no guarantees can be made as to availability. Offers of admission to currently enrolled undergraduates are made pending receipt of final transcripts showing the award of a bachelor's degree. All official awards of Advanced Standing are made pending receipt of the final transcript showing the award of the bachelor's of social work degree, continued recommendation of the undergraduate program, and evidence that all other criteria have been met.

### 12.1. Steps Once Accepted

In your acceptance letter, students are directed to an online web page for accepted students. Accepted students must complete the important steps below to secure admission to the program.

- Step One—Pay the [confirmation deposit](#) by the due date listed on your acceptance letter:
- Step Two—Tuition and Fees-Related Forms
  - [FAFSA application](#) opens October 1
  - [Tuition Classification Form](#) (In-State Residency)
  - [Health Insurance or Waiver](#)
  - [Health Immunization Forms](#)
- Step Three—Submit [field placement application](#) within 2 weeks of your confirmation deposit
- Step Four—[Register](#) for classes
- Step Five—Plan to attend mandatory [Orientation](#)
- Step Six—Apply for Student ID—[One Card](#)
- Step Seven—[Accommodations](#) (ADA Requests)

## 12.2. Deferring Enrollment

Accepted students can opt to defer their enrollment to the following semester or year. Accepted students can request a deferral only once. Send a request to the [Associate Dean, Admissions and Enrollment](#). The deferral deadline for new incoming fall students is July 15.

## 13. Testing out of Foundation Coursework (Exemption Exams)

Prior to starting coursework at the SSW, all newly enrolled 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]

The exemption exams offer the opportunity for enrolling students who believe they have already covered foundation content in these courses to place-out of one or more of them. 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. What is changed by successful exemption is the distribution of credits, enabling students to increase the number of elective credits. Students who are exempted from courses should consult the academic advisor for special assistance in program planning.

\*\*Exemption exams are given twice per year in June-July and December-January and may only be attempted once. *Students who have attended a class at the SSW are not eligible to take an exemption exam.* For more information, see here: <https://www.ssw.umaryland.edu/admissions/msw-program/explore/program-options/curriculum/exemption-exams/>

## 14. Disability Accommodations

If you would like 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).

## 15. Financial Aid Advice for Social Work Applicants

- To apply for federal or state aid or be eligible for scholarship funding, you must file a Free Application for Federal Student Aid (FAFSA), preferably between October and January 31. March 1 is the priority deadline. Filing after March 1 may reduce the type of aid you are awarded as well as affect receiving living expenses by the first day of instruction. Spring applicants should complete the FAFSA at the time they apply.
- FAFSA is a standard form, available nationwide in high schools, colleges, and through the Office of Student Financial Assistance and Education. The UMB Title IV code is 002104.
- You will be notified of your eligibility for financial aid only after you receive an offer of admission and submit the confirmation fee. ***Do not wait until you have been offered admission to apply for aid.***
- Graduate students who meet federal need standards may be eligible for subsidized Stafford loans, which are interest-free during the time a student is enrolled at least half time.
- Graduate students who file early and demonstrate substantial need may also be eligible for Perkins loans, federal work study, and limited grant or scholarship dollars. Students enrolled for

6 to 8 credits may be eligible to receive federal loans. Maryland residents are encouraged to contact their senators and delegates to ask whether there are additional application procedures required to be considered for state dollars. Visit the Maryland General Assembly at <http://mlis.state.md.us> for information about contacting the senators and delegates who serve your district.

- For more information, visit the UMB Student Financial Assistance and Education Office at [umaryland.edu/fin](http://umaryland.edu/fin), call 410-706-7347; or send an e-mail to [aidtalk@umaryland.edu](mailto:aidtalk@umaryland.edu).

## **16. Scholarships**

The School 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/>.

## **17. 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).

## **18. Frequently Asked Questions**

<https://www.ssw.umaryland.edu/admissions/msw-program/explore/faqs/>

## **19. 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.

## **20. Nondiscrimination Policy**

The University of Maryland, Baltimore does not discriminate on the basis of race, color, religion, national origin or ancestry, sex, sexual orientation, physical or mental disability, marital status, veteran's status or age in its programs and activities.

## **21. 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.

## Volume 2: Academic and Professional Policies

### 1. Academic Calendar

#### 1.1. Academic Calendar

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/>

#### 1.2. 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.

### 2. Course Registration

Registration occurs in the Fall and Spring semesters after the schedule of course offerings is published online. This generally occurs after mid-term. Notice of dates and required registration materials are distributed in the SSW Daily Bulletin and located on the SSW Registration and Academic Calendar online. All course registration occurs online in SURFS.

#### 2.1. 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)
- Select SUBMIT CHANGES and courses will appear in the CURRENT SCHEDULE area.

#### **2.1.1. Course Sections and Format**

- SY1, SY2, etc = Synchronous course for Baltimore students
- AY1, AY2, etc = Asynchronous course for Baltimore students
- IP1, IP2, etc = In-Person courses at Baltimore
- HY1, HY2, etc = Hybrid course offered for Baltimore students
- SG1, SG2, etc = Synchronous course for USG students
- AG1, AG2, etc = Asynchronous course for USG students
- IG1, IG2, etc = In-Person courses at USG
- HG1, HG2, etc = Hybrid course offered for USG students.

**Hybrid classes** meet in-person for some weeks and online for some weeks. Instructors will provide a weekly schedule at the beginning of the semester

**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**.

**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.

#### **2.1.2. Waitlist for Closed Courses**

The Registration office maintains an internal waitlist for any closed classes. If a student wishes to be added to the waitlist for a course, they must submit a request for each section using this 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 by the Registration Office.

#### **2.1.3. Cross Campus Registration**

Baltimore and USG students can only take 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/>

### **2.2. 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.

### **2.3. 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. Students may not, however, register for fewer than 6 credits per semester without seeking an exception from the Associate Dean of Student Affairs by emailing [sswstudentaffairs@ssw.umaryland.edu](mailto:sswstudentaffairs@ssw.umaryland.edu).

The maximum credit load for Fall and Spring semesters is 16 credits for the Fall and Spring semester 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.

#### **2.3.1. Academic Overload Policy**

Registering for more than 16 credits in the Fall and Spring or 9 credits in the Summer requires approval from the Office of Records and Registration. Submit the appropriate *Academic Overload Form* ([www.ssw.umaryland.edu/students/forms/](http://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.

### **2.4. 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 taking a credit course may not change their status to audit 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/)) and submit it to the SSW Office of Records and Registration prior to the start of the semester.

## **3. 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)).



#### 4. 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)

#### 5. Course Exemptions

See Volume 1, Section 12

#### 6. Transfer Credit Policies

##### 6.1. Policy for Accepting Graduate Transfer Credit

###### 6.1.1. Prior to Admission

See Volume 1, Section 9

###### 6.1.2. Current Students – Course at 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.

#### 7. 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/>)

##### 7.1. 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.

#### 8. Grades in Academic Courses and in Field Education

##### 8.1. Grades in Academic Courses

The letters A through C- are used to evaluate performance in classroom courses; the letter P (Pass) is the passing grade for field courses. The numeric point system for courses is:

##### Numeric Point System

A =4.00 A- =3.67

B+ =3.33 B =3.00

B- =2.67

C+=2.33

C- =1.67

C =2.00

F = failure/need to  
repeat class

### Grading Scale

93-100 = A

77 - 79.9 = C+

90 - 92.9 = A-

73 - 76.9 = C

87 - 89.9 = B+

70 - 72.9 = C-

83 - 86.9 = B

69.9 and under = F

80 - 82.9 = B-

For final grades, any grade below "C-" is registered as "F."

***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.

### 8.2. 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 (N/M) indicates that the Instructor has not yet submitted the final grade.

### 8.3. Incomplete Grade

An incomplete grade is given under exceptional circumstances to 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.

The 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 considered only for a student who has attended at least half of the course, 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 in a field course, a grade of passing).

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 pre-requisite for another course, the student cannot attend the other course until a final grade for the pre-requisite 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 write it into the Incomplete Grade Form. In the case of a student enrolled for a course where the incomplete course is a pre-requisite 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.*

## **9. 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. 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.

## **10. Standards of Academic and Professional Conduct**

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

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

### **10.2. NASW Social Worker's Code of Ethics for Professional Conduct**

<https://www.socialworkers.org/About/Ethics/Code-of-Ethics/Code-of-Ethics-English>

### **10.3. 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.

## **11. Student Review Committee (SRC)**

### **11.1. 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).

### **11.2. 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.

### **11.3. 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.

#### **11.4. 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.

#### **11.5. 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.

#### **11.6. 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.

#### **11.7. 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.

## **12. Student Grievance Committee (SGC)**

### **12.1. 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.



**12.1.1. 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.

## **12.2. 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)

## **12.3. Procedures**

### **12.3.1. 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 Deans for Student Affairs or Academic Affairs.
- 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 tem 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).

### **12.3.2. 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 Associate Deans for Student Affairs or 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).

#### **12.4. Documentation/Decision Process**

**12.4.1.** 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.

#### **12.4.2. 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.

#### **12.4.3. Time Restrictions and Notifications:**

- A written grievance petition shall be submitted to the SGC Chair within 60 calendar days of the action/ incident/grading or, if later within 60 calendar days of the student's knowledge of the action/incident. (Note: The 60 calendar days for a grade grievance, begins the day that the grade is posted and not based on the student's knowledge 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 14 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 30 calendar days of its receipt of the grievance petition.
- 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 31 as determined by SGC chair.

**12.4.4. Grievance Review Committee Meeting:**

- The SGC Chair will provide all received documents (grievant and respondent) to the GRC Chair.
- The GRC Committee will convene within 14 calendar days, if practical, to consider the grievance petition and response. The Committee may request additional information or a meeting with both parties. If additional written information is obtained from either party, it shall be sent to the parties at least 7 calendar days before a meeting date.
- 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.

**12.4.5. 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.

**12.5. 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 advisor/Assoc 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

**13. Academic Standing and Academic Difficulty**

**13.1. 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 may 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.

### **13.2. 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.

### **13.3. 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 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.

### **13.4. 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 the Student Review Committee (SRC) Policy for an explanation of the SRC referral and hearing process.)*

#### **13.4.1. Re-enrollment after dismissal**

To be considered for readmission, the dismissed student must submit an application for admission to the School, meet all admission requirements, and be judged on the student’s merits in relation to the pool of applicants.

Additionally, an applicant for readmission must submit a personal statement describing the applicant’s understanding of the grounds for dismissal and the applicant’s plans for success should readmission occur.

A dismissed student who is readmitted must start the entire program from the beginning. Previously earned credits are not automatically accepted but may be credited upon review. A Student must request credit reviews in writing; these are facilitated by the Office of Admissions.

**At least two years from the time of dismissal must have elapsed before matriculation will be permitted.** The Office of Admissions will refer applications for readmission from a dismissed student to the Office of the Associate Dean for Student Affairs.

## **14. Student Rights and Student Records at the School of Social Work**

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).

<https://www.umaryland.edu/policies-and-procedures/library/academic-affairs/policies/iii-630a.php>

### **14.1. 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)

#### **14.2. 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.

#### **15. Financial Aid Policies**

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

#### **16. 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/>

#### **17. University Policies**

No provision of this publication shall be construed as a contract between any applicant or student and the University of Maryland, Baltimore. The University reserves the right to change any admission or advancement requirement at any time. The University further reserves the right to ask a student to withdraw at any time when it is considered to be in the best interest of the University. Admission and curriculum requirements are subject to change without prior notice. The University publishes policies and procedures online at [www.umaryland.edu/policies-and-procedures](http://www.umaryland.edu/policies-and-procedures).

**17.1. [Nondiscrimination Policy Notice](#)**

**17.2. [University Policies Affecting Students](#)**

**17.3. [Public Safety Policies](#)**

**17.4. [Administration Policies](#)**

17.5. [Immunization, Social Media, and Student Affairs Policies](#)

17.6. [Financial Affairs Policies](#)

## 18. Essential Technical Standards

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.

### 18.1. 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.

### 18.2. Requirements for Success

**REQUIREMENTS FOR SUCCESS** The principles below help new students understand how to prepare for success in the MSW program:

- 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, experiential learning, writing papers, and studying for exams. In addition, MSW students are required to work in their field practicum 16 hours each week in the foundation year and 24 hours 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.

- 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, and electronic mail are vehicles to help MSW students meet this professional obligation.
- MSW students should own a computer and have access to the Internet while in the program.

## Volume 3: MSW Curriculum and Academic Requirements

### 1. SSW Mission and Goals

#### 1.1. 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.

#### 1.2. 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.



## 2. MSW Degree Requirements

- All incoming students must complete the 0-credit pre- requisite *A Brief History of Oppression and Resistance*. This self-paced online course takes approximately 15 hours, is accessed through Blackboard, and should be completed before the first day of classes.
- The 60-credit MSW degree must be earned within four years of initial registration. Advanced Standing students must earn the MSW within two years of initial registration, provided the degree is awarded within two years of initial registration, provided the degree is awarded within five years from the baccalaureate graduation.
- To comply with the University's academic residency requirement, students must complete at least two consecutive semesters (i.e., fall-spring or spring-fall) and be registered for at least 9 credits during each of those semesters.
- Students may register for a maximum of 16 credits (each fall or spring semester).
- Students must register for a minimum of 6 credits (each fall or spring semester).
- Foundation courses must be completed before students may enter advanced field practicum.
- Students must have a 3.0 GPA in foundation courses before entering advanced field practicum.
- A specialization in a field of practice, as well as a concentration, is required in the Advanced Curriculum
- A methods course must be taken concurrently with field practicum. 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).
- No course may be taken without having received credit for the prerequisite.
- A minimum GPA of 3.0 is required for graduation and a "P" (Pass) for all field courses
- All students must allocate time to complete field practicum requirements.

## 3. 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 practice 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

## 4. Plans of Study

Our curriculum is delivered in a variety of formats from 11 months to 4 years. For more information, explore our various plans of study online (<https://www.ssw.umaryland.edu/academics/msw-program/sample-plans-of-study/>).

## 5. Curriculum Requirements

### 5.1. 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
- SOWK 635 - Foundation Field Practicum I
- SOWK 636 - Foundation Field Practicum II
- SOWK 645 - Human Behavior & the Social Environment
- SOWK 670 - Social Work Research

### 5.2. Advanced Curriculum

Students must select a concentration and specialization for their advanced year of study. <https://www.ssw.umaryland.edu/academics/concentrations-and-specializations/>. Students must take an advanced policy course and four methods courses in the same concentration. A methods course within the concentration must be taken each semester a student is in the field. 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).

#### 5.2.1. 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.

##### 5.2.1.1. 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 (in this case, Clinical). A secondary concentration will expose the student to some of the content from the other concentration through study in two courses.

A student interested in this educational plan would satisfy all of the requirements for either the Clinical or Macro concentration. Students choosing a secondary concentration must develop their plan of study carefully.

### **5.2.2. Specializations**

Students are required to select a specialization in the Advanced Curriculum. All students specialize in one of the following six fields of practice. 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 Associate Dean of Academic Affairs

#### **5.2.2.1. 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 specialization).

### **5.2.3. Advanced Curriculum at USG**

At USG, the complete MSW degree program is offered for students interested in the Clinical Behavioral Health and the Clinical Families and Children areas of practice.

#### **5.2.4. Advanced Standing Curriculum**

Starting in Fall 2020, Advanced Standing students have 36 credits of Advanced Curriculum requirements separate from students starting the program in the Foundation year who have 33 credits.

#### **5.2.5. Concentration/Specialization Selection**

Students will declare their concentration and specialization on their Advanced Field application. The concentration and specialization will not only drive the Advanced field placement, but the Advanced course requirements. If a student wants to change their concentration and/or specialization during their Advanced year, they must first seek approval with their Field Coordinator and the Academic Advisor.

## 6. 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 practice 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.
- 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.
- 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/>

### 6.1. Field Credit Requirements

Foundation Field (SOWK 635 and SOWK 636) constitute 3 credits each semester while Advanced Field (SWCL/SWOA 794 and SWCL/SWOA 795) constitute 6 credits each semester.

### 6.2. 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.

### 6.3. 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 (a minimum of four hundred and eighty [480] hours 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.

#### 6.3.1. 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.

#### **6.4. 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 (a minimum of seven hundred and twenty [720] hours for the advanced year). Each field practicum day must not exceed eight hours.

##### **6.4.1. 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.

##### **6.4.2. SSW International Field Placement Program**

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' Concentrations and Specializations.

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.

For more information about the IFPP, contact:

Caroline Long, PhD, LCSW-C, 410-706-3509, [clong@ssw.umaryland.edu](mailto:clong@ssw.umaryland.edu)

## **7. SSW Course Catalog**

A comprehensive listing of MSW courses can be found here (look closely for certain courses offered only once per academic year):

<https://www.ssw.umaryland.edu/academics/course-offerings/>

## **8. Electives**

Depending on a student's concentration and specialization choice, they may have the opportunity to take one or two electives. Electives can be any course that a student has met the pre-requisite for from the course catalog. Students also have the choice to take some of the following specialty elective courses.

### **8.1. International Education Opportunities**

UMB and the School of Social Work share a strong and growing focus on global educational experiences. UMB offers interprofessional courses and funding opportunities supporting global education; see <https://www.umaryland.edu/global/> The SSW offers courses which include international travel and an international field placement program. Although the Covid-19 pandemic has suspended travel for an extended period, it is possible that student travel will

resume in 2022. In addition, the SSW offers a variety of classroom courses supportive of global social work, including “Comparative Social Policy,” “Social Work with Immigrants and Refugees,” and “International Social Work.”

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.

### **8.2. 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/>

### **8.3. Independent Study (SOWK 798)**

Students who are interested in completing an independent study should first identify a Faculty member who can serve as a Chair. The Faculty should then consult with the Associate Dean for Academic Affairs for procedures for approval of such course. An independent study course may be counted as an elective.

### **8.4. 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.

## **9. Dual Degree Programs**

The School offers five dual-degree programs in partnership with other schools on campus and universities in the region. Students who have been 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. Specific information on the dual-degree programs and faculty coordinators is available here: <https://www.ssw.umaryland.edu/academics/dual-degrees/>

***Applicants to any dual-degree program must apply separately to each program. Admission to one program does not guarantee admission to the other.***

## **10. Certifications and Special Program Options**

Review the following links for information on these certification and special program options:

- 10.1. [BHWISE](#)
- 10.2. [SWCOS](#)
- 10.3. [Promise Heights](#)
- 10.4. [Title IV-E](#)
- 10.5. [Center for Public Health Social Work Education and Training](#)
- 10.6. [Forensic SW Certificate](#)
- 10.7. [Financial Social Work](#)
- 10.8. [Human Services Leadership and Management](#)
- 10.9. [International Employee Assistance Program](#)
- 10.10. [Motivational Interviewing in SW](#)
- 10.11. [Trauma Treatment w/ Children and Adolescents](#)

10.12. [Substance Use Disorder Assessment and Treatment](#)

10.13. [Case Management](#)

## **11. Graduation Application**

All degree candidates must file a formal Graduation Application with the UMB Registrar's Office 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.

## **12. 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. The 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/>

### **12.1. 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 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 nominates 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.)

## **13. 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/).

## Appendix: University and School Services

### 1. University Services

- 1.1. [University Student Financial Assistance](#)
- 1.2. [Office of the Registrar](#)
- 1.3. [Educational Support and Disability Services](#)
- 1.4. [Writing Center](#)
- 1.5. [Center for Information Technology Services \(CITS\)](#)
- 1.6. [UMB Bookstore](#)
- 1.7. [Wellness Hub](#)
- 1.8. [Library](#)

### 2. School of Social Work Services

- 2.1. [SSW Leadership Team](#)
- 2.2. [Records and Registration](#)
- 2.3. [Student Affairs](#)
  - 2.3.1. [Academic Advising](#)
  - 2.3.2. [Student Services](#)
  - 2.3.3. [SGA and Student Organizations](#)
- 2.4. [Informatics Department](#)
- 2.5. [IDEA Team \(Instructional Design team\)](#)
- 2.6. Faculty Bios
  - 2.6.1. [Full-Time](#)
  - 2.6.2. [Adjunct](#)
- 2.7. [Staff Directory](#)

### 3. [USG Student and Academic Services](#)

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