



THE ETHELYN R. STRONG SCHOOL OF SOCIAL WORK

Ph.D. Program Handbook 2010-2011



NSU: 75 Years of Pride, Achievement and Promise

The Ethelyn R. Strong School of Social Work

Administration

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Faculty

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BURKE, Theodore – Assistant Professor; A.C.S.W., M.S.W., Boston College; Ph.D.; Old Dominion University; Founding Director of the Development Center for Non-Profit Organizations of The Ethelyn R. Strong School of Social Work; Areas of Concentration: Policy, services and programs.

FEIT, Marvin D. – Professor; M.S.W. – Columbia University; Ph.D. – University of Pittsburgh. Areas of Concentration: Social work Research and Substance Abuse.

GILMORE- HICKS, Brenda – Assistant Professor / Director of Field Education-MSW, Norfolk State University. Area of Concentration: *Clinical Practice*.

KIM, Suk-Hee - Assistant Professor M.S.W. – Boston University; Ph.D. – University of Louisville. Areas of Concentration: Research & Clinical, Psychiatric & Geriatric Social Work.

MILLER, Shelia – Professor; M.S.W. – University of Pennsylvania; D.S.W. – Howard University Areas of Concentration: Clinical practice, field education, field administration, research, health care and health care research.

NICHOLS-Fairfax, Colita L. – Associate Professor; M.S.W. – Rutgers University Ph.D. – Temple University; M.A. – Temple University. Areas of Concentration: African-American Studies.

SAWYER, Martha B. – Professor / MSW Director; M.S.W. – Catholic University of America; D.S.W. – Howard University. Areas of Concentration: Clinical practice, community mental health, single parenting, African-American children and families.

WAITES, Carrie – Assistant Professor / BSW Director A.B.-Virginia State College M.S.W.-Virginia Commonwealth University Areas of Concentration: Human Behavior, Clinical Practice, Mental Health.

WILSON, Rowena-Professor / PhD. Director; M.S.W. and D.S.W., Howard University; Areas of Concentration: child welfare, domestic violence and program evaluation.

YANISKO, Mary – Assistant Professor M.S.W. – Norfolk State University Areas of Concentration: Areas of Concentration: Direct practice, social work with groups and field education.

Table of Contents

Introduction	7
Affirmative Action/ Equal Opportunity Policy	7
Accreditation	7
<i>International Students</i>	15
Continuation and Exit Requirements	15
Mentorship Program	16
Financial Aid	17
Core Course Descriptions	21
Concentration Course Descriptions	22
Social Work Electives	23
Free Electives	24
Administration of the Comprehensive Examination	29
Appeal Process	29
Continuous Registration	30
Dissertation Committee	30
Role of the Dissertation Committee	31

Dissertation Proposal	32
Dissertation Standards	33
Dissertation Defense	33
Acceptance of the Dissertation.....	34
Appeal Process.....	34
Minimum Grade Requirements.....	36
Class Attendance Policy	37
Auditing Classes	37
Incomplete Grades	37
Add/Drop Course	38
Withdrawal from a Course	38
Withdrawal from the Program	38
Withdrawal from the University.....	39
Re-Admission Policy	39
Academic Honesty	40
Release of Student Information	43
Administration of the Comprehensive Examination.....	48

Appeal Process..... 49

Continuous Registration 49

Title Page 57

Certifications 62

Introduction

The Doctor of Philosophy in Social Work Student Handbook provides a general orientation to the School of Social Work and the Doctor of Philosophy in Social Work Program. It includes policies and procedures governing the Doctoral Program, guidelines for faculty and students, and a description of the curriculum and degree requirements.

The provisions in this handbook are subject to periodic review and may be revised to achieve the purposes and objectives of the doctoral program. Students will be notified of proposed changes and will have the opportunity to participate in the process of revision.

Students should consult the Norfolk State University Catalog, the Norfolk State University Graduate Catalog, Norfolk State University Student Handbook, and the Norfolk State University Motor Vehicle Traffic & Parking Regulations Brochure, for detailed statements of University policies and procedures, rules of conduct and student services.

Affirmative Action/ Equal Opportunity Policy

The Ethelyn R. Strong School of Social Work conducts its programs without discrimination. It is the policy of Norfolk State University to provide equal educational opportunity and equal employment opportunity without regard to race, color, national origin, political affiliation, sexual orientation, religion, sex, age or disability.

Accreditation

Norfolk State University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award Associate, Baccalaureate, Master's and Doctoral degrees. The Bachelor of Social Work and Master of Social Work programs are fully accredited by the Council on Social Work Education.

School of Social Work Mission

The School of Social Work provides social work education through its BSW, MSW, Ph.D., and continuing education programs. The School's mission is to provide social work education programs which prepare students with competence to develop and deliver services which strengthen and/or empower individuals, families, and communities, and to provide research, leadership, and education for community wellness.

Such practice fosters well-being in the interaction between people and their environments, and contributes to the alleviation of the social-structural causes and consequences of poverty and oppression. This mission combines the profession's philosophical foundation with the purpose and mission of Norfolk State University as a historically black university.

This mission also promotes a vision consistent with the current needs and resources of our multicultural community context, common human needs, and the evolution of a more global community. The School and its programs emphasize the value of social justice, social responsibility and respect for human rights, dignity and diversity. There is a special commitment to the affirmation of the unique diversity of African Americans, and a commitment to respond effectively to the needs of populations that are especially challenged by oppressive conditions and unequal access to and availability of resources.



Welcome Message from the Dean

As Dean of the School of Social Work at the Norfolk State University, I welcome you to the University, The Ethelyn R. Strong School of Social Work and the Ph.D. Program.

The School of Social Work enjoys a reputation of having high-quality BSW, MSW and PhD programs. Faculty members who teach and provide guidance to enrolled students continually strive to enhance the School's programs and make them the best in the country. Additionally, the faculty members and staff are united in the University's mission which is to provide an affordable, high-quality education for an ethnically and culturally diverse student population, equipping them with the capability to become productive citizens who continuously contribute to a global and rapidly changing society.

The Ethelyn R. Strong's School of Social Work provides social work education programs which prepare students to develop and deliver high-quality services that strengthen and/or empower individuals, families, groups, organizations, and communities, and emphasizes the values of social justice, social responsibility, and respect for human rights, dignity and diversity for an ethnically and culturally diverse client population in an evolving global community. The School has an average enrollment of 518 students, 229 BSW, 190 MSW and 34 Ph.D. students. The faculty members are committed to providing students requisite skills necessary for professional careers as practitioners, policy-makers, advocates, teachers and researchers.

I am proud of our talented student body, motivated faculty and staff, and tradition of service. Our faculty members are qualified experts in their fields and engaged in a variety of scholarly endeavors, including involvement in community based research and programmatic initiatives in child welfare, mental health, public health, and public housing. The School is fortunate to have broad community support and collaborative partnerships that provide opportunities for learning and service. The School also enjoys interdisciplinary partnerships with academic departments in other schools and colleges within the University. I invite you to engage with faculty in some of these undertakings.

I look forward to greeting you personally, and I wish you much success in your doctoral studies.

Best wishes,

Dorothy C. Browne, MSW, MPH, Dr.PH.



Welcome Message from the Ph.D. Program Director

Welcome to the School of Social Work at Norfolk State University. We are pleased that you have decided to join the Spartan family. The Ph.D. Program Handbook provides a general orientation to the School of Social Work and the Doctor of Philosophy degree Program in Social Work. It includes policies and procedures governing the Doctoral Program, guidelines for faculty and students, and a description of the curriculum and degree requirements.

Delivery of instruction is face-to-face and at a distance utilizing electronic technology. Face-to-face instruction follows traditional modalities and the instructor and students are in the same place at the same time. Distance education students receive instruction at various approved locations, different from the instructor, via synchronous teleconferencing utilizing two way video and audio.

Distance education students are encouraged to attend a minimum of one class meeting or face-to-face advising session on campus each semester. They may also schedule a meeting with the faculty mentor, course instructor, technology coordinator, key program staff, or classmates via a two-way audio and video teleconference, a conference call, or a telephone appointment.

All students are expected to meet residency requirements and attend orientations, programs and special events on the main campus of Norfolk State University. And, the comprehensive examination is administered on the main campus. Dissertation orientation and dissertation supervisory sessions are generally held on main campus.

A special component of the Doctor of Philosophy Program is the Mentoring Program. A faculty mentor is assigned to each doctoral student and is the student's academic advisor. Mentors function in a variety of roles, including supporter, role model, research collaborator, advocate, and broker to professional networks. Mentors establish and maintain consistent formal and informal contact with doctoral students as they progress in the program. Students are encouraged to meet face-to-face with their faculty mentors at least once each semester.

It is our hope that you will take advantage of the numerous opportunities and resources at the University and in the Hampton Roads community. And, we wish you the best as you work toward your educational goals.

Best wishes,

Rowena G. Wilson, Professor and Director

Program Overview

The Doctor of Philosophy in Social Work degree program prepares students for leadership roles in social work and in the field of family-centered social work practice as educators, researchers, practitioners, administrators, and policy analysts. Special emphasis is placed on knowledge building for social work practice on behalf of diverse families, especially African-American families. The program prepares students for a scholarly role in social work education and practice, through its emphasis on theory building, research methods, and critical analysis of social policies, programs and practices that affect social work and social welfare.

The Master's degree in social work and a minimum of two years post-MSW practice experience serve as the base for the doctoral program. Generally, the Program can be completed in three calendar years of full-time study, although individual differences can be expected. The residency requirement is one academic year of full time study. To comply with University policy, doctoral students must enroll in a minimum of nine credit hours of approved course work for two consecutive semesters in a twelve-month period.

The Ethelyn R. Strong School of Social Work seeks doctoral students who are committed to a focus on the family as the unit of attention in research and theory development. A commitment to knowledge building and standards of excellence in scholarship are vital to expanding and disseminating knowledge for effectiveness in all areas of practice.

All students are required to demonstrate competence by passing a comprehensive examination at the completion of course work. Successful completion of this examination qualifies a student to advance to Candidacy for the degree of Doctor of Philosophy in Social Work. Candidates complete a doctoral dissertation, which is judged by their dissertation demonstrate their ability to conduct original research. The dissertation experience also provides an opportunity for students to contribute to knowledge development in family-centered social work or a selected area of concentration.

Faculty members of the School of Social Work have expertise in guiding research in family-centered practice, social work education, child welfare, welfare reform, poverty, mental health, African-American families, health, and a variety of other substantive areas. Student involvement in faculty research is encouraged.

Doctoral Program Committee

The Director and a Doctoral Program Committee that consists of four - six members, appointed by the Dean of the School of Social Work, administer the Doctor of Philosophy in Social Work Program. The Program Director serves as chair of the Committee. The responsibilities of the Doctoral Committee include curriculum design and development, recommendations on operational policies and procedures, construction

and administration of the Comprehensive Examination, and program evaluation and revisions.

The Doctoral Committee serves in an advisory capacity to the Program Director and the School Dean on administrative matters related to the doctoral program. The Committee also serves as the admissions committee for the program and makes recommendations to the faculty on the doctoral curriculum.

Admission Requirements and Procedures

Admission to the Doctor of Philosophy in Social Work Program is a highly selective process. The School recruits doctoral students who demonstrate high academic achievement, strong personal motivation, and professional backgrounds of consistent growth and achievement. The School seeks students who wish to contribute to advancing knowledge for practice, especially in the area of family-centered social work. The requirements for admission are listed below.

1. MSW degree, with a grade point average of 3.0 or higher on a 4.0 scale.
2. Official transcripts from all colleges and universities attended. (A Baccalaureate degree, from a regionally accredited institution is required.)
3. Graduate Record Examination (GRE) scores.
4. Two years of full-time, paid, post-Master's social work practice experience is preferred.
5. Successful completion of a graduate course in research.
6. Successful completion of a graduate course in statistics.
7. Personal statement of career goals and research interests.
8. Scholarly Writing Sample or a Published Article.
9. Four letters of recommendation: one (1) academic, one (1) professional, and two (2) recent employment references.

Applications for admission and all correspondence regarding the doctoral program should be directed to:

*Norfolk State University
Graduate School
700 Park Avenue
Norfolk, Virginia 23504
Telephone :(757) 823-8015*

Admission to the Doctor of Philosophy in Social Work program is granted on a space available basis, to students who meet all admissions requirements. Generally, the Doctor of Philosophy in Social Work program can be completed in three calendar years of full-time study, although individual differences can be expected. All degree requirements must be completed within **seven years** of admission to the program. Requests for an extension and/or leave of absence in extenuating circumstances must be made by the Dissertation Chairperson or Advisor. These requests are directed to the Program Director for approval.

Residency Requirements

Admitted students must complete a minimum of one-year residency prior to admission to candidacy for the degree of Doctor of Philosophy in Social Work. Residency refers to full-time enrollment or a minimum of nine credit hours of graduate course work each semester for two consecutive semesters.

Full-Time Students

Full-time student status in the Doctor of Philosophy in Social Work program requires a minimum course load of nine (9) credit hours each semester for four consecutive semesters as well as twelve (12) credit hours of dissertation work. The full-time curriculum includes thirty (30) credit hours of course work, twelve (12) credit hours of electives, and the twelve (12) credit hours of dissertation work.

Part-Time Students

The School of Social Work has available a part-time program of doctoral study. Applicants for part-time status must meet all requirements for admission to the doctoral program. The number of part-time students admitted will be limited, according to an ongoing assessment of resources necessary to achieve program purposes and goals.

Provisional Admissions

An applicant may be admitted to the doctoral program on a provisional basis only in the case of failure to meet admissions requirements for research and/or statistics. Provisional status is granted for one semester. The student is expected to complete the necessary prerequisites, after which regular admission is granted. **Financial aid is not available to provisional students.**

Transfer Students

Transfer students are applicants seeking credit for course work completed while enrolled in a doctoral program in a college or university other than Norfolk State University. Transfer students who meet all general admission requirements may be granted a maximum of twelve (12) transfer credit hours upon approval of the Director of the Doctor of Philosophy in Social Work Program. Courses considered for transfer credit must:

1. Have been completed in a doctoral program at an accredited institution
2. Have been completed with a minimum grade of (B)

3. Be compatible with the student's study program
4. Not be a course completed through correspondence or an examination
5. Have been completed within three years of the initiation of the request for the transfer credit
6. Not have been applied toward another degree

Delivery of Instruction

Delivery of instruction is face-to-face and at a distance utilizing electronic technology. Face-to-face instruction follows traditional modalities where the instructor and students are in the same place at the same time.

Distance Education

Distance education students are at various locations, different from the instructor, and receive instruction primarily via synchronous teleconferencing utilizing two way video and audio. That is, instruction is transmitted to remote locations at the time the on campus class is meeting.

Distance education students at the remote location interact simultaneously with the instructor and students who are meeting face-to-face on campus. Class meetings are recorded and are available to all students, on campus and distance education, for review and further study. Course materials are provided via Blackboard, the course management system utilized by Norfolk State University. All students, including distance education students, have full access to the course materials at the same time and throughout the semester.

Distance education students are encouraged to attend a minimum of one class meeting or face-to-face advising session on campus each semester. Meetings with the faculty mentor, course instructor, technology coordinator, key program staff, or classmates may also be scheduled via a two-way audio and video teleconference, a conference call, or a telephone appointment.

All students are expected to meet residency requirements and attend orientations, programs and special events on the main campus of Norfolk State University. And, the comprehensive examination is administered on the main campus. Dissertation orientation and dissertation supervisory sessions are generally held on main campus.

Norfolk State University provides on-campus, electronic, and web-based access to a variety of library and learning resources to support distance education and on-campus study in social work at the doctoral-level. Most titles are available in print and electronic collections in order to maximize accessibility of library and learning resources. A selected list of the books and journals are available to distance education and on-campus doctoral students through online, interlibrary loan, and document delivery.

Blended Delivery

Doctoral courses may be offered through a blended learning format delivery. Program procedures and policies apply equally to all delivery modes.

International Students

International students should follow the application requirements listed in this handbook. In addition, international students are required to take the Test of English as Foreign Language (TOEFL) Examination and when necessary have their educational credentials evaluated. A minimum TOEFL score of 550 is required for admission to the program. (TOEFL). The TOEFL Examination is administered in testing centers worldwide by the Educational Testing Service. Normally, it is given four times per year. Students can obtain a TOEFL bulletin and registration form at the nearest U.S. Embassy, Consulate, or U.S. Information Service or write to:

Test of English as Foreign Language
Box 899
Princeton, New Jersey 08540
U.S.A.

Continuation and Exit Requirements

After admission, a students' continuation through the first two years of the Doctor of Philosophy in Social Work program depends on successful completion of course work. Successful completion of course work is defined as maintaining a 3.0 cumulative grade point average each semester and earning no less than a (B) grade in each course of the student's program of study.

Grades

Grades of (B-) and below do not meet the academic requirement for course work in the Doctor of Philosophy in Social Work Program. Failure to pass three courses with a grade of (B) or better will result in dismissal from the program.

Incomplete Grades

Students must remove an (I) grade no later than the end of the semester following the semester in which it was recorded. Students with (I) grades are not eligible to take the Comprehensive Examination.

Comprehensive Examination

At the conclusion of the second year of study, or when all course work is completed, students are required to successfully pass the Comprehensive Examination. The

Comprehensive Examination assesses students' mastery of knowledge and skills in core and concentration areas and communication of that knowledge in a scholarly manner.

Candidacy for the Degree of Doctor of Philosophy in Social Work

Successful completion of the written examination qualifies the doctoral student for candidacy status. Candidates propose and complete a dissertation under the direction of a five-member dissertation committee.

Dissertation

Completion of the Dissertation is the final requirement for the degree of Doctor of Philosophy in Social Work. The dissertation demonstrates the candidate's capabilities with respect to knowledge building that is relevant to the profession of social work.

Graduation

Candidates for the degree of Doctor of Philosophy in Social Work must submit an application for graduation following the application guidelines contained in the Graduate Bulletin. The application deadline is published in the Academic Calendar.

Mentorship Program

A special component of the Doctor of Philosophy program is the mentoring/advising system. A faculty mentor is assigned to each doctoral student. The faculty mentor is the student's academic advisor but also functions in a variety of other roles, such as supporter, role model, research collaborator, advocate, and broker to professional networks. All mentors establish and maintain consistent formal and informal contact with their mentees.

Generally, mentors provide assistance to Doctor of Philosophy students in developing their various areas of professional preparation and scholarship, including teaching, research, scholarly writing and presentations, and professional leadership activities. Thus, mentors supervise both teaching and research assistants.

Mentors assigned to students receiving teaching assistantships assist them in developing their competence in university teaching. Mentors assigned to students receiving research assistantships focus on the students' competence in research.

Costs and Financial Obligations

Tuition and Fees

Tuition and fees are established annually by the University's governing board, the Board of Visitors. Considerable effort is made to keep increases at a minimum. For fee

information, students should obtain a current “Schedule of Tuition and Fees” and “Registration Information and Schedule of Classes” booklet from the Registrar’s or Admissions Office located in H. B. Wilson Administration Building. These documents will include the current tuition, mandatory fees, room, board, and any special instructional fees. Students who register during late registration will be assessed a late registration fee of \$75. Books, uniforms, supplies, professional dues, and examination expenses are paid separately from University charges. The current listing of tuition and fees is located at: <http://www.nsu.edu/studentaccounts/pdfs/2010tuitionfees.pdf>.

SPARTANCARD AUTHORIZATION: Students expecting a financial aid refund may authorize funds on their SpartanCard for on campus use. The authorization may be done online at <https://spartanshield.nsu.edu> . Fulltime students may authorize up to \$1,000 per semester and part time students enrolled for at least 6 hours may authorize up to \$600 per semester. Commuter students enrolled for at least 6 hours may also authorize commuter meal plans on their Spartan Card on Spartan Shield.

Tuition and fees for the Doctor of Philosophy degree program in Social work may be paid by cash, certified check, cashier's check, and money order, Master Card or Visa. A payment plan is offered through Academic Management Services. The registration invoice must be validated upon completion of registration.

Refund Policy

The refund process begins approximately seven working days after the last date of class cancellation. Notification is sent to students via their NSU e-mail accounts once refunds have been processed. All students may enroll in the Direct Deposit program for student refunds at <https://spartanshield.nsu.edu>. Students who do not have an active bank account may open a free student checking account online with Bank of America at <https://www4.bankofamerica.com/applyonline/> and select Campus Edge checking option. Features and benefits of this checking account can also be found at the above site. **Refunds are given only after all University obligations are paid in full. Financial aid awarded, but not received by the University, is not considered in the refund calculation.**

Parking

On campus parking is available with a valid Norfolk State University Identification Card. A parking fee and a parking permit are required.

Financial Aid

Financial aid programs provide monetary assistance to students who would not otherwise be able to pursue or continue their educational objectives. Aid may be awarded on the basis of merit or need. The Free Application for Federal Student Aid (FAFSA), which is used to determine financial need, is required to be considered for need-based federal and

state-funded assistance. Students may obtain a FAFSA from the Norfolk State University Office of Financial Aid, high schools, community colleges, or from any Financial Aid Office. The FAFSA may also be accessed and completed on the World Wide Web at (www.fafsa.ed.gov). To submit a FAFSA online, a student must obtain a Personal Identification Number (PIN) at www.pin.ed.gov. For additional information on FAFSA, students may call 1-800-433-3243. The information on financial aid contained herein is subject to change or deletion as circumstances warrant.

Application Requirements

The Financial Aid application priority deadline is April 15. Applications and required documentation are accepted after this date; however, Financial Aid awards are made on a first come, first served basis. All documentation must be received and completed prior to a student obtaining a Financial Aid award letter. To receive and to continue to be eligible for financial aid, a student must be admitted to a graduate program as a degree-seeking student, in good academic standing, making satisfactory academic progress toward his/her degree. In addition, the following information is required:

Free Application for Federal Student Aid (FAFSA)

The FAFSA information helps the University and other awarding agencies to determine eligibility for need-based aid. The FAFSA cannot be signed or mailed until January 1 of the application year because it must reflect the previous year's income. Failure to complete the FAFSA form in its entirety may delay the processing of financial aid applications.

Verification of Taxable and Non-taxable Income

Upon request, students may be required to submit a copy of their 1040 and/or their parents' 1040, 1040A or 1040EZ. They also may be required to submit a copy of their non-taxable income such as social security, veteran's benefits, TANF, etc.

Graduate Fellowships

Graduate Fellowships may be awarded on the basis of need or merit. To be considered for an award, a student must be enrolled full-time (nine semester credit hours or more) as a degree-seeking student. The number of graduate fellowships is limited and subject to the availability of funds. Application forms are available on the Graduate School's website at: <http://www.nsu.edu/graduate/forms> and should be submitted to the Graduate School.

Graduate Unfunded Scholarships

Norfolk State University is authorized in the Code of Virginia to offer Unfunded Scholarships to Virginia and non-Virginia graduate students. To be eligible for an Unfunded Scholarship, a student must be enrolled full-time, in good academic standing and making satisfactory progress toward a graduate degree. A qualified graduate student may receive an Unfunded Scholarship in an amount not to exceed the cost of tuition and fees. Continuing students must maintain a cumulative grade point average of 3.0 or better to receive this scholarship. Applications should be submitted to the Graduate School.

Federal Ford Direct Loans

The University participates in the William D. Ford Federal Direct Loan Program. This loan program consists of the Federal Ford Subsidized Loan, the Federal Ford Unsubsidized Loan and the Graduate PLUS Loan. Students borrowing from either of these loan programs borrow directly from the U.S. Department of Education.

The Ford Direct Subsidized Loan is a need-based loan. The maximum award is \$8,500 per academic year. The Ford Direct Unsubsidized Loan is a non-need-based Loan. The maximum award is \$10,000 per academic year. The Graduate PLUS Loan is a non-need-based loan, implemented on July 1, 2006. A student may borrow up to his/her cost of attendance. When certifying this loan, the financial aid officer will take into consideration all financial aid awarded to determine the applicant's eligibility. Interested students should contact the Financial Aid Office.

The Virginia Education Loan Authority (VELA)

The Virginia Education Loan Authority (VELA) is a program created by the state to provide a source of guaranteed loans to eligible Virginia students who are unable to secure loans from private lenders. Students should consider the VELA program as a supplemental form of financial aid and an alternative source of loan funds.

Scholarships and Fellowships

Graduate Scholarships (GS) are available to eligible students enrolled full-time in a graduate program. The scholarships may be awarded on the basis of need and/or merit. Scholarships may not exceed the cost of tuition. Students must have a (B) or better grade point average. Continuing students must have a cumulative grade point average of (B) or better.

Graduate Fellowships (FGF) are limited fellowship awards to graduate full-time students on the basis of merit (B or better GPA). Priority in the processing of applications will go to those students who are full-time enrollees, with greatest financial need. Students cannot receive financial aid in excess of derived need level (over awarding is prohibited by State and Federal Guidelines).

The primary responsibility for meeting one's education costs rests with the student and his/her family. In addition to applying for aid through the Financial Aid Office, a student may apply for aid through the School of Social Work.

Students not wishing to apply for aid through Norfolk State University may wish to apply for aid from other sources. These sources are listed in the Graduate Catalog.

Teaching and Research Assistantships

Teaching and research assistantships are available to full-time graduate students through the Graduate School. These assistantships are designed to support full-time study and include a stipend plus tuition. Students can apply for assistantships when they apply for admission to the doctoral program. A personal interview is required. All financial support to students is subject to the availability of funds.

Teaching assistants must have a master's Degree in Social Work and qualify as an adjunct faculty in the School of Social Work. Policies and procedures regulating adjunct

and part-time faculty as specified in the Faculty/Staff Handbook and the Graduate Student Handbook govern the activities of teaching assistants in the School of Social Work. Teaching assistants are supervised by senior and/or full-time faculty.

Student Accident Insurance Plan

All full-time undergraduate domestic students (U.S. citizens and permanent residents) and all international students (full and part-time) are required to have some form of accident insurance in order to attend classes. These students will automatically be enrolled in the *accident only* portion of the Student Accident and Insurance Plan sponsored by the University. The annual premium of \$100 will be assessed to each qualifying student in two equal installments of \$50 each for the fall and spring semesters.

Registration

Registration takes place in the School of Social Work. The graduate student must consult with an advisor to plan her/his program of study. All graduate students are classified as “Day” students and are required to secure an I.D. card appropriately marked “Graduate Student.” I.D. cards are issued or updated during the registration period. I.D. cards provide access to the following: (1) library and media center; (2) recreational facilities; (3) the Student Activities Center; (4) parking privileges on campus, and (5) financial offices at the University.

Students with Disabilities

Students with disabilities should contact *Supporting Students through Disability Services* (SSDS) at (757) 823-2014. The office is located in Room 240, Lyman B. Brooks Library.

The Curriculum

Curriculum Credits Required for Degree

Fifty-four (54) semester credit hours are required for the Doctor of Philosophy in Social Work degree.

Core Curriculum

The core curriculum consists of nine (9) semester credit hours. The three core courses are: Social Work Practice Theory, Research in Social Work I, and Social Welfare Policy I. Core courses are designed to review, frame, and expand social work knowledge and competencies in the adult learner. The course descriptions for the core courses are presented below.

Core Course Descriptions

SWK 811, Social Work Practice Theory

This course examines the epistemological bases for social work practice. It focuses on the nature and types of practice theory and examines the relationship among perspectives, paradigms, conceptual frameworks, and practice models through examples in current practice.

SWK 813, Research in Social Work I

This course emphasizes the place of research in theory development in social work. It includes content on the philosophy of science, research design and data analysis, logic, and statistical procedures related to knowledge building. It examines the contributions and limitations of both qualitative and quantitative methodologies.

SWK 814, Social Welfare Policy I

This course provides information on the history and evolution of professional social work and social welfare values, practices, policies, and organizations in the United States. Covering the history of American social welfare from colonial times to 1960, this course places considerable emphasis on the effects of social, cultural, political, and economic factors on the development of social welfare institutions and the social work profession. The influence of philosophical themes of European/Anglo American culture on the character of social welfare and social work in the United States will be examined. Issues of race, racism, and cultural oppression in the context of social welfare history will be covered.

Family-Centered Concentration Curriculum

The family-centered concentration curriculum is built on the core. Students must successfully complete the core curriculum before they are eligible to enroll in concentration courses. The course requirements for the concentration curriculum, by content areas, are listed below.

Concentration Course Descriptions

SWK 816, Research in Social Work II

This course emphasizes the issues, logic, and designs in research, which contribute to testing, revising, and generating theory for family-centered social work practice. It includes knowledge of statistical procedures, computer technology, and qualitative and quantitative designs for dissertation research.

SWK 817, Social Welfare Policy II

This course is a sequel to SWK 814. It examines the evolution of social welfare policy since 1960, identifies frameworks and methods of social welfare policy analysis, and presents theories of the welfare state and social welfare policy. This course seeks to examine perspectives and paradigms of social welfare policy analysis from divergent political ideologies. Issues of race, racism, and cultural oppression are highlighted and explored within the context of social welfare policy analysis. This course covers the inter-relationships among politics, economics, and culture and how they singularly and collectively influence the development, analysis, and implementation of contemporary social welfare policy in the United States.

SWK 818, Seminar: The Family in Context

This course will develop students' independent integration and application of concepts related to family life (i.e.: race, ethnicity, culture, social class, gender, etc.). It will focus on their applicability of these concepts to the historical and contemporary socio-cultural concepts of families. Multicultural, social change, economic, and political variables and theoretical frameworks are examined in relation to their impacts on family needs and resources. Special emphasis is on African American and other culturally diverse families.

SWK 819, Advanced Research Methods

This course examines the methods and modality of research inquiry into systems that influence family practice and policy. It examines critical issues in research including measurement and validity, research designs for answering complex theoretical issues, and approaches used in research for systematic theory building and testing, and knowledge development. Methods and issues involving secondary data and data analysis are

addressed. Techniques and strategies for writing research proposals and reporting data will also be covered.

SWK 820, Seminar: Ethnic Minority Families

This course develops students' independent integration and application of family centered practice theory and research with a focus on diverse families. The emphasis is on the current relevance of the knowledge base for practice with or in behalf of these ethno-culturally diverse, especially African American families. It emphasizes the development of knowledge through theory building and testing and research, which builds on the strengths to empower these families.

SWK 821, Multivariate Analysis and Statistical Modeling

This course is designed to provide knowledge and skill in applying methods of advanced statistical analysis to social work practice and theoretical problems. It covers multi-linear regression analysis, logistic regression analysis, and statistical analysis involving dichotomous variables. The courses will focus on applying the ANOVA approach to multiple regression analysis and understanding the data reduction attributes of that method.

SWK 910, Dissertation Seminar

This course is designed to assist students in planning, conducting, and reporting dissertation research. It will cover the role and selection of dissertation committees, preparation of the dissertation proposal, practical considerations in conducting dissertation research, and preparing and defending the dissertation report. Topical areas of social work research and publication guidelines will also be covered.

Social Work Electives

SWK 812, Teaching Practicum in Social Work

This course provides students with a supervised experience in major task functions in the role of social work educator. Curriculum development, teaching tasks, supervisory meetings, and assigned readings are integral components of the practicum experience.

SWK 826, Social Problems of Youth

This course focuses on the major problems confronting adolescents and youth. Value and ethical issues as well as micro and macro factors are addressed. Attention is given to the problems of substance abuse, adolescent pregnancy, employment, education, delinquency, violence, and mental health. The influences of race, gender, and class are considered. Gaps in research are highlighted.

SWK 827, Theory and Research for Family Assessment and Intervention

This course critically analyzes the relation of theory and research in models for family interventions. The conceptual and empirical work on family assessments is considered. Similarly, the course critically examines the family therapy and intervention practice models with special emphasis on their current empirical underpinnings.

SWK 828, Theory and Research on Family Empowerment

This course will focus on the traditional and innovative theory and research of empowering families. It explores empowerment theory for personal, family, and political dimensions of social work family-centered practice. Students are encouraged to generate research hypotheses for expanding the knowledge base on empowerment of diverse families.

SWK 829, Advanced Research Practicum in Social Work

This course provides students with an individualized advanced "hands on" research experience under the supervision of a faculty member. The objective of the research practicum is to strengthen students' ability to synthesize different phases and components of social work research. Students are encouraged to pursue a publication stemming from the research experience.

SWK 830, Seminar in Social Work Research

This course provides students with a group experience in the development and application of qualitative and quantitative research methods. Students will participate in the design and implementation of funded and non-funded research related to social work practice with diverse families. This course strengthens students' capability to conduct independent research.

Free Electives

Currently approved free electives are available within the Virginia Consortium, including the Professional Psychology Program (PSY.D.) and graduate programs at The College of William and Mary, Old Dominion University, and Norfolk State University.

Within in the School of Social Work's current graduate program are several available courses for students to take with advisement. Any provisional students requiring completion of research and statistics can take SWK 697, Research Methods I and SWK 698 Research Methods II. SWK 697 focuses on the logic of scientific analysis and on basic research procedures and techniques. SWK 698 familiarizes students with the tools of descriptive and inferential statistics, and computer utilization, in social work research.

Students should consult their academic advisors/mentors for approval and availability of free electives. Advisors serve as a resource to students for selecting electives that are compatible with a student's program of study.

Resources

In addition to its unique family-centered concentration, there are a number of special aspects to the Doctor of Philosophy in Social Work program. These include:

- A mentorship program in which Doctor of Philosophy students are paired with faculty members for academic advisement and mentoring in the areas of teaching and/or research.
- Seminars designed to develop candidates' independent integration and application of curriculum concepts in relation to such themes as the family-in-context, diverse families, and dissertation proposals.
- Flexibility within the program to accommodate the scholarly interests of clinical practitioners, research specialists, administrators, community developers, and policy analysts.
- Faculty, University, and community resources for developing scholarship, especially as related to expanding and disseminating tested knowledge for social work practice on behalf of African American families.
- Doctoral symposiums to provide an additional avenue for scholarly dialogue between doctoral faculty and students.

Doctoral-Level Library/Learning Resources

Doctoral-level library and learning resources are available to all students enrolled in the Ph.D. in Social Work, including distance education students, through on-campus and web-based access to the Lyman Beecher Brooks Library. The library collection includes 278,411 titles in 340,000 volumes of books. There are 1195 current periodical titles and 574 non-current periodical titles in the collection of more than 340,000 volumes, approximately 2300 print and electronic periodical subscriptions, and 125 online databases.

Other Library and Learning Resource Support

Through collaborative relationships and subscription services, Norfolk State University also provides access to a wide range of library collections and learning resources owned by other academic libraries. Other library and learning resource services available to distance education students in the Ph.D. in Social Work program include:

- **E-Reserves**

The Electronic Course Reserves ([ECR](#)) module enables the Library to provide reserve materials to patrons without placing the holdings on reserve. This is done through the

Electronic Course Reserves Scanning workstation which scans reserve material into graphic files and attaches the files to bibliographic records. Access to electronic reserve items and print reserve items is available on the library's web page.

- **Circulation/Reserves**

Circulation of items from the library is governed by established [policies](#). In addition to checking out books, the Circulation/Reserve department also maintains course reserves in print and in electronic formats. Reserve materials may be located in the online catalog by [course](#) or by [professor](#). Electronic reserves allow selected documents to be scanned into a portable document format (pdf) for electronic retrieval from on or off campus locations.

- **Information Services**

The Information Services Department provides onsite and electronic assistance to distance education and on-campus students in their research. The department houses a collection of reference materials and a collection of periodicals in print and microform. The Information Services librarians provide assistance with locating research materials, use of reference resources, use of the catalog, and the location of articles using print or online indexes. In addition, the Information Services Department is responsible for providing library instruction.

- **Research Databases**

In addition to the Lyman Beecher Brooks Library holdings, Norfolk State University provides distance education and on-campus students with access to a broad range of research databases to expand access to doctoral-level library and learning resources beyond the library's holdings. Research databases providing access to abstracts, journal articles, dissertations and other research materials are available to on-campus and distance education doctoral students at the library's web site at <http://library.nsu.edu>. For example, from the library's web page, distance education students have 24/7 access to research databases by subject at <http://library.nus.edu/screens/databasessubjects.html>. Students can scroll through a list of research databases in social work and related disciplines such as business, criminal justice, economics, education, political science, public health, psychology, and sociology.

**DOCTOR OF PHILOSOPHY IN SOCIAL WORK CURRICULUM SEQUENCE
FULL TIME**

FIRST YEAR

FALL SEMESTER

SWK 811	Social Work Practice Theory	3
SWK 813	Research in Social Work I	3
SWK 814	Social Welfare Policy I	<u>3</u>
Total Credit Hours		9

SPRING SEMESTER

SWK 816	Research in Social Work II	3
SWK 817	Social Welfare Policy II	3
SWK 818	Seminar: The Family in Context	<u>3</u>
Total Credit Hours		9

SECOND YEAR

FALL SEMESTER

SWK 819	Advanced Research Methods	3
SWK 820	Seminar: Ethnic Minority Families	3
SWK XXX	Social Work Elective	3
XXX XXX	Free Elective	<u>3</u>
Total Credit Hours		12

SPRING SEMESTER

SWK 821	Multi. Analysis & Stat. Modeling	3
SWK XXX	Social Work Elective	3
XXX XXX	Free Elective	3
SWK 910	Dissertation Seminar	<u>3</u>
Total Credit Hours		12

THIRD YEAR

FALL SEMESTER

SWK 999A	Doctoral Dissertation	6
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SPRING SEMESTER

SWK 999A	Doctoral Dissertation	<u>6</u>
Total Credit Hours		12

TOTAL CREDIT HOURS REQUIRED 54

**DOCTOR OF PHILOSOPHY IN SOCIAL WORK CURRICULUM SEQUENCE
PART TIME**

FIRST YEAR

FALL SEMESTER

SWK 814	Social Welfare Policy I	3
SWK 813	Research in Social Work I	<u>3</u>
Total Credit Hours		6

SPRING SEMESTER

SWK 816	Research in Social Work II	3
SWK 817	Social Welfare Policy II	<u>3</u>
Total Credit Hours		6

SECOND YEAR

FALL SEMESTER

SWK 811	Social Work Practice Theory	3
SWK 819	Advanced Research Methods	<u>3</u>
Total Credit Hours		6

SPRING SEMESTER

SWK 818	Seminar: The Family in Context	3
XXX XXX	Free Elective	<u>3</u>
Total Credit Hours		6

THIRD YEAR

FALL SEMESTER

SWK 820	Seminar: Ethnic Minority Families	3
SWK 821	Multi. Analysis & Stat. Modeling	3
SWK XXX	Social Work Elective	<u>3</u>
Total Credit Hours		9

SPRING SEMESTER

SWK XXX	Social Work Elective	3
SWK 910	Dissertation Seminar	3
XXX XXX	Free Elective	<u>3</u>
Total Credit Hours		9

FOURTH YEAR

FALL SEMESTER

SWK 999A	Doctoral Dissertation	6
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SPRING SEMESTER

SWK 999A	Doctoral Dissertation	<u>6</u>
Total Credit Hours		12

TOTAL CREDIT HOURS REQUIRED 54

Comprehensive Examination Policies & Procedures

The purpose of the comprehensive examination is to assess students' ability to conceptualize, integrate, and communicate knowledge pertaining to their educational experience. The examination consists of a written test, which tests students' mastery of policy, theory and research content. Successful completion of the comprehensive examination qualifies a student for admission to Candidacy for the degree of Doctor of Philosophy in Social Work.

Administration of the Comprehensive Examination

The Doctor of Philosophy in Social Work Committee administers the comprehensive examination. A liaison for the examination is appointed by the Program Director. The liaison proctors the written and online blackboard examination, and reports the results of the examinations to the Program Director. Questions for the written examination are developed and graded by the School of Social Work doctoral teaching faculty. Other graduate faculties of the School of Social Work participate in grading the written examination. Students are notified of the results (pass/fail) of the written examination by mail within 30 days of the examination.

Students are eligible to sit for the comprehensive examination within one year following completion of all course work. To initiate the process, students must submit a letter of intent by the published deadline date. Students with incomplete grades are not eligible to take the comprehensive examination.

A student will have the opportunity to repeat any portion of the comprehensive examination failed (only once); however, students who fail any portion of the examination the second time will be terminated from the program. **Students failing all three exams the first time are automatically terminated.**

Appeal Process

A student may appeal the decision to be terminated from the program. The student must submit to the Program Director a written statement concerning the reason for the appeal. The Program Director will examine the request and when appropriate, a formal hearing before the Doctoral Committee will be scheduled. The Program Director will chair the hearing and the candidate's Comprehensive Examination Committee will be invited to attend.

The Doctoral Committee will make a recommendation on the appeal to the Dean of the School of Social Work. The candidate will be notified in writing of the decision of the Dean. The decision of the Dean will be final.

The Dissertation

The candidate for the degree of Doctor of Philosophy in Social Work is required to plan, carry out, and report the results of an original, independent study in the form of a Doctoral Dissertation. The candidate must present a dissertation, which demonstrates his or her ability to conduct rigorous research and organize and report effectively the findings of the research. Additionally, the candidate must publicly defend the results of the dissertation.

All dissertation research must adhere to The Ethelyn R. Strong School of Social Work Guidelines for Dissertation Research and to the NSU Requirements for Human Subjects Review.

The dissertation must focus on a topic of significance to the profession of social work and must represent a substantial contribution to social work knowledge.

Continuous Registration

Continuous registration is required for the following graduate students: 1) those who have completed their course work and other requirements for the degree except the completion of the terminal project, and 2) those who have not successfully completed their course work or other degree requirements and have received (I) grades.

Students in the first category must pay a Continuous Registration Fee each semester until the terminal project is completed, and must meet with the adviser at least three times during the continuous enrollment period. Students in the second category must pay a Continuous Registration Fee each semester until the degree requirements have been met.

Doctoral students and candidates are required to maintain continuous enrollment until completion of all dissertation requirements. Students may enroll in SWK 750, Continuous Registration (non-credit course). Candidates must enroll in either SWK 999A or SWK 999B for six dissertation credits each. **If a grade of “I” is reported for SWK 999A and SWK 999B, the candidate will have to remove the “I” grade within one year in accordance with university “I” grade policy.**

Dissertation Committee

The Dissertation Committee shall consist of five members. Three members, including the chair, must be faculty members of the School of Social Work. The two other members must be approved faculty outside of the School of Social Work.

The dissertation committee is formed after a student becomes a candidate for the degree of Doctor of Philosophy in Social Work. The candidate is responsible for recommending to the Program Director a committee chair and four members. The committee is then appointed by the Program Director in consultation with the candidate and the recommended chair. Dissertation committee members must meet the following criteria:

1. Earned doctorate
2. Faculty rank in an accredited college or university.

Exceptions to this policy must be submitted in writing to the Program Director for consideration and approval.

Role of the Dissertation Committee

Before the candidate starts work on the dissertation, the candidate must select a dissertation committee. The dissertation committee has the responsibility for recommendations, evaluations, and decisions about the dissertation proposal, study, and manuscript. The committee also has the authority to require rewriting of the proposal and any portion or the entire dissertation. The committee conducts the final oral defense of the dissertation and determines whether the completed dissertation meets acceptable standards.

The functions of the committee are to:

1. Oversee the development and approval of the dissertation proposal
2. Provide advice, feedback, and periodic evaluation of the dissertation study
3. Review, evaluate, and make recommendations about the dissertation manuscript
4. Conduct the oral defense of the dissertation
5. Determine approval of the completed dissertation

Meetings of the doctoral candidate and his/her committee must occur at least annually. The membership of the doctoral committee may be changed whenever appropriate or necessary, subject to the approval of the Program Director and the Dean.

Dissertation Proposal

The candidate will submit to his/her Dissertation Committee a dissertation proposal for review and approval. The Dissertation Committee must approve the dissertation proposal before work on the dissertation is initiated.

The proposal should contain a) a title which identifies the problem area in a clear and concise manner; b) a description of the research problem and its rationale; c) an overview, conceptualization, and evaluation of the literature pertinent to the problem; d) a concise statement of the research questions or hypotheses; and e) a detailed description of the methods to be used in the investigation of the problem, including consideration of the population to be studied, sampling, and plans for data analysis. An outline of the candidate's time schedule should be included.

The basic features of the dissertation proposal are the following:

1. Statement of the Research Problem
2. Theoretical and Practice Rationale for Problem Choice
3. Specific Aims and Conceptualization of Problem Components
4. Analytic Review of Past Work on the Problem Area
5. Research Design and Strategies
 - Sampling Strategy
 - Study Design
 - Procedures
 - Instrument's
6. Method of Analysis
7. Proposed Timetable
8. Anticipated Costs
9. Feasibility of the Methodology

The candidate is responsible for involving dissertation committee members in the development of the proposal. The Dissertation Committee will evaluate the merit of the proposed study, and the feasibility of the research methodology. The Committee will approve the proposal or recommend amendments or modifications.

Dissertation Standards

The dissertation is one of the mechanisms for the candidate to demonstrate fulfillment of the requirements of the Doctor of Philosophy in Social Work degree program. The dissertation provides an opportunity for the candidate to demonstrate his/her capacity to conduct independent scholarly research that is significant to the social work profession.

The candidate for the degree of Doctor of Philosophy in Social Work is expected to:

1. Plan scholarly research that is of significance to the profession of social work and demonstrates the candidate's initiative and resourcefulness
2. Conduct research that attends to issues of validity, reliability, and logical rules of evidence and inference
3. Prepare a written dissertation that is regarded as suitable for publication

Because the requirements for formatting and submitting dissertations are unique to the School of Social Work, published dissertations may not be reliable examples of correct formatting. The candidate should follow the current procedures specified by the School.

Dissertation Defense

The dissertation defense is scheduled when the Chair, members of the Dissertation Committees and the candidate agree that the dissertation is ready for defense. The defense is announced publicly. All members of the academic community are invited.

The Dissertation Committee, under the leadership of the Chair, conducts the defense.

The candidate presents, explains, and justifies his/her research. Contributions of the research to the profession of social work are presented. After the presentation, questions and criticisms related to the dissertation research and topic are entertained.

The quality of the presentation is an integral part of the defense. The candidate must demonstrate the ability to convey effectively the essence of many months of work in a relatively short time.

Acceptance of the Dissertation

The Dissertation Committee shall determine when the dissertation is acceptable for meeting degree requirements. (See Appendix D Dissertation Guidelines)

The members of the Dissertation Committee will vote on the approval of the dissertation in a separate meeting immediately following the public defense. Committee members will vote one of the following options:

- **Pass.**
- **Qualified Pass.** Candidate must complete minor revisions specified by the Committee and submit them to the Committee Chair for final approval. Written approval of the final manuscript is forwarded to the Program Director.
- **Recess.** Candidate must retake the dissertation defense from the same committee no sooner than one month later. Only one recess will be granted to a candidate.
- **Fail.** The graduate degree program of the candidate is terminated.

Appeal Process

A candidate may appeal the decision of the Committee by requesting a hearing before the Doctoral Committee. The candidate must submit to the Program Director a written statement concerning the reason for the appeal.

The Program Director will examine the request and when appropriate, a formal hearing will be scheduled. The Program Director will chair the hearing and the candidate's dissertation committee will be invited to attend. Other members of the faculty may be invited to attend.

Grading Policy

The grade (quality) point system based upon all hours graded at Norfolk State University is used to calculate student scholarship. The University grading system is presented below. Doctoral students do not receive the grades of D+, D, and D-.

The I grade is assigned to SWK 999A and SWK 999B until the dissertation is successfully defended.

The P grade is assigned to SWK 750 Continuing Registration.

Grade	Grade Points	Grade	Grade Points
A	4.00	C-	1.70
A-	3.70	D+	1.30
B+	3.30	D	1.00
B	3.00	D-	0.70
B-	2.70	F	0.00
C+	2.30		
C	2.00		

Grade	Grade Description
P	Pass/ fail grades are not available to graduate students, except in those courses designated for pass/ fail credit. No grade points.
AU	Audit. No grade points.
I	Incomplete. No grade points.
W	Official Withdrawal. No grade points.
NG	No Grade Reported. No grade points.

Transfer of Credit

Transfer of credits must be requested at the time of admission. Generally, a maximum of twelve (12) credit hours of graduate work completed at another regionally accredited institution may be accepted as transfer credit, provided that (a) the credits have not previously been used or applied to a degree at another institution; (b) the grade earned in the course is “B” or above; (c) the courses are comparable to those offered in the program to which the applicant is applying; (d) approval is granted by the graduate program area; and (e) the credits were earned within five (5) years prior to registration.

Transfer credits are not included in the calculation of the cumulative grade point average. For clarification regarding transfer of credit for specific courses, applicants seeking transfer credit should consult the PhD Program Director.

Transcript of Record

Official transcripts can be obtained either by completing a Transcript Request Form or by making an online request at www.nsu.edu/registrar/transcripts.html. Transcripts are issued only upon the written request of the student and will be processed within 5 to 7 business days of receipt (except during registration). Transcript costs are \$3 per copy for in person or mailed requests, and \$5 per copy for online requests. Payment can be in the form of check, credit card,

money order or cash (in-person requests only). Checks and money orders should be made payable to Norfolk State University. Unofficial copies of transcripts are free. Written permission is required if the unofficial transcript is to be faxed or mailed.

****A student's official transcript will *not* be released if there is a balance on his or her account****

Course Load

A full-time graduate student enrolled during an academic year is permitted to carry a course load of nine (9) to fourteen (14) credit hours per semester, and four (4) to six (6) credit hours during the Summer Session. To be considered in full-time status, the student must be registered for at least nine (9) or more credit hours each semester during the academic year.

Minimum Grade Requirements

A grade point average of (B) (3.0), from semester to semester is required to (1) maintain good academic standing as a graduate student and (2) meet the requirements for a graduate degree. Grades in all courses taken while in graduate student status are used to determine whether a student has met the (B) average requirement to remain in good standing.

A grade of (B-) or below is not a passing grade in the Doctor of Philosophy Degree Program in Social Work and does not meet the academic requirement for passing a doctoral course. A grade of (B) (3.0) or better in each course in the core curriculum is a necessary condition for progression in the program. A student who receives less than a (B) grade for any course in the core is placed on academic probation, and an immediate assessment of the student's overall performance is made by the student's academic advisor. If the student has a cumulative GPA of 3.0 or better, he or she may be allowed to repeat the course upon recommendation of the academic advisor and approval of the Director.

Course Repeat Policy

A student who receives a grade of (B-) or below in a concentration or elective course, but has a cumulative grade point average of 3.0 (B), may repeat the course and continue in the DSW program upon recommendation of the student's academic advisor and approval of the Director. No course can be repeated more than once. Failure to earn a passing grade in a course repeated will result in academic dismissal from the Ph.D. program.

A student will be permitted to repeat no more than two separate courses in the Doctor of Philosophy in Social Work program. A third grade of (B-) or below will result in dismissal from

the program. Doctoral students must maintain a cumulative grade point average of 3.0 (B) or better to continue in the program.

Class Attendance Policy

The University expects students to attend all classes and required meetings involving course work. While unnecessary absences are discouraged, the University recognizes that, on occasion, students may have legitimate reasons for being absent from class, such as illness or personal emergencies.

Each student has the responsibility to confer with his/her instructors regarding all absences or intended absences. If sudden departure from the campus prevents a student from communicating with each of his/her instructors, the student who is absent for an emergency or extraordinary reasons, is expected to notify the Doctoral Program office. Make-up work for assignments, examinations, tests, etc., missed during the absence will be permitted only at the discretion of the instructor.

Written verification for extended illnesses must be submitted to the Office of the Associate Dean.

Auditing Classes

Students who desire to attend courses but do not wish to receive course credit may audit such courses, with permission from the instructor. Even though no grade will be received for the course, the student is required to pay the required fee for same. To audit a course the student must complete the Course Request Form and place an "AU" in the "TUITION HOURS" column of the form. The instructor's signature should be placed in the "Comments" column on the same line as the audited course. The auditing student is expected to attend classes regularly but is not required to submit assignments or take examinations. Changing from audit to credit or from credit to audit is permitted only during the scheduled "Add" period. Audited courses may be dropped during the scheduled "Drop" period.

Incomplete Grades

A grade of (I) is assigned when a student has maintained a passing average but for some reasons beyond his/her control the course requirements have not been met. It is the responsibility of the student to make arrangements with the instructor to remove the (I) grade. The instructor will set a time limit, usually no later than mid-term of the next semester, for the removal of the "I." After a one- (1) year time limit, the (I) grade will automatically change to the "F" grade. No student will be allowed to graduate with an (I) on his/her record.

Add/Drop Course

Changes in class schedule because of schedule conflicts and/or closed classes may be possible with the approval of the Associate Dean and when applicable, the professor. The following procedure should be completed by the student:

1. Review the open and closed class roster to plan a schedule.
2. Obtain an Administrative change form and the signature of the Associate Dean.
3. Obtain the signature of the professor for authorization to enroll in closed class.
4. Report to the offices of the Registrar and the cashier to complete the transaction.
5. Complete the process within the time period stipulated in the semester calendar to avoid a penalty of "F" failure for the course.

Withdrawal from a Course

A student may officially withdraw, voluntarily and without penalty, from a course in accordance with the dates stipulated in the University Calendar. To officially withdraw, the following procedure must be completed by the student:

1. Contact the course instructor and advise of intention to withdraw.
2. Contact the academic advisor to discuss the implications of withdrawing.
3. Obtain an Add/Drop Form and signature from the Assistant Dean.
4. Submit the form to the University Registrar's office. The final grade for the course dropped is a "W".
5. Secure a revised copy (in approximately 2 weeks) of the Report of Academic Performance (RAP) from the Registrar's office to insure the withdrawal was processed.

Fees for students who withdraw or reduce their course load will be adjusted in accordance with the University's Fee Adjustment Schedule, which is printed in the Course Schedule Booklet and in the University's undergraduate catalog.

Withdrawal from the Program

When enrollment is to be suspended for one or more semesters, by a student in good academic standing, the student must notify the Academic Advisor and the Program Director in writing, of

the plan to withdraw. The Advisor and Program Director will provide information regarding the withdrawal, reinstatement, or reapplication process.

Withdrawal from the University

When enrollment is to be terminated prior to the end of the semester, or at the end of a semester, the student is required to follow the process of officially withdrawing from the University and School of Social Work. The following procedure should be completed:

1. Contact the assigned Academic Advisor to discuss the reason for withdrawal, consequences of withdrawal, process of withdrawal and process for reapplication.
2. Obtain a University withdrawal form and signature from the Assistant Dean.
3. Obtain the signature of the Dean of the School of Graduate Studies.
4. Obtain the signature of the Registrar.
5. Obtain the signature of the Fiscal Affairs Office.
6. Obtain (when applicable) the signatures of the Veterans Affairs Officer, Financial Affairs Officer and Librarian.

If a student is ill, or otherwise incapacitated, and cannot complete the withdrawal, the student must contact or have someone contact the office of the Associate Dean for assistance with the process.

A student who fails to adhere to the procedures for withdrawal will be charged the appropriate tuition and will receive a failing grade (F) for each registered course.

Re-Admission Policy

Readmission is required when a student for whatever reason has not been enrolled in classes in the Social Work Doctoral program for more than one semester without being enrolled in a Continuous Registration course during this same period. The student requesting readmission must:

- (a) Submit a complete application along with documentation of previous courses taken, grades, reason for withdrawal or absence and any correspondence with the school regarding their withdrawal, or absence from the program during this period.

(b) In accordance with the current University and the Graduate Studies policies, the Doctoral Committee will make a decision regarding the student's readmission. The committee will determine what provisions are required for the student to reenter the program, which includes current course credits and courses required for completion. The student will be notified in writing of the status of their application which if readmitted will contain the expected completion date for course work and dissertation.

Time Limit

A student matriculating at Norfolk State University in a doctoral degree program will be expected to complete all requirements for his/her degree within a seven calendar year period. Doctoral students must complete degree requirements within a seven calendar year period. A reasonable exception to the time limit may be considered by written petition to the student's Advisor who will make a formal request to the Program Director.

Re-Admission after the Time Limit Has Passed

A new application is required for readmission to a graduate program after the time limitation has lapsed for completing degree requirements. The student's application and academic record will be reviewed by the Program Admissions Committee under the current University, Graduate Studies, and program policies. If admission is granted, the student will be informed of the provisions of readmission and whether any of the courses taken previously will be applied toward the degree.

Academic Honesty

In keeping with its mission, the University seeks to prepare its students to be knowledgeable, forthright, and honest. It expects and requires academic honesty from all members of the University community. Academic honesty includes adherence to guidelines established by the University, its schools and their facilities, for the use of its libraries, its computers and other facilities.

Academic or Academically Related Misconduct

"Academic or academically related misconduct" includes, but is not limited to, unauthorized collaboration or use of external information during examinations; plagiarizing or representing another's ideas as one's own; furnishing false academic information to the University; falsely obtaining, distributing, using or receiving test materials; obtaining or gaining unauthorized access to examinations or academic research materials; soliciting or offering unauthorized academic information or materials; improperly altering or inducing another to improperly, alter any academic record; or engaging in any conduct which is intended or reasonably likely to confer upon one's self or another an unfair advantage or unfair benefit respecting an academic matter.

The substantiation of the violation of Academic Honesty will automatically result in dismissal from the program (with due process completed).

Additional information regarding academic or academically related misconduct, and disciplinary procedures and sanctions regarding such misconduct, may be obtained by consulting the current edition of the Norfolk State University Student Handbook. Graduate students are expected to exhibit personal and academic integrity as they pursue their educational goals and engage in research and other scholarly activities. Students must adhere to University policies and procedures regarding scholarly responsibility, intellectual property, responsible conduct of research and all policies and protocols related to research involving human subjects and/or animals.

Contact the Office of Sponsored Programs for regulations and protocols regarding the protection of human and animal subjects in research.

Student Rights and Responsibilities

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students, and the general well being of society. Norfolk State University and The Ethelyn R. Strong School of Social Work fully subscribe to this premise, and embrace the transmission of knowledge and the pursuit of truth as broad goals, out of which should emerge the development of more effective professional social workers.

Free inquiry and free expression are indispensable to the attainment of these goals. As members of the School, the students will be encouraged to develop the capacity for initial judgment and to engage in a sustained and independent search for truth. Students are encouraged to participate in free discussion, inquiry, and rational expression.

Students are responsible for learning the content of any course for which they are enrolled and for maintaining standards of academic performance established for each course in which they are enrolled. They are protected through orderly procedures, against prejudices or capricious academic evaluation. The following are steps:

1. Students with complaints of an academic nature should arrange appointments with the instructor for the purpose of full and open discussions of the evaluations.
2. If a conference with the instructor does not result in satisfactory resolution, students may next bring their complaints to the Program Director.

3. If the matter is not resolved with the Program Director, the complaint will be turned over to the Grievance Committee composed of the Associate Dean, who will serve as chair, two members of the faculty, and two students.
4. The Grievance Committee will make recommendations to the Dean who will have final judgment in the matter. In exceptional cases where the judgment is not accepted, the students have the right to appeal to the Vice-President for Academic Affairs.
5. Students with complaints regarding teacher's behavior should follow the same procedure outlined in 1-4.
6. Students with complaints regarding peer behavior should arrange an appointment with the Program Director. The Program Director will then schedule a meeting with the complainant and other person(s) involved.
7. Finally, if the matter is not resolved the complaint will be turned over to the Grievance Committee as outlined in 3 and 4 above.

Some complaints having broad interest and/or impact on students may be addressed in town meetings. These meetings include both students and faculty and may be called by the Dean. Town Hall Meetings may also be called upon request of the Student Government or faculty and upon approval of the Dean.

PROSPECTIVE GRADUATES

Students expecting to complete requirements for graduation during the 2010-2011 academic year must apply for graduation by the due dates. Appropriate forms will be available in the School of Social Work through the academic advisor. **Ph.D. candidates may not apply for graduation until the dissertation has been successfully defended.**

Commencement Policy

Commencement exercises are held two times each year, in May and December. Candidates must complete all requirements no later than the desired graduation date. The Office of the Registrar processes all applications for graduation. Any student expecting to complete academic requirements at the end of a semester must complete and file an application for graduation through the Academic Advisor by the designated due date for the applicable semester. It is the responsibility of the PhD Program Director to submit the necessary forms and documentation to

the Registrar's Office in compliance with established deadlines. A graduation application fee will be assessed in accordance with the University Fee Schedule. Students must resolve deficiencies and/or discrepancies in the academic record with the PhD Program Director in accordance with the prescribed guidelines. Failure to do so may result in deferring graduation.

Commencement Participation

Candidates for graduation must complete all degree requirements or be currently enrolled in all remaining credits that will complete degree requirements and satisfy all financial obligations to be eligible to participate in commencement ceremonies. Academic and financial clearances must be obtained before academic attire is issued to the Candidate. Participation in the commencement ceremonies does not mean the Candidate has been awarded a degree. The degree is awarded in the semester when all degree requirements and conditions have been met, including the completion of all dissertation requirements. Diplomas will be mailed approximately ten weeks after Commencement to Candidates who have completed requirements, completed an application for Graduation, and have no University encumbrances.

Regulations

The requirements listed in this Handbook apply to all doctoral students in the School of Social Work at Norfolk State University. It is the student's responsibility to be knowledgeable of and comply with all policies, procedures and regulations.

Release of Student Information

A student's scholarship record is not available without the student's written consent. Exceptions include school officials who have legitimate educational interests. The University complies with The Family Educational Rights and Privacy Act of 1974, as amended. Copies of the policy can be found in the Registrar's Office. For detailed information on release of student information, please refer to the University Catalog.

University Student Services

BOOKSTORE	(757) 823-2037
Location	Mills Godwin (Student Union Center)
Hours	Monday – Thursday 8:00a.m. to 5:00p.m. Friday 8:00a.m. to 4:00p.m.
Services	Textbooks, magazines, papers, popular literature, supplies, gift items, cards, toiletries, and snack items.

CAREER SERVICES	(757) 823-8462
Location	Mills Godwin Student Center, 3 RD Floor
Hours	Monday – Friday 8:00a.m. to 5:00p.m.
Services	Assist students with career counseling and linkage with prospective employers for full-time or part-time employment.

COMPUTER CENTER (OIT)	(757) 823-2533/ 2916
Location	LBB Library; Bowser Bldg. Suite 121
Hours	Monday – Friday 8:00a.m. to 5:00p.m.
Services	Computer terminals, computer programming and advisement

COUNSELING CENTER	(757) 823-8173
Location	Robinson Technology Center
Hours	Monday – Friday 8:00a.m. to 5:00p.m.
Services	Individual and group counseling, linkage to counseling/ therapy resources off campus, referrals to on-campus and community resources and international student services.

FINANCIAL AID	(757) 823-8381
Location	Office of Student Financial Aid Harrison B. Wilson Hall, Room 130

Hours	Monday – Friday 8:30a.m. to 4:30p.m.
Services	Information about financial aid resources, application packets and guidelines and processing of financial aid applications

GRADUATE FELLOWSHIPS & SCHOLARSHIPS	(757) 823-8015
Location	L. Douglas Wilder Center, Suite 203
Hours	Monday – Friday 8:00a.m. to 5:00p.m.
Services	Scholarship and Fellowship information

SPARTAN HEALTH CENTER	(757) 823-3090
Location	Spartan Station 700 Park Avenue Norfolk, VA 23504
Hours	8:00a.m. to 5:00p.m.
Services	Medical services; Scholarship and Fellowship information

LIBRARY	(757) 823-2004
Location	Lyman Beecher Brooks Library (<i>adjacent to GWC Brown Hall</i>)
Hours	Monday – Thursday 8:00a.m. to 11:00p.m. Friday 8:00a.m. to 5:00p.m. Saturday 9:00a.m. to 5:00p.m. Sunday 2:00p.m. to 9:00p.m.
Services	Library holdings, CD-ROM, databases, micrographic equipment and micro format material, night study and reading rooms, online library catalogue, photocopying and interlibrary loans

PARKING	(757) 823-2211/ 2212
Location	Spartan Station Suite 125-126 Norfolk State University 700 Park Avenue Norfolk, VA 23504
Services	Parking is available in the General Parking Lots throughout the university campus. There is a parking fee for a parking decal. Individuals parking without the appropriate decal and/or in other than General Parking areas will be ticketed.

POLICE/ SECURITY	(757) 823-8102
Location	Main office is in the center of campus near the Library across from the James Bowser Bldg. near Gate 4 and police are visible throughout the campus
Hours	24 hours a day, 7 days a week, 365 days a year
Services	Promotes and maintains personal safety, physical and environmental security. Promotes awareness in an attempt to prevent criminal and safety.

APPENDICES

APPENDIX A

NORFOLK STATE UNIVERSITY The Ethelyn R. Strong School of Social Work Ph.D. Program Comprehensive Examination Policies & Procedures

The purpose of the Comprehensive Examination is to assess students' ability to conceptualize, integrate, and communicate knowledge pertaining to their educational experience. The examination consists of a written test, which assesses students' mastery of policy, theory and research content. Successful completion of the Comprehensive Examination qualifies a student for admission to Candidacy for the degree of Doctor of Philosophy in Social Work.

Administration of the Comprehensive Examination

The Doctoral Committee administers the Comprehensive Examination. A liaison, appointed by the Program Director, proctors the examination, and reports the results to the Program Director. Questions in the three core content areas are developed and graded by the School of Social Work doctoral teaching faculty. Students are given written notification of the results (pass/fail) of the examination by mail within 30 days.

Students are eligible to sit for the Comprehensive Examination within one year following successful completion of all required course work. To initiate the process, students must submit a **Letter of Intent** to the Program Director, by the published deadline date. Students with incomplete grades are not eligible to take the Comprehensive Examination. Also, students must register for SWK 750 Continuing Registration to be eligible to take the Comprehensive Examination during the summer session.

The Comprehensive Examination is administered at the University, in the School of Social Work. Answers are composed on computer and the computer and diskettes/flash drives are provided by the School. Students' responses are expected to be clear, well organized and accurate. Students must also demonstrate mastery of the content, knowledge of the literature, and the application of social work principles, values, and ethics.

A student will have the opportunity to repeat any portion of the Comprehensive Examination failed (only once); however, students who fail any portion of the examination the second time will be terminated from the program. Students failing all three examination questions on the first administration of the Examination will be automatically terminated.

Appeal Process

A student may appeal the decision to be terminated from the Program. The student must submit to the Program Director a written statement concerning the reason for the appeal within 20 days of the written notification of the results of the examination. The Program Director will examine the request and when appropriate, a formal Hearing before the Doctoral Committee will be scheduled. The Program Director will chair the Hearing. The Doctoral Committee will hear the appeal and make a recommendation to the Dean of the School of Social Work. The candidate will be notified in writing of the decision of the Dean. The decision of the Dean will be final.

Continuous Registration

Continuous registration is required for all doctoral students and candidates. Students who have completed all course work or who are taking the Comprehensive Examination must register for SWK 750 and pay a continuous registration fee each semester until they achieve candidacy status. Doctoral candidates must register for SWK999 and SWK 999B. An "I" grade will be awarded for SWK999A and SWK999B, until the dissertation has been successfully defended.

To maintain continuous registration, doctoral candidates must register for SWK750, each semester until all degree requirements have been met.

APPENDIX B

NORFOLK STATE UNIVERSITY THE ETHELYN R. STRONG SCHOOL OF SOCIAL WORK PH.D. PROGRAM Comprehensive Examination Contractual Agreement for Students

The purpose of the Comprehensive Examination is to assess students' ability to conceptualize, integrate, and communicate knowledge pertaining to their educational experience. The examination consists of a written test, which assesses students' mastery of policy, theory and research content. Successful completion of the Comprehensive Examination qualifies a student for admission to Candidacy for the degree of Doctor of Philosophy in Social Work.

The following information is provided to guide you through the Comprehensive Examination process. Please read this document carefully and note the agreement at the end.

Examination Date: Thursday June 3 and Friday June 4, 2010

Location: Norfolk State University, Main Campus
The Ethelyn R. Strong School of Social Work
Brown Hall, Room B131

Examination Schedule

Policy	9:00 a.m. - 12:00 noon	June 3, 2010
Theory	1:00 p.m. - 4:00 p.m.	June 3, 2010
Research	10:00 a.m. - 2:00 p.m.	June 4, 2010

What You Will Need

Pencil and/or pen, blank note paper to use as scratch paper while taking all 3 exams. These note pages are to be given to the proctor to destroy, after the examination.

The Research Portion of the Examination: Special Information

The research examination is an OPEN BOOK exam. You may bring research textbooks, class notes and other materials that you have used in class, such as a calculator.

Although responses to the research questions will be typed on the computer, in some cases you may need to submit handwritten calculations/information as part of your response. Handwritten submissions must be legible.

Printing your Responses

Your responses to the examination will be typed on the computer using WORD. A diskette or flash drive will be provided to you. After you have completed the examination, save your responses on the diskette or flash drive. Print and staple three (3) copies of your responses and submit these copies and the diskette/flash drives to the proctor.

Page Identification

Each page of your examination will include your student ID number. Make sure you have your student ID with you when you arrive for the examination.

About the Examination Questions

Questions for the three core areas on the Examination reflect the content of the core courses taught in each area. Even though the group of students taking the examination may have had different professors for some of the courses, be assured that the examination questions reflect the content covered in the classes that were taught.

Grading and the Honor System

Grades are Pass/Fail. All exams answers are reviewed by two graders. If there is a fail, a third grader is called in for review.

Administration of the examination is based on the Honor System. Any violation of the Honor Code or standard examination procedures regarding cheating will result in automatic failure and dismissal from the doctoral program.

You are at no time allowed to discuss your responses with any other person taking the exam. You are also obligated to not discuss the exam after you have taken it. This means that you should not discuss the examination with others who may be taking the examination in the future or someone who has taken it in the past.

You may not be coached on the exam. You are expected to study and provide your own responses to all questions. You may study in a group if you choose.

For Your Comfort

Please dress comfortably. The first day of the examination is a long day but you may take individual breaks as needed. You may also bring snacks. It is recommended that you bring your lunch because the lunch break is scheduled for just one (1) hour.

The Agreement

I have read this document carefully and agree to respect and adhere to the specified guidelines and the Honor Code

Signature _____ **Date** _____

APPENDIX D

DISSERTATION GUIDE

GENERAL INFORMATION

This Guide contains information, suggestions, and mandatory style requirements for the preparation of doctoral dissertations in the Ethelyn R. Strong School of Social Work. It is designed to assist degree candidates and dissertation committee members in the preparation of acceptable dissertations. Uniform standards for format and style are provided. In addition, candidates are expected to consult the Publication Manual of the American Psychological Association, Fourth Edition, 1995, for elements of style and format not covered by this guide. Whenever there are differences in specifications between the Guide and the APA Manual, the Guide takes precedence.

All doctoral candidates are required to complete a dissertation. The doctoral dissertation must be presented in a scholarly, well organized, and properly documented manner. The finished document must be comprehensive, significant, independent, and communicate the candidate's own ideas, work, and research. The candidate is expected to demonstrate knowledge of the literature relating to the subject of the dissertation, as well as the ability to analyze, interpret, and synthesize information. All methods used must be described in detail. The results must be presented logically and discussed fully with respect to their meaning and significance. The completed dissertation should be a credit to the candidate, the School of Social Work, and Norfolk State University.

Issues of Scholarship

The candidate is responsible for the content, quality, preparation, and costs of producing the dissertation document. University services, library resources, and faculty support are available to all candidates. However, the candidate is responsible for arranging the help needed to complete his or her dissertation.

Copyright. The candidate is entitled to copyright protection under the Copyright Act of 1976 (PL 94-553). Arrangements to obtain a copyright for your document can be made through University Microfilms, Inc. (UMI). UMI is a service that will distribute your dissertation, list it in *Dissertation Abstracts International*, and register your copyright. A fee is required.

Candidates must not violate copyright laws. All sources should be properly credited and permission to use a portion of the work of another must be obtained in writing. The candidate must adhere to all stipulations on the presentation of copyrighted material. The copyright holder may charge a fee.

Scholarly Conduct. Offenses that violate academic integrity such as plagiarism, falsification or fabrication of data, and academic sabotage will result in probation, dismissal, or other penalties as deemed appropriate. All assistance received in the completion of the dissertation must be disclosed in the acknowledgment section of the dissertation.

Human Subjects Review. The Human Subjects Review Committee must approve all research at Norfolk State University. Contact the Office of Research for forms and requirements.

Final Clearance. All candidates must be enrolled in the University, apply for graduation, and pay all necessary fees to be eligible for graduation.

Approval of Final Copy of The Dissertation. The chair of the doctoral committee must submit the proofread, corrected and approved original plus one copy of the dissertation to the

office of the director of the doctoral program no later than October 15th (for December graduation) or March 15 (for May graduation) of the anticipated graduation year. The signature form must be submitted with the document. The director will determine if the dissertation conforms to all requirements. The dissertation chair and the candidate will be notified of the same. The dissertation chair is responsible for resubmitting (if necessary) the dissertation in acceptable form by November 30/April 30. Five copies must also be filed by November 30/April 30.

The five copies of the dissertation shall be distributed as follows:

1. The University Library,
2. The Office of the Dean,
3. The Office of the Director of the Doctoral Program,
4. The Chairperson of the Dissertation Committee, and
5. The Candidate.

MANDATORY FORMAT REQUIREMENTS

Language

The dissertation must be written in English.

Contents

The following is a list of the contents of the dissertation document in the proper order of presentation.

PRELIMINARY PAGES

Title Page
Signature Page
Abstract
Copyright Notice

Dedication
Acknowledgments
Table of Contents
List of Tables
List of Figures

TEXT (Divided into Chapters)

Chapter I	Introduction
Chapter II	Review of the Literature
Chapter III	Methodology
Chapter IV	Results
Chapter V	Discussion (Summary, Conclusions)

REFERENCES

APPENDICES

VITA

Title Page

The title should reflect accurately the contents of the dissertation. No page number appears on this page. Refer to the sample title page.

Signature Page (Often Referred to as the Approval Page)

Signatures are required for the dissertation chair and committee members. Your name should be listed in the same form as on the title page. All signatures must be original, in ink on each required bound copy of the dissertation. Refer to the sample signature page.

Abstract

The abstract is a brief statement of the problem, methods, results, and conclusions. It provides an overview of the contents of the dissertation and serves as a summary. The abstract is double-spaced and should not exceed 350 words. No page numbers appear on these pages. The

abstract should be prepared according to the requirements of *Dissertation Abstracts International*.

Copyright Notice

The copyright notice may be placed after the Abstract Page. It includes the symbol © and/or the word copyright, the year of publication, name of the copyright owner, and the words “All rights reserved.” (Example: ©1980 by Rowena Grice. All rights reserved.)

Acknowledgments

The acknowledgment page contains statements of gratitude by the author for the help received in the production of the dissertation.

Table of Contents

The Table of Contents lists only content elements in the document. All titles in the Table of Contents must be listed the same as in the body.

List of Figures, Tables or Graphs

All figures must be numbered and titled. Figures and tables must have separate numbering systems and separate list. All table and figures must be consistent and of professional quality.

Text

Each page needs at least 42 inches of text, unless there is a table or figure on the page or the next element of text begins a chapter or section. Each new chapter begins on a new page. Follow APA style for consistency of headings.

References

The reference list must be consistent, accurate, and complete. Only references cited in the text should be included in the reference list. Follow APA style.

Appendices

Use the appendices for supplemental material, such as tables of raw data and survey instruments. A separate appendix must be used for each type of material included. Page numbering is continued from the last page of references. Fonts, point sizes, and spacing may be mixed.

Vita

The vita should include information such as educational and professional background, positions held, titles of publications, and honors and awards. The vita should be limited to one page.

STYLE

The completed dissertation must be a professional quality document. The entire document must be consistent in type, font, and spacing. The Publication Manual of the American Psychological Association is the required style manual for preparation of dissertations in the Ethelyn R. Strong School of Social Work.

Page and Text Format

Consistency in page layout and format is required. The text may be fully justified or justified left only. Some exceptions to APA style for the dissertation are acceptable. For example, justified right margins may be substituted for ragged right margins, if it better serves communication and/or improves the appearance of the final document.

Type and Line Spacing

The font must be uniform throughout the document, except with respect to headings (may be up to two sizes larger than in the text) and footnotes, tables and figures (may contain a smaller font size than used in the text), and appendix material (may use a smaller or larger font size). The recommended font size is 10 or 12 point.

Double spacing is recommended for the main body of text. Single spacing may be used for long quotes, footnotes, endnotes and itemized or tabular material. Consistency in spacing is required.

Margins

Margins should be 1.50 " on the left, 1.0 " on the right, top and bottom. The top margin on the first page of a new chapter may be wider than other pages. All text (except page numbers) must be inside the area defined by the margins.

Page Numbers

Page numbers are suppressed for the Title Page, Signature Page, and Abstract. Numbering begins with lower case Roman numerals, beginning with "iii" printed on the page following the Abstract. Text pages are numbered with Arabic numerals, beginning with "1" printed on the first page of text. Every page following will have a page number. Consult the APA Manual for the conventions of page numbering and placement.

Paper

White, acid free (alkaline pH) 100 percent cotton fiber paper must be used for all regular pages (8 1/2 " by 11" in size). The paper must have a watermark that confirms that it is acid-neutral or 100 percent rag content. Acceptable paper includes 20-pound acid free paper such as

Crane's Thesis Paper, Hammermill Bond, Strathmore Bond, Hollinger Acid-Free Bond, Xerox Image Elite or Archival Bond, Permalife, and Trojan Bond Technaclear. Regular, erasable, and recycled brands are not acceptable. Uniform paper must be used throughout the dissertation.

Photographs

Photographs or digitized reproductions of photographs should be placed close to the first reference of them. They should be permanently affixed to the page. Tape and photo corners may not be used. Black and white photographs are recommended. If color photographs are used, a black and white copy of each should be included in a pocket supplement.

Oversize Elements

If possible, reduce oversize material to fit on a normal size page or fold to fit. If the page is too large to be bound (vertical size is larger than 11 inches), fold and place it in a pocket supplement. Consult the APA Manual.

Corrections

All corrections should be made with care. Erasures and corrections with pen, pencil, or different type are not acceptable.

Binding

The candidate will be required to pay for the cost of five bound copies of the dissertation, which must be completed and submitted to the Director prior to certification for graduation.

Other Issues of Style

Consult the APA Manual for matters related to acronyms, footnotes and endnotes, bibliographical references, punctuation, headings and subheadings, numbers in text, spacing between sections, etc. Proofread. Write concisely. Avoid pretentious language. Check your

document for cleanliness, neatness, spacing, numbering, inappropriate corrections, margins, and paper size and weight. Be consistent.

Certifications

1. Following the defense, the Dissertation Committee Chair completes the “*Certification of Examination*” and the “*Certification of Dissertation*” forms (pages 12 and 13), and submits them to the Director - with the final copy of the dissertation.
2. The dissertation is then read by the Director and the Dean. The Director will notify the Chair when to direct the Candidate to have five copies of the final document bound by **Long Binding Company**.
3. The five bound copies of the dissertation will be delivered to the Director, who will distribute to the graduate, the dissertation chairperson, the dean, the University Library, and the doctoral program director.
4. The signed original “Certifications” will be placed in the Graduate’s file and copies will be provided to the Dissertation Committee Chair.

Sample Signature Page

TITLE OF DISSERTATION

by

Name of Candidate

Approved by:

Signature _____ Date

Signature _____ Date

Signature _____ Date

Signature _____ Date

Signature _____ Date

Sample Title Page
(TITLE OF DISSERTATION)

A Dissertation Submitted to the
Faculty of the Ethelyn R. Strong School of Social Work

of

NORFOLK STATE UNIVERSITY

in partial fulfillment of the
requirements for the degree of

DOCTOR OF SOCIAL WORK

by

Name of Candidate

Norfolk, Virginia

Month, year

© Copyright by Rowena G. Wilson 1980

All Rights Reserved

Sample Copyright Page

Certification of Oral Examination Form

CERTIFICATION OF ORAL EXAMINATION

This certifies that the oral examination for _____
 (Name of Candidate)

was held on _____. The rating of each dissertation committee member and
 (Date)

the chair is indicated below.

Dissertation Committee Members

Disposition

Satisfactory

Unsatisfactory

Signature _____

Signature _____

Signature _____

Signature _____

Signature _____

At least four of the five committee members must rate the oral examination as “satisfactory” for passing/successful completion of the dissertation defense. If two members of the dissertation committee rate the oral examination as “unsatisfactory”, a rationale prepared by the Chairperson must be attached to this form.

Certification of Dissertation Form

CERTIFICATION OF DISSERTATION

Degree Candidate: _____ ID# _____

The dissertation and the dissertation abstract entitled _____

have been examined and approved for acceptance in partial fulfillment of the requirements for the Ph.D. degree in Social Work. I recommend certification for graduation.

Chair, Dissertation Committee

I concur in this recommendation.

Director, Ph.D. Program in Social Work

This form and the appropriate copies of the completed dissertation shall be signed and submitted to the Dean of the Ethelyn R. Strong School of Social Work for approval.

Date Recorded: _____

Signature _____
(Dean)

APPENDIX E

THE ETHELYN R. STRONG SCHOOL OF SOCIAL WORK PHD PROGRAM

CERTIFICATION OF DISSERTATION PROPOSAL

NAME OF CANDIDATE _____ ID# _____

TITLE OF PROPOSAL _____

WE CERTIFY THAT THE PROPOSAL IS SUITABLE FOR A DISSERTATION FOR THIS CANDIDATE AND THAT THE RESEARCH CONFORMS TO THE ETHICAL PRINCIPLES OF RESEARCH WITH HUMAN SUBJECTS.

DISSERTATION COMMITTEE MEMBERS

CHAIRPERSON _____
SIGNATURE DATE

COMMITTEE MEMBERS _____
SIGNATURE DATE

SIGNATURE DATE

SIGNATURE DATE

SIGNATURE DATE

ACTION BY DISSERTATION COMMITTEE MEMBERS:

____ APPROVED ____ APPROVED WITH REVISIONS ____ DISAPPROVED

SIGNATURE: _____
CHAIRPERSON, PHD PROGRAM DATE

SIGNATURE: _____
DEAN DATE

PLEASE COMPLETE AND RETURN THIS FORM ALONG WITH THE APPROVED DISSERTATION PROPOSAL TO THE OFFICE OF THE DIRECTOR OF THE PHD PROGRAM.

APPENDIX F

**Norfolk State University
The Ethelyn R. Strong School of Social Work
Doctor of Philosophy Degree Program in Social Work**

Dissertation Chair Agreement Form

I _____ agree to serve as chair of the Dissertation Committee of Candidate (_____). I also understand that the committee will hold at least one meeting annually for the purpose of directing the candidate's dissertation work, including but not limited to, approving the dissertation proposal, and conducting the oral defense of the candidate's dissertation report. As chair, I agree to:

- a. Meet with the candidate for individualized dissertation supervisor for one hour each week or the equivalent, during the semesters in which I am chair.
- b. Schedule formal meetings of the committee to include meetings called for the purpose of approving the dissertation proposal and final dissertation report.
- c. Direct the committee in guiding the candidate in proposal development and dissertation work.
- d. File in the candidate's academic record, all required documents, signature forms, annual progress reports, etc. until the candidate completes degree requirements, withdraws, or is terminated from the program.

I agree to adhere to the policies and procedures of the University, which are detailed in the **Faculty and Staff Manual**. I will also adhere to the established protocols of the Doctor of Philosophy Degree Program in Social Work, The Ethelyn R. Strong School of Social Work, and the Graduate School.

I understand that all policies and procedures pertaining to my role as dissertation committee member will be made available to me by the Director of the Doctor of Philosophy Degree Program in Social Work.

Dissertation Chair

Date _____

Doctor of Philosophy in Social Work Program Director

Date _____

Dean, School of Social Work

Date _____

APPENDIX G

DISSERTATION SUPERVISION LOG

Candidate _____ **Semester** _____

Admission Date _____ **Date Comprehensive Examination Completed** _____

Dissertation Topic _____

Dissertation Chairperson _____

INSTRUCTIONS: Please keep a record of the number of hours of advising you receive each week and whether the supervision is a face-to-face visit. Thank you.

Semester Week	Date of Supervision	Type of Contact				Number of Hours
		Face-to- Face	Telephone	E-mail	Other	
Week 1						
Week 2						
Week 3						
Week 4						
Week 5						
Week 6						
Week 7						
Week 8						
Week 9						
Week 10						
Week 11						
Week 12						
Week 13						
Week 14						
Week 15						
Total						

APPENDIX H

**Norfolk State University
The Ethelyn R. Strong School of Social Work
Doctor of Philosophy Degree Program in Social Work**

Dissertation Committee Member Agreement Form

I _____ agree to serve as a member of the Dissertation Committee of Candidate (_____). I understand that the committee will hold at least one meeting annually for the purpose of directing the candidate's dissertation work, including but not limited to, approving the dissertation proposal, and conducting the oral defense of the candidate's dissertation report. As a committee member, I agree to:

- a. Meet with the candidate for individualized instruction as requested by the chair, for the purpose of guiding the candidate in proposal development and/or dissertation work.
- b. Read and evaluate the dissertation proposal and final dissertation report.
- c. Attend meetings and/or hearings for the candidate's oral defense of the proposed research and approval of the final dissertation report.

Approved committee members who do not have a faculty appointment in the Ethelyn R. Strong School of Social Work are requested to submit a current curriculum vita to the Ethelyn R. Strong School of Social Work, Ph.D. Program Office.

I agree to adhere to the policies and procedures of the University, which are detailed in the **Faculty and Staff Manual**. I will also adhere to the established protocols of the Doctor of Philosophy Degree Program in Social Work, the Ethelyn R. Strong School of Social Work, and the Graduate School.

Dissertation Committee Member Date _____

Doctor of Philosophy in Social Work Program Director Date _____

Dean, School of Social Work Date _____



NSU: 75 Years of Pride, Achievement and Promise