NORFOLK STATE UNIVERSITY
THE ETHELYN R. STRONG SCHOOL OF SOCIAL WORK

MSW Student Handbook
MSW I, MSW II/Advanced Standing, and Extended Program Information

Revised July 2025

NORFOLK STATE UNIVERSITY

THE ETHELYN R. STRONG SCHOOL OF SOCIAL WORK

MISSION

The School's mission is to provide social work education programs, which prepare students with competence to develop and deliver services that strengthen and/or empower individuals, families, groups, organizations, and communities. The School and its programs emphasize the values of social justice, social responsibility and respect for human rights, dignity and diversity. The School is especially committed to address the strengths and challenges for an ethnically and culturally diverse client population in an evolving global community.

The mission of the Master of Social Work Program at Norfolk State University is to produce competent, advanced-level practitioners capable of working with diverse populations with a focus on clinical (mental health), school, child welfare, military, and macro practice. Using general knowledge perspectives, cutting-edge research, technology, and policy development, students are taught to integrate culturally proficient interventions in their practice and utilize research and policy to advance marginalized groups. The program produces ethical servant leaders who are keenly aware of their position as change agents in an ever-changing global society.

MSW PROGRAM GOALS

The MSW Program at Norfolk State University operates from three main goals. Goal 1 provides key knowledge, values, and skills that our students should be able to demonstrate at all levels of practice. Goal 2 considers our program context in terms of the type of students that our program will produce to work in area agencies. Lastly, Goal 3 speaks of students being prepared to advance theory, research, and specialized practice. Students are aware of the importance of generalist practice skills; however, they understand the reasoning for advancing focused research, education, and practice with specialized groups (i.e., military) as a continuous process.

MSW Goal 1:
Prepare students advanced-level practitioners who epitomize the nine CSWE core competencies in their ability to:

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

MSW Goal 2:
Prepare students as advanced-level practitioners able to meet the innovative workforce needs of an array of agency, organizational, and social programs.

MSW Goal 3:
Prepare students able to contribute to the advancement and refinement of theoretically sound evidence-based practice, and for the improvement of the standards of professional research, education, and practice.

REQUIREMENTS FOR MSW DEGREE

1. Completion of a minimum of 60 credit hours which are prescribed and selected from courses offered by the School and other graduate departments.

2. Maintenance of a minimum grade of 3.0 (B) on a 4-point scale for <u>each</u> academic course taken.

3. Maintenance of a minimum grade of 3.0 (B) on a 4-point scale for <u>each</u> field practicum.

4. Two consecutive semesters of full-time (6-9 or more hours) residency status. Generally, the final year of study is used to meet this requirement.

5. Completion of all degree requirements within four years. (A written request for extensions must be submitted to the Assistant Dean.)

6. Adherence to the NASW Code of Ethics and the University's Academic Honesty Statement.

7. Closure of all financial obligations to the University and the School of Social Work must be met prior to degree being conferred.

MSW Program Overview and Expectations

The Master of Social Work (MSW) program is designed to prepare students for advanced professional practice in social work, equipping them with the skills and knowledge necessary to address complex social issues and promote social justice. The program combines rigorous academic coursework with hands-on field experience, fostering the development of competent, ethical, and reflective practitioners.

Key Components of the MSW Program:

Core Curriculum: The foundational courses cover essential social work theories, methods, and practices, providing a solid base in human behavior, social policy, research, and ethics.
Advanced Generalist: Students may choose from various electives, allowing them to tailor their education to specific areas of interest such as clinical practice, community organization, or policy advocacy.

Expectations:

Academic Excellence: Students are expected to maintain high academic standards, with a minimum grade of B in all courses. Failure to achieve this standard may result in dismissal from the program.

Professional Conduct: Adherence to ethical guidelines and professional conduct is mandatory. Students must demonstrate respect, integrity, and responsibility in all interactions and activities.

Active Participation: Engagement in class discussions, group projects, and fieldwork is essential. Active participation enhances learning and contributes to a collaborative academic environment.

Academic Regulations

Grading Policy:
Minimum Grade Requirement: A grade of B or better is required in all courses and practicum

components. An unacceptable grade in any course or practicum segment without the possibility of repetition results in automatic failure of the entire program and subsequent dismissal.

1. **Field Seminar (SWK 690 & SWK 790)**
    - Minimum grade: **B**
    - Grades below B are **not acceptable** and must be remediated.
2. **Other Courses**
    - Only **one C-grade (B-, C+, C, C–)** is allowed in the program.
    - Additional grades below B- are **not permitted**.
    - Grades of **B or higher** are fully acceptable.
3. **Progression & Graduation**
    - Meeting these standards is required to continue in the program and to graduate.
    - Failure may result in academic review, remediation, or dismissal.

To promote academic success and maintain the rigor of the Master of Social Work (MSW) Program, students are strongly encouraged to follow their approved Plan of Study and enroll only in the recommended number of credit hours each semester.

Students requesting to enroll in more than 15 credit hours during the fall or spring semester must submit a formal Course Overload Request. All overload requests must first be reviewed and approved by the MSW Program Director. Once approved by the Program Director, the request will be forwarded to the Dean of the School of Social Work, who has final authority over all course overload approvals.

Approval of a course overload is not guaranteed and is based on several factors, including but not limited to:

The student's cumulative grade point average (GPA);
Academic standing within the MSW Program;
Demonstrated record of academic success;
Ability to manage an increased academic workload;
Progress toward degree completion; and
Any additional university or program requirements.

Students should carefully consider both the academic and financial implications of requesting an overload. Enrollment beyond the standard full-time credit load may result in additional tuition and fees. Students are encouraged to consult with the Office of Financial Aid regarding any potential out-of-pocket costs.

Students are also advised that failure to successfully complete courses taken under an approved overload may significantly affect their academic progress, anticipated graduation date, and standing within the MSW Program. A decline in academic performance that results in failure to maintain the program's minimum GPA or other academic standards may lead to academic probation, delayed graduation, or other actions in accordance with University and MSW Program policies.

The MSW Program reserves the right to deny any overload request if it determines that the proposed course load may adversely affect the student's academic performance or ability to meet program requirements.

Program Track Change Policy (MSW I to Extended Program)

Students admitted to and enrolled in the two-year MSW Program (MSW I) are expected to follow the approved curriculum sequence established at the time of admission.

Students who elect to change from the two-year MSW Program to the three-year Extended Program after the first day of classes will not be permitted to continue under the existing curriculum sequence. Instead, the student must withdraw from the current curriculum plan and restart the approved three-year Extended Program sequence at the next available entry point, which is offered during the summer or fall semester only.

Requests to change program tracks after classes have begun are subject to review by the MSW Program Director and are not guaranteed. Students should be aware that changing program tracks will delay anticipated graduation and may affect financial aid eligibility and degree completion timelines.

Course Failure and Graduation Timeline Policy

Students are expected to successfully complete all required coursework in accordance with the approved MSW curriculum plan.

Failure of any required non-Field seminar or academic course that must be repeated will alter the student's approved Plan of Study and anticipated graduation date. Because many MSW courses are offered in a prescribed sequence and may only be available during specific semesters, repeating a failed course may delay progression into subsequent coursework and field education requirements.

Students who must repeat a required course should consult with the MSW Program Director immediately to develop a revised Plan of Study. The revised graduation date will be based upon course availability, prerequisite requirements, and successful completion of all remaining degree requirements.

The MSW Program cannot guarantee that a student who repeats a required course will graduate on the originally anticipated graduation date.

Attendance:
Mandatory Attendance: Regular attendance in classes and field practicum is mandatory. Excessive absences may lead to academic penalties or dismissal from the program.

Academic Integrity

Honesty and Integrity: All students must adhere to the highest standards of academic honesty and integrity. Plagiarism, cheating, or any form of academic dishonesty will not be tolerated and will result in severe consequences, including possible expulsion.

Progression and Retention

Satisfactory Progress: Students must demonstrate satisfactory progress throughout the program, as evidenced by academic performance, field evaluations, and adherence to professional standards.

Probation and Dismissal: Failure to meet academic or professional standards may result in probation. Continued failure to improve may lead to dismissal from the program.
By adhering to these guidelines and expectations, students will be well-prepared to excel in their roles as advanced social work practitioners and contribute meaningfully to the field and society.

Ethical Standards
Adherence to NASW Code of Ethics: Students are required to adhere to the National Association of Social Workers (NASW) Code of Ethics, demonstrating integrity, competence, and respect for the dignity and worth of all individuals.

Confidentiality: Maintaining client confidentiality is paramount. Students must ensure that all information regarding clients and their situations is kept confidential and only shared in accordance with professional guidelines and legal requirements.

Academic Responsibilities
Timely Submission of Assignments: All assignments, projects, and papers must be submitted on time. Late submissions can affect grades and academic standing.

Quality of Work: Students are expected to produce high-quality work that reflects critical thinking, thorough research, and adherence to academic standards.

Active Participation: Participation in all classes and field activities is crucial. Students should engage actively in discussions, group work, and other collaborative activities.

Seeking Support: If experiencing personal or academic difficulties, students are encouraged to seek support from faculty, advisors, or counseling services. Proactively addressing issues can prevent them from escalating and affecting academic performance.

Academic honesty to include self-plagiarism

Maintaining academic integrity is crucial for fostering a culture of trust, respect, and scholarly excellence within the MSW program. Students are expected to adhere to the highest standards of academic honesty in all their work.

Key Aspects of Academic Honesty

Original Work: All assignments, papers, and projects must be the original work of the student. Copying, borrowing, or presenting someone else's work as your own is strictly prohibited.

Proper Citation: When using ideas, data, or direct quotes from other sources, students must provide proper citation and acknowledgment according to the required academic style (e.g., APA). This applies to all forms of work, including written assignments, presentations, and projects.

Self-Plagiarism: Students are not permitted to reuse their own previously submitted work without explicit permission from the instructor. This includes assignments, projects, or papers that were submitted to other courses or institutions. Each piece of work must be original and created specifically for the current course.

Data Integrity: Falsifying or fabricating data, research findings, or any other information is a serious violation. All reported data must be accurate and honestly represented.

Examination Conduct: During exams and quizzes, students must adhere to the rules set by the instructor. This includes not using unauthorized materials, not communicating with other students, and following any specific instructions provided.

Use of Technology: The use of technology (such as online sources or software) must be in accordance with academic honesty guidelines. Misuse of technology to gain an unfair advantage is prohibited.

Consequences of Academic Dishonesty

Violations of academic honesty, including plagiarism and self-plagiarism, can result in severe consequences. These may include, but are not limited to:

Academic Penalties: Lowering of grades, failing the assignment, or failing the course.
Disciplinary Actions: Probation, suspension, or expulsion from the MSW program.
Revocation of Awards: Withdrawal of any scholarships, awards, or honors received due to academic achievements.

Upholding Academic Integrity

Students are encouraged to:

Seek Clarification: If unsure about what constitutes plagiarism or how to properly cite sources, students should seek guidance from instructors, librarians, or academic advisors.

Utilize Resources: Take advantage of available resources such as writing centers, citation guides, and academic integrity workshops.

Review Work: Carefully review all work before submission to ensure proper citation and originality.

Academic Educational Plan

The Academic Educational Plan (AEP) serves as a structured agreement between the student, the field supervisor, and the School of Social Work to support the student's professional growth and success during field education. It outlines clearly defined goals, measurable action steps, and expectations that align with the Council on Social Work Education (CSWE) competencies and the NASW Code of Ethics.

The AEP is implemented when a student requires additional guidance to meet field education standards. It identifies target areas for improvement, provides specific strategies and resources for support, and establishes a timeline for progress review. By signing the AEP, the student acknowledges their commitment to actively engage in the improvement process, maintain open communication, and uphold professional and ethical standards.

Failure to meet the terms of the Academic Educational Plan within the established timeframe (2-4 weeks) may result in additional intervention, including a Performance Improvement Plan (PIP) or termination from the field placement.

MSW Online Learners Responsibility:

MSW Program Rules for Online Learners

The MSW program for online learners is designed to provide a flexible yet rigorous education in social work, accommodating students who require remote access to their studies. Online learners are expected to adhere to the same high standards and expectations as on-campus students, with additional guidelines tailored to the online learning environment.

Academic Expectations

Engagement and Participation:

Regular Attendance: Online learners must log in regularly to the course platform, participate in discussions, and complete assignments on time. Attendance in synchronous sessions, if required, is mandatory.

Active Participation: Students should engage actively in online discussions, group projects, and collaborative activities. Contributions should be thoughtful, respectful, and relevant to the course material.

Communication

Professional Communication: All communication with instructors, peers, and support staff should be professional and courteous. This includes emails, discussion board posts, and any other forms of interaction.

Timely Responses: Students are expected to respond to emails and messages from instructors and peers in a timely manner, typically within 24-48 hours.

Assignment Submission

Deadlines: All assignments must be submitted by the specified deadlines. Late submissions may be penalized unless prior arrangements have been made with the instructor.

Technical Requirements

Reliable Internet Access: Students must have reliable internet access to participate in online classes, submit assignments, and access course materials.

Technology Proficiency: Students should be proficient in using the learning management system (LMS), video conferencing tools, and other technology required for the course.
Technical Support: In case of technical difficulties, students should promptly seek assistance from the institution's technical support services.

Mental Health and Well-being

If at any time the content we discuss in this course causes you emotional, mental, physical distress or harm, please notify me immediately so that we can ascertain how best to proceed with your work in this course and connect you to campus resources.

Student Mental Health and Well-being: The NSU Counseling Center is sensitive to addressing the mental health and overall well-being of the student population. The Counseling Center provides in-person and telehealth services in the form of individual therapy, group therapy, consultation, crisis intervention, case management, and referral support. Students may contact the Counseling Center in person (Student Services Center, Suite 312) or by calling (757)-823-8173 between the hours of 8:00 am-5:00 pm to initiate services. Crisis services after hours and weekends are available by calling (757) 823-8102. The National Suicide and Crisis Lifeline is 9-8-8 and for a life-threatening emergency, call 911 right away.
Students have access to **TimelyCare,** a new virtual health and well-being platform. **TimelyCare** provides 24/7/365 access to mental health support at no cost to students. Get started by downloading the **TimelyCare** app on any electronic device or visiting timelycare.com/nsu. Be sure to use your NSU email address upon registering. Services include the following:

- TalkNow - 24/7, on-demand emotional support.
- Scheduled Counseling - Select the day, time, and mental health provider of student's choice. Students have access to 12 scheduled counseling sessions per academic year.

- Health Coaching - Support for developing healthy behaviors.
- Self-Care Content - Yoga and meditation sessions and group conversations with providers on a variety of health and well-being topics.

For online resources, please visit the Counseling Center's website at https://www.nsu.edu/counselingcenter. Students may access Ulifeline through the NSU website http://www.ulifeline.org/NSU/ for an anonymous, confidential, online resource, where students can search for information regarding emotional health. The site also includes a self-screening tool, information about mental/emotional disorders, and how to obtain help for oneself or others.

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MASTER OF SOCIAL WORK
NEW Advanced Standing Curriculum Paradigm
FULL-TIME- Fully Online & In-Person

Semester I FALL			**Credit Hours**
SWK	730	Differential Assessment	3
SWK	738	Advanced Generalist I	3
SWK	739	Advanced Generalist II	3
SWK	790A	Field Practicum II	6
		Total	**15**

Semester II SPRING			**Credit Hours**
SWK	755	Advanced Generalist III	3
SWK	XXX	Elective	3
SWK	XXX	Elective	3
SWK	790B	Field Practicum II	6
		Total	**15**
Total Credit Hours Required			**30**

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MASTER OF SOCIAL WORK
Advanced Electives

Clinical/Child Welfare
SWK 760 Child Welfare Policy and Services
SWK 736 Substance abuse
SWK 737 Trauma/Inf. Clinical /Practice: Children and Families
SWK 714 Differential Approaches to Treatment
SWK 759 Community Mental Health Policy

Macro
SWK 762 Community Organization Practice
SWK 765 Financial Capabilities & Asset Building
SWK 614 Social Entrepreneurship and Grantsmanship
SWK 652 SW policy II: Policy Practice and Advocacy
SWK 763 Social planning: Program Development and Program Evaluation
SWK 764 Leadership and Management in Social Work Administration

Military
SWK 529 Social Work Practice w/ Military Families
SWK 740 STEM- Health for Social Workers
SWK 663 Trauma and the Military
SWK 715 Intervention Strategies / Military Fam & Personnel

School Social Work
SWK 753 School Social Work
UED/SPE XXX (6 credits)
(Choose two for School Social Work Certification, State of Virginia Requirements)

a. Foundations of education and the teaching profession (3 semester hours); EDU 501

b. Characteristics of special education (3 semester hours); SPE 512

c. Human development and learning (3 semester hours); EDU 605

d. Classroom and behavior management (3 semester hours). EDU 636

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MASTER OF SOCIAL WORK
NEW 2-Year Curriculum Paradigm
FULL-TIME- Fully Online & In-Person

Generalist/ Foundation Year

Semester I FALL		**Credit Hours**
SWK 626	Human Behavior and Social Environment I	3
SWK 651	Social Welfare Policy and Services	3
SWK 697	Research Methods I	3
SWK 690A	Field Practicum I	3
SWK 630	Generalist Practice I	3
	Total	**15**
Semester II SPRING		
SWK 627	Human Behavior and Social Environment II	3
SWK 639	Diversity, Inclusion, and Oppression	3
SWK 698	Research Methods II (Prerequisite SWK 697)	3
SWK 633	Generalist Practice II	3
SWK 690B	Field Practicum I	3
	Total	**15**

Advance Generalist Specialization (2nd Year)

Semester III FALL		
SWK 730	Differential Assessment (Prerequisite SWK 626)	3
SWK 779	Advance Generalist I	3
SWK 780	Advance Generalist II	3
SWK 790A	Field Practicum II	6
	Total	**15**
Semester IV SPRING		
SWK 781	Advance Generalist III	3
SWK XXX	Elective	3
SWK XXX	Elective	3
SWK 790B	Field Practicum II (Prerequisite SWK 730)	6
	Total	**15**

Total Credit Hours Required **60**

NORFOLK STATE UNIVERSITY
We see the future in you.

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NEW 3-Year Curriculum Paradigm
PART-TIME -Fully Online & In-Person

Summer Semester
SWK 651 Soc. Welfare Policy & Services (3)
SWK 639 Diversity, Inclusion, Oppression (3)
(6 cr.)
Fall Semester
SWK 630 Generalist Practice I (3)
SWK 626 HBSE I (3)
(6 cr.)
Spring Semester
SWK 633 Generalist Practice II (3)
SWK 627 HBSE II (3)
(6 cr.)
Summer Semester
SWK Elective (3)
SWK Elective (3)
(6 cr.)
Fall Semester
SWK 690A Field I (3)
SWK 697 Research I (3)
(6 cr.)
Spring Semester
SWK 698 Research II (3)
SWK 690B Field I (3)
(6 cr.)
Summer Semester
SWK 779 Advance Generalist I (3)
SWK 730 Differential Assessment (3)
(6 cr.)
Fall Semester
SWK 790A Field Practicum II (6)
SWK 780 Advance Generalist II (3)
(9 cr.)
Spring Semester
SWK 790B Field II (6 credits)
SWK 781 Advance Generalist III (3)
(9 cr.) **60 credit hour program**

An Equal Opportunity Employer

ACADEMIC AND PROFESSIONAL ADVISEMENT

Professional social work advisors orient students and assist them in assessing their aptitude and motivation for a social work career.

Individuals, admitted as matriculating students, are assigned a faculty advisor and are introduced to their advisor at the MSW Orientation Program. Prior to matriculation, students are advised by the director of MSW admissions. Advisors have posted office hours and are available to students to discuss concerns regarding courses, curriculum, pre-registration, graduation and/or other academic matters. Appointments for individual conference sessions should be arranged with the advisor.

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 effective professional social workers.

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

The student is responsible for learning the content of any course for which the student is enrolled and for maintaining standards of academic performance established for each course. The student is protected, through orderly procedures, against discrimination or capricious academic evaluation. The following are steps to be used to insure impartial academic evaluation:

A. A student with issues of an academic nature should arrange appointments with the instructor for the purpose of full and open discussions of the evaluations.
B. If a conference with the instructor does not result in satisfactory resolution, the student should then consult the academic advisor.
C. If the issues are not resolved, they should be brought to the Associate Dean.

D. If the grievance is not resolved, the Associate Dean shall make recommendations to the Dean, who will have final judgment in the matter. In exceptional cases where the judgment is not accepted,
E. the student has the right to appeal to the Vice Provost for Academic Affairs.

GRADING POLICY

A minimum grade of "B" (3.0 on a 4.0 scale) is required to: 1) maintain good academic standing as graduate student and 2) meet requirements for a degree. Any student who fails to obtain a 3.0 in each course will be assessed by the MSW Program Director. Grades in all courses taken while in graduate student status are used in determining whether a student has met a "B" (3.0) average requirement to remain in good standing.

Provisional "admits" who fail to achieve a "B" (3.0 on a 4.0 scale) in the first nine (9) consecutive graduate credit hours will be dismissed from the program.

ACCEPTABLE GRADES	GRADE POINTS	NON-ACCEPTABLE GRADES	GRADE POINTS
A = Excellent	4.0	B-	2.7
A-	3.7	C+	2.3
B+	3.3	C = Below average	2.0
B = Average	3.0	F = Failure	

The "B-"and below grades are not acceptable as a course grade. If a student receives a non-acceptable grade, an immediate assessment of the student's over-all performance will be made by his/her advisor. After review, students who receive unacceptable grades may be given the opportunity to repeat the course during the next semester in which it is offered.* Courses may be repeated only one time. If the student is unsuccessful in the repeat effort, the student will be dismissed from the program. A student may have a maximum of two courses in the entire program for which they are given the opportunity to repeat only the one time. If more than two courses have unacceptable grades or are repeated, the student will be dismissed from the program. Academic failure will result in dismissal from The Ethelyn R. Strong School of Social Work.

A grade below "B" is not acceptable for Field Practicum. If a student receives a grade of B- or below in Field Practicum, an assessment of total performance will be made. Depending upon the outcome of the assessment, the student may be dismissed from the program or allowed to repeat practicum only one time. The Field Practicum spans two consecutive semesters, encompassing Practicum I in the Fall and Practicum II in the Spring. Students must earn a grade

of B or better in both portions of each Practicum. An unacceptable grade in any portion of the Practicum, with no option for repetition, leads to automatic failure of the entire program and results in the student's dismissal from the program.

The established university policy will pertain to the awarding and removal of the "I" grade and use of the "W" grade.

*In exceptional circumstances, the student may request to take the same course at another CSWE accredited Master's Program. The student must submit the course description and syllabus for evaluation and prior approval by the MSW Program Director and Associate Dean for transfer credit.

REMOVAL OF "I" GRADE

When the course requirements have not been met because of illness or other extenuating circumstances, the professor may use the "I" symbol to indicate incomplete requirements. It is the responsibility of the student to contact the professor to arrange for completion of requirements. The following instructions apply:

1) The "I", if not removed in a one-year period, automatically changes to a "F."
2) The prerequisite course requirements may impact on the student's eligibility for continued graduate studies.
3) The application for Field Practicum is denied if there is an "I" on the student's record of academic performance.
4) The application for graduation is denied if there is an "I" on the student's record of academic performance.

A student having difficulty with course work should promptly consult with their professor and advisor to discuss the problem in meeting the course requirements. **The University recognizes that the "I" grade is an option, used only at the discretion of the professor.**

CLASS ATTENDANCE POLICY

Online students are required to log in during the first week of classes to confirm their attendance.

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 representing the University in official activities, illness, or personal emergencies.

Each student has the responsibility to confer, prior to the absence, with their 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 MSW Program office. Make-up work for assignments, examinations, tests, etc., missed during the absence will be permitted only at the discretion of the instructor.

Excuses for verifiable illness may be obtained from the Health Center. Written verification for extended illnesses must be submitted to the office of the Assistant Dean. Excuses for verifiable illness may be obtained from the Health Center.

I. Unexcused Absence
A. A student may be permitted one unexcused absence per semester credit hour or the number of times a given class meets per week.
B. Once a student exceeds the number of allowed unexcused absences, an Instructor may require an official university excuse.
II. Students
A. Students have the responsibility to confer with their instructors regarding all absences or intended absences.
B. If sudden departure from the campus (for emergency or extraordinary reasons) prevents a student from communicating with each of his or her instructors, the student is expected to notify the Dean of Students Office within 48 hours.
C. Students who become ill are encouraged to report to the Student Health Center for minor medical treatment.
I. A current NSU ID must be presented prior to treatment.
II. Written verification issued by the Health Center should be submitted to the Dean of Students Office and an official University excuse should be issued.
D. Unless there are extenuating circumstances, an Absence Request Form, documentation, and a copy of your NSU ID must be provided to the Dean of Students' Office upon return and by the last day of classes. All missed coursework must be completed within the timeframe given by the instructor and/or by the last day of classes

WITHDRAWAL FROM THE PROGRAM/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 MSW Program Director 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 Associate Dean.
3) Obtain the signature of the Dean of the Office 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 Assistant Dean for assistance with the process.

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

Under no circumstances does non-attendance constitute an official withdrawal from the University. Students assume full financial responsibility if the university's procedures are not adhered to for withdrawals.

Transfer Policy

Students currently enrolled in an MSW program at another institution who wish to transfer to NSU's MSW program must submit a letter of recommendation or verification from their current MSW program. This letter must confirm the student's standing and eligibility for transfer. Failure to provide this required documentation will result in an automatic denial of admission to the NSU MSW program.

Deferral of Admission to the MSW Program

Admitted students may request to defer their admission to the MSW program for a maximum of one (1) academic year.

1. All deferral requests must be submitted in writing and approved by the MSW Program Director.
2. Deferrals are granted for one academic year only.
3. Students who do not enroll in the program within the approved deferral period must reapply to the MSW program through the standard admissions process to be considered for a future admission cycle.

Generative AI

When used appropriately, generative AI can be an effective training tool to enhance learning. Generative AI produces new content from patterns learned from training data; it does not check for the veracity or accuracy of the input or output data. Although generative AI can be used as an effective learning tool, it should not replace students' original work, critical thinking, or creativity. Generative AI platforms may be used as learning tools within defined contexts, but they cannot replace students' individual contributions. If you use generative AI tools, you must inform your instructor of this use and cite the contribution properly; otherwise, your actions would be considered academically dishonest and in violation of the NSU Code of Student Conduct.

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" 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).

TERMINATION - ACADEMIC

When a student's performance, in course work, is below the required standard, the student is formally notified, in conference and in writing, by the MSW Program Director and MSW Field Director of the decision to terminate.

After a four (4) year period, a student who was dismissed for academic reasons may complete the reapplication process. The reapplication is processed by the MSW Admissions Director, in consultation with other appropriate faculty, and the MSW Admissions Committee. The Director and MSW Admissions Committee may consent to other faculty if they deem it is necessary.

TERMINATION - NON-ACADEMIC

When a student is to be dismissed from the program because of non-academic reasons, the student is formally notified, in a conference and **IN WRITING**, by the Associate Dean and the MSW Program Director. If applicable, other faculty and the Field Instructor(s) will be included in the process.

Students who experience the privilege of admission to The Ethelyn R. Strong School of Social Work, Norfolk State University, become members of the school's academic community while still retaining their status as citizens. Students are entitled to the same fundamental rights, privileges and immunities that are guaranteed to every citizen of the United States and the Commonwealth of Virginia. Due process with The Ethelyn R. Strong School of Social Work and Norfolk State University does not preclude adjudication of offenses by local, state and federal agencies when appropriate. In addition to these inherent rights and privileges, students voluntarily assume the

obligation to fulfill the behavior and responsibilities required by The Ethelyn R. Strong School of Social Work in relation to its lawful mission, programs, and functions.

The following policies pertain to students at The Ethelyn R. Strong School of Social Work and are in addition to all policies governing student conduct published in the Norfolk State University Student Handbook.

1. Students enrolled in The Ethelyn R. Strong School of Social Work are expected to assume full responsibility for and be held liable for their individual actions.

2. **The National Association of Social Work (NASW) Code of Ethics, as adopted by the Delegate Assembly, August, 1996, and revised by the 2021 NASW Delegate Assembly, shall apply as a referent for determining acceptable and unacceptable nonacademic behaviors.** The NASW Code of Ethics applies to all students enrolled in the School of Social Work Bachelor of Social Work program, Master of Social Work program, Non-matriculating Social Work program, and the Ph.D. in Social Work program. This includes Advanced Standing, full-time, and extended-time enrolled students.

The Code articulates standards used to assess the conduct of social workers and is relevant to all social workers and social work students. The National Association of Social Work Code of Ethics serves as a guide to the everyday professional conduct of social workers. The code offers a set of values, principles, and standards to guide decision making and conduct when ethical issues arise.

Upon admission to The Ethelyn R. Strong School of Social Work, each student will be provided with a copy of the NASW Code of Ethics. Failure to abide by the NASW Code of Ethics can be grounds for The Ethelyn R. Strong School of Social Work to terminate a student from the program.

The due process procedures provided for by both The Ethelyn R. Strong School of Social Work and Norfolk State University shall apply. The due process procedures are outlined in the Norfolk State University Student Handbook. The Ethelyn R. Strong School of Social Work due process procedures are consistent with those of Norfolk State University.

REAPPLICATION PROCESS

When the applicant has not enrolled in a School of Social Work class for two or more semesters, a Reapplication Form must be submitted. The student should complete the following procedure:

1) Contact the MSW Admissions Office to obtain a reapplication package.
2) Submit the Reapplication form and two references, an updated personal statement, and when applicable, transcripts at least 3 months prior to the requested returning semester. (Transcripts will be required for courses completed after the withdrawal from the MSW program.)
3) The MSW Admissions Director will review the request and consult with the Academic Advisor, and the MSW Admissions Committee. The MSW Admissions

Director will advise of the decision to accept or deny the request. If the request is approved, the applicant will be granted admission for the semester that permits proper continuity of the study sequence.