THE ETHELYN R. STRONG
SCHOOL OF SOCIAL WORK

PhD Program Handbook
2016-2017
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Dissertation Supervision Log
The Ethelyn R. Strong School of Social Work

Administration

Dean
Rowena G. Wilson, DSW, MSW, ACSW

Associate Dean
BSW Program Director
Carrie Waites, MSW, LCSW

MSW Program Director
Martha B. Sawyer, DSW, MSW

PhD Program Director
Viola Vaughan-Eden, PhD, MSW, MJ, LCSW

Director of Admissions
Roslyn Durham, MSW

Director of Field Education – MSW Program
Brenda Gilmore-Hicks, MSW, M.Div, LCSW

Director of Field Education – BSW Program
Lendora Riddick, MSW

Faculty

ABREFA-GYAN, Tina – Assistant Professor – PhD in Social Work, University of Maryland, Baltimore; MSW, Washington University in St. Louis; BA in Social Work, University of Ghana, Legon. Areas of Concentration: The influence of social supports and demographic factors on people living with HIV/AIDS, social policy, global health, and evidence-based practices.

BEATHEA, Carol – Assistant Professor – PhD in Social Work, Loyola University Chicago; MSW, Western Michigan University; BA, Western Michigan University.
BIRORE, Charles M.S. – Assistant Professor – PhD in Social Work, Jackson State University; MPH, Jackson State University; MSW, Alabama A&M University; MSc Economic and Social Development, University of Wales, UK; BA in Social Work, National Social Welfare Training College, Tanzania. Areas of Concentration: disparities in educational attainment and health care, human rights and socioeconomic justice, Homicide among diverse populations; international social work; human and institutional capacity building; community development and engagement; mental and behavioral health (youth and adults); impact of parental incarceration on children and families.

DURHAM, Roslyn – Assistant Professor and Director of Admissions – MSW, BA in Political Science, Norfolk State University. Area of Concentration: public child welfare.

ERICKSEN, Kristen – Assistant Professor – PhD, Old Dominion University; MSW, Southern Illinois University at Carbondale; BA, Concordia University, Canada.

EXUM, Brenda – Assistant Professor – MSW, BA, Norfolk State University. Areas of Concentration: practice, group, communities and organizations.

FAIRFAX, Colita Nichols – Associate Professor – PhD, MA in African American Studies, Temple University; MSW, Rutgers University; BSW, Howard University. Area of Concentration: African-American Studies.

FEIT, Marvin D. – Professor – PhD, MSciHyg, University of Pittsburgh; MSW, Columbia University. 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.


MILLER, Sheila – Professor – DSW, Howard University; MSW, University of Pennsylvania. Areas of Concentration: Clinical practice, field education, field administration, research, health care and health care research.

RIDDICK, Lendora – Instructor/Assistant Director Field Education – MSW, Norfolk State University. Areas of Concentration: Substance Abuse and Addiction, Health Care and Health Care Policy, Gerontology, Field Education and Administration.
SAWYER, Jason – Assistant Professor – PhD Social Work, Virginia Commonwealth University; MSW, Virginia Commonwealth University; BFA Theatre Performance, Virginia Commonwealth University. Areas of Research Concentration: Community and Organizational Practice, Arts based interventions, Positive Youth Development, Youth led organizing, youth empowerment, and multi-paradigmatic research methodologies.

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.

VAUGHAN-EDEN, Viola – Associate Professor/PhD Director – Ph.D. in Social Work, Virginia Commonwealth University; Master of Jurisprudence in Children’s Law and Policy (MJ), Loyola University Chicago Law School; MSW, Norfolk State University; Bachelor of Science in Psychology, Old Dominion University. Areas of Concentration: Child Abuse and Neglect, Forensic Social Work, Child and Family Mental Health, Cultural Competence, Interdisciplinary Collaborative Divorce/Co-Parenting, International Social Work.

WAITES, Carrie – Assistant Professor / BSW Director – MSW, Virginia Commonwealth University; AB, Virginia State College. Areas of Concentration: Human Behavior, Clinical Practice, Mental Health.


WILSON, Rowena – Professor / Dean – DSW and MSW, Howard University; Areas of Concentration: Child welfare, Domestic Violence and Program Evaluation.

WORLEY, Nathaniel – Instructor – MSW, Bryn Mawr College. Areas of Concentration: Program Planning and Administration, Public Health/Social Work, Online Education.

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, 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, PhD, 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

Dr. Rowena G. Wilson
Dean

Welcome to the Ethelyn R. Strong School of Social Work at Norfolk State University. We are delighted that you have selected the School of Social Work at NSU for your doctoral studies. Norfolk State University continues to be a leader in social work education throughout the Commonwealth of Virginia and nationally. We are proud of the accomplishments of our faculty and our students at the BSW, MSW and PhD levels.

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. The dissertation defense is conducted on main campus. All committee members and the candidate are expected to be present on campus for the final dissertation defense.

A special component of the PhD Program is the Mentoring Program. A faculty mentor is assigned to each student. Mentors function in a variety of roles, including academic advisor, 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!
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  
School of Graduate Studies  
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 supervisory sessions are generally held on main campus. The proposal defense and final defense of the dissertation are also conducted on main campus. All dissertation committee members, the chair and candidate are expected to attend dissertation defenses 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:

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<th>Test of English as Foreign Language</th>
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<tbody>
<tr>
<td>Box 899</td>
</tr>
<tr>
<td>Princeton, New Jersey 08540</td>
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<td>U.S.A.</td>
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Continuation and Exit Requirements

After admission, a students’ continuation through the first two years of the PhD Program is contingent upon 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. The Student Accounts Department is the general billing and collections office for student tuition, course fees, room and board and other educational related fees. This department is also responsible
for the posting of employee tuition benefits and the billing of third party and contract accounts. There are individual account representatives to assist you and answer your questions. The current listing of tuition and fees is located at: https://www.nsu.edu/Assets/websites/student-accounts/pdf/Tuition-and-Fees-2016.pdf

The University offers several options for paying tuition, fees, room and meal costs. Regardless of the option chosen, make certain payment or satisfactory arrangements are made by the scheduled class cancellation dates published for each semester. https://www.nsu.edu/finance/student-accounts/payment-options

**SPARTANCARD AUTHORIZATION:** The SpartanCard is the official identification card for Norfolk State University. While on the campus, all students, faculty, staff and affiliates are required to carry their SpartanCard. In addition to being your ID, your SpartanCard provides easy access to the campus library, residence halls, meal plans, campus events and much more! https://www.nsu.edu/finance/auxiliary-services/spartan-card/index

**Parking**
On campus parking is available with a valid Norfolk State University Identification Card. A parking fee and a parking permit are required. Contact Parking Services https://www.nsu.edu/finance/parking/index

**Financial Aid**
The Office of Financial Aid Office works diligently to assist students as they pursue their educational endeavors. Norfolk State University offers a wide variety of financial aid programs, including: scholarships, grants, student employment opportunities and loans. The majority of NSU students receive financial assistance. With expert and proficient Counselors, the Office of Financial Aid plays a pivotal role in students successful financial planning. All questions should be directed to the Office of Financial Aid https://www.nsu.edu/enrollment-management/financial-aid/index

**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 School of Graduate Studies and Research website at: https://www.nsu.edu/sgsr/index
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

In accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990, we ask if you have a disability or think you have a disability, please contact O.A.S.I.S., the Office of Accessibility Services, upon registration at Norfolk State University to confidentially discuss any accommodation needs.

Norfolk State University ensures equal access to instruction through collaboration between students with disabilities, instructors, and O.A.S.I.S. “Reasonable” means the University permits no fundamental alterations of academic standards or retroactive modifications. For more information, please consult nsu.edu. Should you have a disability, including unseen disabilities such as learning disabilities, psychological health injuries (such as PTSD), or cognitive disabilities (such as brain injuries), that requires reasonable accommodations, please contact:

Audrey M. Wells
Coordinator, O.A.S.I.S.
Office of Accessibility Services and International Student Services
Norfolk State University
700 Park Ave. Student Services Center, Suite 110
Norfolk, VA. 23504
Phone: 757-823-8325
Fax: 757-823-2640
Email: amwells@nsu.edu
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 ethnoculturally 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**

The Lyman Beecher Brooks Library will provide a state of the art environment and access to broad and diverse scholarly resources and innovative technologies to empower users to transform information into knowledge thus developing them into lifelong learners, engaged leaders, and productive global citizens.

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 446,000 volumes and 190 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/databasesubjects.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.
# PHD PROGRAM FULL TIME CURRICULUM SEQUENCE

## FULL TIME

### FIRST YEAR

#### FALL SEMESTER

<table>
<thead>
<tr>
<th>Course</th>
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<td>SWK 813</td>
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<td>3</td>
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<td>SWK 814</td>
<td>Social Welfare Policy I</td>
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**Total Credit Hours:** 9

#### SPRING SEMESTER

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<td>SWK 818</td>
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**Total Credit Hours:** 9

### SECOND YEAR

#### FALL SEMESTER

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<tr>
<td>SWK 820</td>
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**Total Credit Hours:** 12

### THIRD YEAR

#### FALL SEMESTER

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**Total Credit Hours:** 12

**TOTAL CREDIT HOURS REQUIRED:** 54
### PHD PROGRAM PART TIME CURRICULUM SEQUENCE

#### FIRST YEAR

**FALL SEMESTER**

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**SPRING SEMESTER**

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**Total Credit Hours** 6

#### SECOND YEAR

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<td>Social Work Practice Theory</td>
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<td>SWK 819</td>
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**Total Credit Hours** 6

**SPRING SEMESTER**

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**Total Credit Hours** 6

#### THIRD YEAR

**FALL SEMESTER**

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**Total Credit Hours** 9

**SPRING SEMESTER**

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**Total Credit Hours** 9

#### FOURTH YEAR

**FALL SEMESTER**

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**SPRING SEMESTER**

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<tbody>
<tr>
<td>SWK 999A</td>
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<td>6</td>
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</tbody>
</table>

**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 test 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. Approve 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.

Role of the Ph. D. Program Director

The Ph.D. Program Director serves as the internal reviewer for the Dissertation. The Director’s role is to provide an assurance of the quality of the dissertation with regard to the established policies and procedures of the Ph.D. Program, Ethelyn R. Strong School of Social Work and Norfolk State University Graduate School.

Dissertation Proposal

The candidate will submit to his/her Dissertation Committee a dissertation proposal for review and approval. The Dissertation Committee, as well as the Program Director and the Dean of the School of Social Work must approve the dissertation proposal before work on the dissertation is initiated. (Please see the Appendix E, Certification of Dissertation Proposal form.)

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.

The Certification of Dissertation Proposal form must be filed with the PhD Program Office
immediately following any attempted oral defense of a dissertation proposal. When the proposal
has been successfully defended, this form along with the approved dissertation proposal is
submitted to the PhD Program Office.

**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; and

4. Be present on campus for the final dissertation defense.

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 via the Ph. D. Program Office. All members of the academic community are invited.

The Dissertation Committee, under the leadership of the Chair, conducts the defense, which is held on main campus. All dissertation committee members, the chair and candidate are expected to be present on campus for the final dissertation 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.

Proposal defenses and final dissertation defenses must be publicly announced via the Ph.D. Program Office at least two weeks in advance of their occurrence. All announcements will be displayed until the defense date has expired. This policy is intended to foster maximum participation of interested faculty and students and promote scholarly interaction and inquiry.

**Dissertation Defense Announcements**

Proposal defenses and final oral defenses for doctoral dissertations must be announced at least two weeks prior to the scheduled defense date. The announcement must come from the Ph.D. Program Office at least two weeks prior to the exam. Doctoral defenses are held during the fall and spring semesters only. The candidate must be currently registered for the appropriate number of hours to be eligible to sit for the final defense of his or her dissertation.

The dissertation committee chair is responsible for submitting to the Ph.D. Program Director, the narrative information about the candidate and dissertation at least three weeks prior to the occurrence so that the defense announcement can be made public within the required two-week
time frame. A copy of the proposal or the dissertation must be available for inspection by the Doctoral Program Director and the Dean of the School of Social Work at least three weeks prior to defense date. Dissertation Defenses are open to faculty and students of the University and all members of the academic community.

Acceptance of the Dissertation

The Dissertation Committee shall determine by majority vote when the dissertation is acceptable for meeting degree requirements. The Chair submits the approved dissertation to the Ph.D. Program Director who reviews the document for quality assurance. The dissertation is also read by the Dean of the School of Social Work, who provides feedback to the Program Director and/or the Dissertation Chair. (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.

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<td>W</td>
<td>Official Withdrawal. No grade points.</td>
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<td>NG</td>
<td>No Grade Reported. No grade points.</td>
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**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 doctorial 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. Please review the NSU Student Handbook in detail.

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 2016-2017 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.
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

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:

Location: Norfolk State University, Main Campus

Examination Schedule

Theory
Policy
Research

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.

Saving your Responses

Your responses to the examination will be typed on the computer using WORD. A flash drive will be provided to you. After you have completed the examination, save your responses on the flash drive. Your answers will be reviewed by the proctor to confirm they are on the flash drive before you are dismissed for the day.
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.

The Agreement

I have read this document carefully and agree to respect and adhere to the specified guidelines within as well as the Honor Code. I have also received, reviewed, and agree to the Comprehensive Examination Policies and Procedures.

Signature ________________________________  Date ____________
APPENDIX C

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

Written Comprehensive Examination

Rating Sheet

Student#: ________________________  Date Due: ____________________

Question: ________________________

Examiner’s Signature  Grade (Pass/Fail)

Comments: ______________________________________________________________

________________________________________________________________________

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APPENDIX D

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


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 process provides an opportunity for the candidate to demonstrate his/her capacity to conduct independent scholarly research that is significant to the social work profession. And the final product is the approved dissertation document.

Dissertation Standards

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 and;
4. Be present on campus for the final dissertation defense.

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 in the Dissertation Guide.

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 via the Ph. D. Program Office. All members of the academic community are invited.

The Dissertation Committee, under the leadership of the Chair, conducts the defense, which is held on main campus. All dissertation committee members, the chair and candidate are expected to be present on campus for the final dissertation 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.

Proposal defenses and final dissertation defenses must be publicly announced via the Ph.D. Program Office at least two weeks in advance of their occurrence. All announcements will be displayed until the defense date has expired. This policy is intended to foster maximum participation of interested faculty and students and promote scholarly interaction and inquiry.

**Dissertation Defense Announcements**

Proposal defenses and final oral defenses for doctoral dissertations must be announced at least two weeks prior to the scheduled defense date. The announcement must come from the Ph.D. Program Office at least *two weeks prior* to the exam. Doctoral defenses are held during the fall and spring semesters only. The candidate must be currently registered for the appropriate number of hours to be eligible to sit for the final defense of his or her dissertation.

The dissertation committee chair is responsible for submitting to the Ph.D. Program Director, the narrative information about the candidate and dissertation at least *three weeks prior* to the occurrence so that the defense announcement can be made public within the required two-week time frame. A copy of the proposal or the dissertation must be available for inspection by the Doctoral Program Director and the Dean of the School of Social Work at least *three weeks prior* to defense date. Dissertation Defenses are open to faculty and students of the University and all members of the academic community.

**Acceptance of the Dissertation**

At least four of the five committee members present 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.

The Dissertation Committee shall determine by majority vote when the dissertation is acceptable for meeting degree requirements. The Chair submits the approved dissertation to the Ph.D. Program Director who reviews the document for quality assurance. The dissertation is also read by the Dean of the School of Social Work, who provides feedback to the Program Director and/or the Dissertation Chair. (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.
ADDENDUM  
EVALUATION OF DISSERTATION SUBMITTED TO  
NORFOLK STATE UNIVERSITY  
THE ETHelyn R. STRONG SCHOOL OF SOCIAL WORK  

Candidate’s Name: __________________________ Date of Dissertation Defense ________________

Dissertation Title:  
______________________________________________________________________________  
______________________________________________________________________________  
______________________________________________________________________________  
______________________________________________________________________________

1. Originality, Innovativeness, and Contribution of Research

a. Contributes to the field (different from prior work, moves thinking or practice forward, offers new insights).

b. Topic is significant to fields of social welfare or social work and moves the field forward in a significant way.

c. Topic reflects social work mission to enhance human well-being, with particular attention to the needs and empowerment of people who are vulnerable, oppressed, and living in poverty.

d. The study is the product of the candidate’s own thinking.

e. There is evidence of originality.

Comments:  
______________________________________________________________________________  
______________________________________________________________________________  
______________________________________________________________________________  
______________________________________________________________________________
2. Theoretical Rigor

a. Clearly developed theoretical framework or perspective.

b. Competing theories are identified and rationale presented for choice of selected theory or why new theory is being developed.

c. Critical evaluation of assumptions underlying these theories, including those guiding the research, is evident.

d. Critical evaluation of the strengths and limitations of theoretical perspectives, including one guiding the research, is evident.

e. Theoretical framework or perspective is the organizing principle and gives coherence to the research.

f. Issues of cultural relevance and social diversity are addressed.

Comments:

____________________________________________________________________________
____________________________________________________________________________
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3. Mastery of Relevant Literature

a. Critical review and synthesis of relevant literature is evident.

b. Research questions are logically derived from literature review.

c. Hypotheses or problem statement flows clearly from theoretical perspective and show clear relation to literature reviewed.

d. Research questions are clearly stated.

Comments:
4. Quality of Research Design

a. Design of study is appropriate to the research question posed.

b. Population from which sample drawn, method of sampling, and rationale for sampling strategy and sample size are clearly described with attention to generalizability of findings.

d. Data collection methods are well described, justified, and appropriate for the population(s) being studied.

e. Clear description of how constructs have been operationalized.

f. Quality of measures evaluated (reliability, validity).

g. Consideration of and methods to control or reduce potential confounding effects (internal validity) is evident.

Comments:

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5. Quality of Data Analysis

a. Analyses are appropriate given the study’s objectives, design, measures and sampling method.

b. Evaluation of assumptions underlying analytical approach and evidence that violations of statistical assumptions were addressed insofar as possible and consequences of violations examined.

c. Analysis and interpretation are complete, confirmable and meaningful.

d. Contradictory and/or non-significant as well as significant findings are addressed.

Comments:

______________________________________________________________________________  
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______________________________________________________________________________
6. Interpretation of Findings

a. Clear discussion of implications of findings for social work practice, policy, or teaching and future research.

b. Strengths and limitations of study are articulated and discussed.

c. Implications of findings for hypotheses (if relevant) clearly discussed.

d. Implications of findings for theory are discussed.

Comments:

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
7. Professional and Research Ethics

a. Any conflict of interest or dual relationship with study participants has been explained to participants and steps taken to resolve the issue in a manner that makes participants’ interests primary.

b. Norfolk State University Human Subjects Review standards have been met.

c. Approval to conduct the study has been granted by the Norfolk State University Human Subjects or a Certification of Exemption obtained.

d. Student appropriately acknowledges the work of others, including proper citations to others’ work.

Comments:

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
8. Organization and quality of writing

a. Clear succinct writing.

b. Logical flow of ideas, sections, chapters.

b. Well edited with appropriate grammar, sentence structure, spelling.

d. Uses non-sexist, non-racist, and non-homophobic language.

e. Citations are accurate.

f. Tables and figures are well labeled, clearly laid out, and appropriate

Comments:
Chair, Dissertation Committee________________________________ Date ________________________

Signature

Print Name__________________________________________________________

Reading Committee Members

Print Name__________________________________________________________

__________________________

Signature

Print Name__________________________________________________________

__________________________

Signature

Print Name__________________________________________________________

__________________________

Signature

Print Name__________________________________________________________

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Signature
APPENDIX E

Thesis and Dissertation Guide

A dissertation is required of all doctoral candidates and a thesis if required for all thesis option students attending Norfolk State University for graduate study. The dissertation and thesis demonstrate students’ capacity to conduct independent, scholarly research under the supervision of the chair and members of the student’s dissertation/thesis committee.

This guide has been approved by the Graduate Council of NSU to assist graduate students and their committee in the preparation of theses and dissertations. The primary purpose of this guide is to provide uniform standards regarding style and format to allow enough flexibility to satisfy the acceptable practices of each academic discipline.

Theses and dissertations must demonstrate a comprehensive understanding of the relevant literature and provide clear explanation of the method, results, and significance of the research.

Copyright. If ProQuest is used, then the student can secure copyright through them. Information about this process will be included here. A fee is required. By law, candidates may claim their own copyright in a thesis or dissertation.

Candidates must not violate copyright laws. All sources cited in theses and dissertations 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.

Human Subjects Review. The Human Subjects Review Committee must approve all research at Norfolk State University. Contact the Office of Sponsored Programs for forms and requirements. The process of approval (including the approval number) must be cited in the text of the thesis/dissertation.
Process for Submitting Theses/Dissertations

Initial Creation/Revisions of the Final Thesis/Dissertation
The student and his/her committee ensure the quality of content and correctness of form of the thesis/dissertation. The student may be given ongoing evaluations by the committee, but the final approval must only be given on the completed document.

Submission to Theses/Dissertation Committee
The finalized document must be submitted to the thesis or dissertation committee and graduate program coordinator/director no later than two weeks prior to the oral defense. Some programs may require earlier submission to committees. If the director, committee, and graduate program director agree that the document is in acceptable form for presentation at an oral defense, the School of Graduate Studies and Research must be notified and an announcement will be published and distributed.

Thesis/Dissertation Defense
Theses/dissertations must be defended in front of designated examining committees. The decision as to whether the student has passed or failed rests with the committee. A majority of the committee, including a majority of those from the student’s department, must approve the thesis or dissertation. A unanimous decision is not necessary.

Committee Recommendations
Immediately following the examination, the chair of the committee shall communicate the results to the student. In some cases further revision of the document may be required. The Thesis/Dissertation Approval form and final approved thesis or dissertation should be transmitted to the graduate program coordinator/director for review and approval.

Review by the School of Graduate Studies and Research
The School of Graduate Studies and Research shall review the thesis/dissertation (on plain paper) for compliance with this guide and shall return it for corrections if necessary. The manuscript must be corrected and submitted as a new document, and the entire review process begins again. All original submission deadlines must be met during the re-submission process in order to graduate that semester. The student should not make final copies of the thesis or dissertation until it has been approved by the School of Graduate Studies and Research. NOTE: Graduation will be postponed if corrections are not made on time.

Binding Fee
Students pay a fee to the School of Graduate Studies and Research for binding the first _____ copies. Additional copies and manuscripts thicker than 3 inches require an

Final Copies
A final, error free original and _____ copies (more are required by some programs) of the document should be submitted to the School of Graduate Studies and Research to bind and distribute the completed thesis/dissertation.
Deadlines for Submission of Document in Final Form

Fall Graduation: November 15

Spring Graduation: April 15

General Format Requirements

Final approved manuscript: One original copy must be printed, one sided, on white, acid free (alkaline pH) 100 percent cotton fiber paper. This paper must be used for all pages except for those requiring special photographic paper or foldout pages. Any figures or tables must conform to the margins.

The paper must have a watermark that confirms that the paper is one of the approved brands or is acid-neutral OR 100% rag content. Acceptable watermarked paper include:

- Crane’s Thesis Paper
- Strathmore Bond
- Hammerhill Bond
- Hollinger Acid-Free Bond

Subsequent copies can be printed on good quality bond paper that is at least 25% rag. Recycled, erasable, and regular copy machine paper are not acceptable.

Organization of the Thesis/Dissertation

The thesis/dissertation should be organized in the order indicated below. All italicized sections are optional:

PRELIMINARY PAGES

- Title Page with committee signatures (no page numbers)
- Abstract (no page number)
- Copyright notice
- Dedication
- Acknowledgements
- Table of Contents
- List of Tables (if two or more appear in text)
- List of Figures (if two or more appear in text)
- List of Code Listing, Equations, and Acronyms (if two or more appear in text)

MAIN BODY

- Introduction
- Main body of text divided into various chapters or sections
- Discussion (Summary, Conclusions, Implications)
REFERENCES AND SUPPLEMENTAL SECTIONS

References
Appendix material (i.e. copyrights)

MANUSCRIPT DETAILS

Font Face
- The manuscript must have a uniform font or typeface throughout the document. Do not use different sizes or styles in the document. The Chair of the committee will make the final decision regarding legibility and acceptability of fonts.

- Italics and boldface print (in the same size as the text) may be used for major headings, subheadings, and for emphasis. Underlining is acceptable but should not be used with boldface or italics.

- Tables and figures, and materials in the appendices may be of different fonts.

Font Size:
- The manuscript must have a uniform 12 point font size.

- Please note the following:
  - Tables, Figures, and appendix material can vary in font size.
  - Major headings can be 14 vs 12 points. All headings must be used with the same font point size.
  - Point size reductions can occur for footnotes, tables, figures and appendix material only. The minimum size is 1.5 millimeters and must be large enough to read after scanning to PDF.

Pagination
- All pages except the title page and abstract should be numbered.
- Preliminary pages must begin with lower case Roman Numerals.
- The Title page is assumed to be i (no page number appears on this page)
- The Abstract is assumed to be ii (no page number on this page).
- The text and supplemental pages are numbered with Arabic numbers beginning with 1. Every subsequent page has a page number including the Vita.
- Page numbers are placed in the upper right-hand corner of the page, approximately one-half inch below the top edge of the paper and one inch from the right hand edge.
Spacing:

- The spacing must be double spaced.
- Mixing of spacing is not acceptable.
- Single spacing is used only for long, blocked, inset quotations, footnotes, endnotes, and itemized or tabular material.

Text:

- Divide the body into chapters
- Use Roman numerals in chapter titles and any reference to chapters.
- Each text page must be have at least 4.5 inches of text on it unless the page contains a table or a figure or the next text begins a new chapter or major section.
- Numbering equations should be consecutive. No two equations may be numbered the same unless identical term for term
- Do not use double column text.

Major Headings and Subheadings:

- All headings must be consistent regarding point size and the use of bold type.
- All major headings must be centered in all capital letters.
- All chapters must begin on a new page and double spaced.
- There is no punctuation after a heading or subheading.
- Spacing before and after headings must be consistent throughout the manuscript.
- The style used for subheadings must be consistent throughout the document and must clearly demonstrate different levels
- Subheadings do not begin on a new page. Text continues within a chapter or section.
- A subheading at the bottom of a page must be followed by at least one line of text.

References

- The title is the same heading used in the journal model (REFERENCES, WORKS CITED, BIBLIOGRAPHY). The heading is in all capital letters and bold if major headings are bold.
- The reference list must be consistent, accurate, and complete.
- Only references cited in the text should be included in the reference list.
- A journal article or accepted style guide (e.g. APA, MLA) approved by the Graduate
Program Coordinator, is used as a model for the reference list. Capitalization, punctuation, and ordering (alphabetized, or alphabetized and numbered, or non-alphabetized and numbered) of information must follow this model.

- In an alphabetized list, the system of ordering multiple entries must be consistent.

Appendices

- Appendices are for supplemental material such as tables of raw data and survey instruments.
- A separate appendix must be used for each type of material included.
- Headings can be centered on a separate page or centered at the top of the first page of the material. Be consistent from appendix to appendix.
- All materials must be within the margins. Material reduced in size must be legible.
- Tables and figures must be numbered consecutively following the text.
- Material can have mixed fonts and single spaced.
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.

<table>
<thead>
<tr>
<th>Dissertation Committee Members</th>
<th>Disposition</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Satisfactory</td>
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<tr>
<td>Signature______________________</td>
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<td>Signature______________________</td>
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</table>

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 F

Certification of Dissertation Proposal

Name of Candidate: ________________  Student 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: ________________

Action by Dissertation Committee

______ Approved  ______ Approved with Revisions  ______ Disapproved

Signature: __________________________________________________________

PhD Program Director  Date: ________________

Signature: __________________________________________________________

Dean  Date: ________________

This form must be filed with the PhD Program Office immediately following any attempted oral defense of a dissertation proposal. When the proposal has been successfully defended, please complete and return this form along with the approved dissertation proposal to the PhD Program Office. Thank you.
APPENDIX G

Dissertation Agreement Form

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

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.

_______________________________________________  Date__________
Dissertation Chair

_______________________________________________  Date__________
Doctor of Philosophy in Social Work Program Director

_______________________________________________  Date__________
Dean, School of Social Work
APPENDIX H

DISSEYATION SUPREVISION 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.

<table>
<thead>
<tr>
<th>Semester</th>
<th>Date of Supervision</th>
<th>Type of Contact</th>
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<td>Total</td>
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</tr>
</tbody>
</table>
Dissertation Committee Member Agreement Form

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

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.

______________________________________________  Date_________________
Dissertation Committee Member

______________________________________________  Date_________________
Doctor of Philosophy in Social Work Program Director

______________________________________________  Date_________________
Dean, School of Social Work