June 11, 2014
Dear Students, Faculty and Staff:

I’m sure you will find this Handbook a useful resource during your time with us at the School of Social Work. Please take a few minutes to become familiar with its contents. As a SocialWork@Simmons student you are expected to abide by the policies in the Handbook. Changes to specific policies and procedures may be introduced during the academic year, and will be posted on the SocialWork@Simmons website (socialwork.simmons.edu).

Sincerely,

Suzanne Sankar, Interim Dean
Simmons School of Social Work

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Simmons School of Social Work

SocialWork@Simmons

Administration 2014-2015

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SIMMONS SCHOOL OF SOCIAL WORK POLICIES AND PROCEDURES
SOCIALWORK@SIMMONS

THE MASTER OF SOCIAL WORK (MSW)

The Master of Social Work degree prepares graduates for advanced practice in clinical social work. Students can elect to specialize in their advanced year in one of four specialization areas. Students can complete the SocialWork@Simmons degree in as few as 1.5 years or as many as 3 years. The MSW degree requires 65 credit hours, consisting of 48 credit hours of classroom courses and 17 credit hours of field placement.

Mission Statement

The mission of the MSW program is to prepare masters-level professional practitioners with skills for clinical social work practice in a multicultural world using knowledge based on scientific inquiry and field-informed practice. This educational experience, consistent with the history and philosophy of the social work profession, is grounded in a values perspective that emphasizes client strengths and diversities, actively opposes all forms of oppression and supports social and economic justice. The education is designed to help students develop competence, critical thinking and problem solving abilities as well as cultural sensitivity and self-awareness.

Students learn multiple social work roles and skills necessary to be effective within evolving fields of practice. Graduates will be able to work with a variety of populations and social issues, using a broad and flexible array of interventions at an advanced level. They will have the ability to work with individuals, families, groups and communities to facilitate development and change in the service of social justice. Graduates will be prepared to practice with an appreciation for the dignity and worth of the person and the importance of human relationships, with a sense of integrity and a commitment to human rights.

Program Goals

1. Provide education for generalist practice and a concentration in clinical social work in a learning environment that models respect for diversity.
2. Infuse all activities of the School, including the implicit and explicit curricula, with the values and ethics of the social work profession.
3. Prepare students for competent ethical practice in a multicultural world.
4. Prepare students to practice in the context of a complex, rapidly changing global environment.
5. Promote the development of professional knowledge and skills and accountability through critical thinking, self-reflection and a commitment to lifelong learning.

A DEFINITION OF CLINICAL SOCIAL WORK PRACTICE

A disciplined process for collaboration in service of social, emotional and behavioral change for individuals, groups, families, organizations and communities. Clinical social work draws on knowledge of human development, relational and group process, cultural learning and social policies. It employs evidence-informed methods that facilitate change through dialogue and collective action. It is grounded in a history of commitment to social justice and guided by a professional code of ethics.

The School of Social Work

The Office of the Dean of the School of Social Work (SSW) provides leadership for the MSW, BSW and PhD programs. The Dean’s Office develops and implements policies and procedures regarding admissions, academic standing and student
requests and petitions. The dean is responsible for the faculty and budgets. There are also an associate dean, a program director and a field director who oversee curriculum development, student services, admissions, field education and special programs.

PROFESSIONAL STANDARDS, ACADEMIC INTEGRITY AND HONOR CODE

Code of Ethics and SSW Professional Standards

Students are expected to adhere to the NASW Code of Ethics and established norms, values and behavior in their field placement and classroom. The NASW Code of Ethics outlines behaviors and responsibilities expected of professional social workers. Students are considered professional social workers. Students should obtain a copy of the NASW Code of Ethics and become familiar with its contents. Students are also expected to be familiar with and abide by the Simmons School of Social Work Standards of Professional Practice (see Appendix I).

Violations of Code of Ethics and SSW Professional Standards

Failure to meet generally accepted standards of professional conduct, ethics, personal integrity and/or emotional stability requisite for professional social work practice as outlined in the Code of Ethics and the SSW Professional Standards may constitute grounds for a Academic Standards Committee (ASC) hearing. In addition, inappropriate or disruptive behavior towards clients, colleagues, fellow students, faculty or staff (at school or placement) may also be reason for referral to the ASC. Sanctions by the committee include refusal of admissions, probation, mandatory leave or dismissal.

Academic Standards Committee and Hearings

The Academic Standards Committee of the SSW will hear ethical, behavioral and conduct violations not deemed appropriate for an Educational Planning Committee meeting or for the College’s Honor Board.

The ASC is a standing committee of the SSW whose membership comprises an associate dean, a member of the field education department, a faculty member and a student. One faculty person should be a person of color. The term of service is two years and membership terms are staggered. Student membership is governed by the follow guidelines:

Early in the fall, the SGA will select 3-4 students to be on the ASC. (Students can volunteer to be on the committee, or if in the case of many students volunteering, the SGA will select 3-4 students). When a hearing is to be held, the ASC will send an e-mail to the student members of the committee requesting participation. One student will participate in the hearing. If several students are able to participate in the meeting, students will rotate turns. Students may opt not to participate in the hearing if they feel they cannot be impartial or if there is a conflict of interest. The student is a full voting member of the committee and participates in the entire process.

When a charge of misconduct is brought forward, the Associate Dean, in consultation with the committee, decides whether to convene the ASC. The student will be informed of the charge by the Associate Dean. The student will meet with the Associate Dean to review the charges and to be informed of the committee process. At the hearing, the student will have an opportunity to examine and respond to the charge. Other involved parties, including the person who brought the charge or concern to the committee’s attention, can attend the meeting to share pertinent information. All deliberations of the committee are confidential. Proceedings of the meeting are kept by the office of the Associate Dean and destroyed at the time of student graduation.

The ASC makes a finding as to the charge, and determines the consequences, which may include dismissal from the program. Other sanctions include but are not limited to additional course work, mandatory leave and probation.

Whatever the ASC determination, the findings and consequences are effective immediately. Upon the decision of the committee a written notification is sent to the Dean and the student. A dismissal will be noted on the student’s transcript as
“excluded for the college.” When there is a finding of the ASC, the written notification will be placed in the student’s file. If there is no finding, no notation of the charge is kept in the student file. A student can appeal the finding (see Appeals, p. 3).

Academic Standards Committee and Re-Entry Decisions

In cases where a student has been placed on a leave, the ASC may be convened to review and decide on a student’s readiness to return. (See Re-entry from Leave of Absence for Performance Reasons, p. xxx.)

Honor System

SSW students are expected to adhere to the Honor System of Simmons College, which can be found at http://www.simmons.edu/handbook/conduct/honor-system.php.

Honor System Violations, Including Plagiarism and other Academic Misconduct Such As Cheating

Plagiarism and other academic misconduct cases are brought to the Simmons College Honor Board. When necessary, the Associate Dean of the SSW will confer with the Assistant Dean for Graduate students when there are questions about whether a charge should be heard by ASC or the Honor Board.

Plagiarism

Plagiarizing is defined as intentionally or unintentionally using someone else’s words or thoughts without giving proper credit.

When a source is not cited, it is assumed that the words, thoughts and ideas are the sole product of the student. When a student uses material from another source, the extent and nature of the borrowing must, to avoid the charge of dishonesty, be fully and explicitly noted in the text or footnotes. Direct quotations must be differentiated from the text by using quotation marks or by indenting and single spacing and be accompanied by appropriate APA citation. It is the responsibility of the student to learn the proper forms of citation and referencing.

The use of papers or other work obtained from commercial or other services is a clear case of plagiarism and is specifically prohibited. Handing in as one’s own work a paper on which a student has received extensive help without acknowledging that help is plagiarism. Students who, for whatever reason, submit work not their own are subject to disciplinary action.

Appeals

The dismissal of a student from the program may be appealed to the Dean in writing within seven days after receipt of the dismissal letter. The Dean will only consider an appeal when new evidence is presented regarding the circumstances that led to dismissal. When the Dean does consider an appeal, the student will receive a decision in writing within two weeks after the appeal is received by the Dean.

For any ASC hearing or Honor Board hearing that results in a dismissal, and the student submits an appeal to the Dean, the Dean will have access to the minutes of the committee meeting. The Dean will review the minutes along with any new evidence. The Dean can consult with any committee members for further clarification of the committee decision.

If the appeal is accepted, the Dean creates the re-entry criteria and shares the criteria with the ASC. The Dean can consult with the ASC regarding the re-entry criteria.

The ASC serves as the committee to review and approve re-entry requests. The committee may amend or add to the re-entry criteria specified by the Dean at the time of the reentry hearing. Generally this will mean requiring the student to use selective supports after they resume studies.
Online Etiquette

All students are expected to demonstrate the same professional behavior and mutual respect for teachers and colleagues in the online environment as they would demonstrate face-to-face. The expected standards of behavior for interacting with others online are generally referred to as netiquette. Netiquette is addressed in the Foundations module of the Learning Management System, and there are a wide variety of resources available on the Internet.

GRADING

Students are evaluated in each course based on the criteria outlined in the course syllabus. Students in Field Education are evaluated based on the criteria outlined in the field manual and in the semester end evaluation. All students are expected to perform according to the NASW Code of Ethics and the SSW Standards for Professional Practice.

Grading Scale for Classes

A: Excellent Performance
A-: Very Good Performance
B+: Good Performance
B: Satisfactory Performance
B-: Marginal Performance
C/D: Unsatisfactory Performance
F: Failing Performance

Grading Scale for Field Placement

Field placement is graded each semester with Pass, Marginal Pass, or Fail:

Pass: Satisfactory to Excellent Performance
Marginal Pass: Un satisfactory, Marginal Performance
Fail: Failing Performance

Grades in Field Placement

For further explanation, please see the Field Manual.

Incompletes

A request for an Incomplete is made by the student to the instructor. The request must be made before the end of the course. An Incomplete is assigned only at the discretion of the instructor. Incompletes will only be granted when coursework cannot be completed for a serious and compelling reason, such as family crisis or illness. Incompletes are assigned only at the end of the semester for an entire course, not for a specific written assignment within a semester.

Students must resolve an Incomplete on their transcript by one week before the start of the following term. There will be NO exceptions. Neither a faculty member nor a student can negotiate an extension of the incomplete deadline beyond this date. Under extenuating circumstances, this can be done through an EPC with the Program Director (see p. 8).

Failure to resolve Incompletes by the deadlines will result in students’ need to substitute an additional course at their own expense. When the Incomplete is in a required course, the student must take the same course or a course that fulfills the requirement.

Students must remain in clear communication with faculty and their Academic Advisor. Students should view their grades on AARC periodically. If an unexpected Incomplete is received on their transcript, students should be in touch with the faculty immediately to determine the reason.
## GRADING CHART

Consequences of Marginal Passes, Fails and Grades for Coursework and Field Placement

<table>
<thead>
<tr>
<th>GRADE(S)</th>
<th>CONSEQUENCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classes</td>
<td>1 B-, C or D</td>
</tr>
<tr>
<td>Field Placement</td>
<td>1 MP</td>
</tr>
<tr>
<td>Classes</td>
<td>2 B-, C or D</td>
</tr>
<tr>
<td>Field Placement</td>
<td>2 MP</td>
</tr>
<tr>
<td>Classes</td>
<td>3 B-, C or D</td>
</tr>
<tr>
<td>Field Placement</td>
<td>3 MP</td>
</tr>
<tr>
<td>Class and Field</td>
<td>3 MP or B-, C or D</td>
</tr>
<tr>
<td>Class or Field</td>
<td>F</td>
</tr>
</tbody>
</table>

Only the student is accountable for timely completion of Incompletes. An Incomplete can be resolved in the following ways:

- Finish the coursework by the appropriate deadline
- Convert the Incomplete to a Withdrawal in writing by the appropriate deadline. In this case, the student will be held responsible for the added expense of taking another course.

A student who does not complete requirements by the deadline or make a request for withdrawal in writing will have to take an additional course.

If a student receives a second Incomplete and, again, does not resolve this Incomplete by the deadline, the student will receive an automatic “F” and the grading policy consequences will apply.

### Extensions

Students are expected to complete course work assignments on time; instructors should clearly articulate policies regarding extensions on the course syllabus. An extension must be requested by a student prior to the due date of the assignment and a revised date for submission of work must be approved by the instructor. Late submission of written work without an approved extension may result in a lower grade.

No extensions can be granted for final assignments except in the case of an instructor-approved full-course Incomplete (see Incomplete Policy).

### Grade Grievance Policy and Procedure

A student with a grievance regarding a grade must first discuss the grievance with the instructor. This discussion must occur within one week of the grade posting. If issues are not resolved, the student may discuss the matter with the Program Direc-
tor. Such a discussion must occur soon after the student/faculty discussion. The Program Director should consult with the instructor, but the final decision regarding a grade rests with the instructor.

Academic Probation

A student who earns two grades of B-, C, or D in courses or 1 MP in Field will be placed on academic probation and will be required to have an EPC with either the Program Director or the Academic Advisor.

DISMISSAL FOR ACADEMIC OR MISCONDUCT REASONS

A student who earns a grade of “F” in one class or in field placement will be dismissed from the program. A student who cumulatively earns three grades of B- or below will be dismissed from the program. In the case of field placement performance, a student who earns two marginal passes in field placement may be dismissed from the program or may continue on probationary status. (See grading chart on page 5). A student who is dismissed from the program is informed of the dismissal in a meeting with the Program Director and/or in a letter from the Program Director. In most cases, prior to receiving a marginal pass grade or failing grade the student will have met with his/her instructor and Academic Advisor and participated in an EPC meeting to address poor performance issues through performance improvement plans and additional academic supports.

Students may be placed on probation, refused admission, or terminated from the program by the ASC for failure to meet generally accepted standards of professional conduct, ethics, personal integrity and/or emotional stability requisite for professional practice. Additionally, inappropriate or disruptive behavior towards clients, colleagues, faculty, staff (at school or in field placement) or students may also constitute grounds for a hearing by the Academic Standards Committee which can lead to a sanction of dismissal.

A student can be dismissed for professional misconduct in the online classroom, the online school community or in field placement. Guidelines for professional conduct are delineated in the Standards for Professional Practice and the NASW Code of Ethics. Ethical or behavioral misconduct charges are heard by the Academic Standards Committee (ASC). (See ASC, page 2.) The ASC reviews the charges, makes a finding and determines a sanction. Sanctions include but are not limited to additional course work, mandatory leave, probation or dismissal. A student is informed of the dismissal in a letter from the ASC and the Program Director. A dismissal can be appealed by following the appeals process on page 3.

Plagiarism charges are heard by the College Honor Board and can also lead to sanctions including dismissal.

TRANSFER AND WAIVER POLICIES

Transfer Course Credits from another MSW Program

Students entering the SSW may petition to transfer course credits taken in a CSWE-accredited MSW program at another institution. The student must submit the Petition to Transfer Credits Form (see Appendix II), provide an official transcript and a letter of good standing from the dean or assistant dean of the MSW program and request transfer credits during the admissions process. A maximum of 33 credits may be transferred. Transfer credits will not be accepted after the first term in the SocialWork@Simmons program. To be transferred, a grade of “B” or better must be received in the course. Courses for transfer must be at least three credits, and they must be taken on a graduate level. All degree requirements must be completed within five years of matriculation. At five years or more prior academic coursework must be repeated.

The School of Social Work does not accept transfer credits for any courses taken previously in a program that is not an MSW CSWE-accredited program. Neither certificate programs nor continuing education programs, even when taken in an MSW program, are eligible for transfer. Syllabi and other support material are required for the review of transfer requests. Requests will be reviewed for approval by the Program Director or his or her designee.
Transfer of an Elective Course Taken at another Institution

1. Matriculated students with special interests may be given permission to take one elective course at another institution or in another Simmons graduate program if:
   • it is a Master’s-level course at an accredited, degree-granting institution
   • the course content shows clear relevance to the social work degree
   • the course is not offered at SSW
   • the course earns a minimum of 3 credits and meets for at least the equivalent classroom contact hours as SSW

   Students must notify their Academic Advisor of such a proposal prior to the registration period. The advisor must review and approve the plan prior to its submission in writing to the Program Director.

2. If permission is granted, the student is responsible for the transfer of credit to Simmons at the end of the semester. Non-receipt of a transcript and the executed Transfer of Credit Form by the proper deadline in the final year could affect the student’s graduating on time. Students must receive a grade of “B” or better to transfer credit. The form can be obtained from the Program Manager or in Appendix II of this handbook.

3. Matriculated students may not take any required courses outside of the School of Social Work.

Waiver of Requirement (Research or Assessment and Diagnosis)

On occasion, a student may petition the director of the Program Director to waive a requirement in Research SWO-441, or Assessment and Diagnosis SWO-414, due to a graduate level course(s) taken in these areas in a non–social work program. The course(s) must have been taken within five years of admission and be closely equivalent to Research SWO-441 and Assessment and Diagnosis SWO-414.

The course syllabi and or any other documents requested by the Program Director must be presented for review. If the course requirement is waived, then the student must take another course of their choice in place of the waived requirement. These requirement waivers will only be considered at admissions or up to the end of the first term of a student’s matriculation into the program.

INDEPENDENT STUDIES

Due to limited faculty resources, independent study for course credit is not available to MSW students.

ADD/DROP AND CLASS WITHDRAWALS

Add/Drop

When dropping a course, students must be aware of the consequences on course sequencing and graduation requirements. Students should consult with their Academic Advisor.

Prior to the start of classes and until two weeks after the first day of classes for a term, students may add or drop classes without academic penalty, with the following caveats:

1. Adding an Elective is only permitted with instructor approval after the first class session and is not permitted after the second session.
2. It is the students responsibility to inform both instructors of the change and to account for any missed coursework.
Changing Sections of Two-Semester First-Year Classes

Students are required to remain in the same section of the two-semester or year-long classes for which they registered (SWO-421 and SWO-424). Students must register for each of these classes each term.

Drop/Withdrawal after the Second Class

A student may withdraw from a course up to the last day of the class. If a student needs to withdraw from any course after the two-week Add/Drop period, their Academic Advisor must be notified and the student must sign an Add/Drop form and notify the professor. The form can be obtained on the SSW website under the MSW Program, in Appendix II or from the Program Manager, and it should be returned to the Program Manager.

A withdrawal “W” will remain on the student transcript. The web address for tuition refunds is noted under Tuition Refund Schedule, p. 13. Any financial questions should be addressed to Student Financial Services for exact term-by-term and student information. Since withdrawal from a course alters the student’s schedule, the student must consult with their Academic Advisor about scheduling of field placements and classes and understand the consequences this may have on his or her graduation date. The student will need to pay to retake the course.

Drop/ Withdrawal from Field Placement after the Add/Drop Period

Please consult the Field Manual.

EDUCATIONAL PLANNING COMMITTEE (EPC)

When a student is having difficulty academically and/or in field placement, an Educational Planning Meeting is convened to help explore the nature of the difficulties and determine an educational plan that will address the difficulties and suggest remedies in the context of the School’s standards and expectations. The goal of an EPC is to make recommendations to address identified issues and work with the student to develop an educational plan.

The EPC is an ad hoc group made up of those who are knowledgeable about the student’s performance in classes or field placement. This will include some or all of the following, depending on the nature of the issues to be discussed: a student’s faculty (past or present), field supervisor, and Academic Advisor.

An EPC can be called by a student, Academic Advisor, Field Liaison or faculty member under the following circumstances:

1. When the student, Field Liaison or faculty member have been unable to resolve an issue and/or when issues merit the participation of the Program Director, such as in cases involving students with disabilities, health issues, persistent academic difficulties or repeated absences.

2. When a student receives a Marginal Pass (MP), B-, or C putting her/his future in the program at risk.

3. When there are problems, other than those mentioned above, in the field or classroom that need to be addressed by a small group of people working with the student.

Procedures for an EPC

1. When a faculty member or supervisor identifies a concern, the student should be informed as soon as possible in a meeting and/or in writing from the appropriate person. When the student identifies the concerns, s/he may initiate the EPC process through his or her Academic Advisor or the Program Director.
2. Prior to an EPC meeting the student and relevant faculty should be notified by the student’s Academic Advisor as to the purpose of the meeting along with a request for their input.

3. To schedule an EPC meeting with the Program Director, the Academic Advisor should inform the Program Manager of the following:
   - Dates and times when the advisor and the student are available to meet in a remote session
   - The urgency of the meeting (i.e. within one week, two weeks, etc.)
   - The names of any faculty whose attendance at the meeting is essential or of high importance
   - The names of any additional faculty who should be invited once the date and time have been determined

4. When the EPC has been scheduled, the Program Manager will confirm the date, time, and place with the Academic Advisor and faculty member. The advisor should then notify the student.

5. If a faculty member is unable to be in attendance, he/she should reply in writing or by phone to the Academic Advisor regarding the student’s status in their courses. The EPC can proceed with the minimal membership described above once all the notified parties have responded. The Academic Advisor should make every effort to obtain current information about the student’s performance in all sequences.

6. In most instances, the EPC will review the issues at the beginning of the meeting without the student present and then the student will join the meeting, where their participation and input will be critical to the determination of outcomes and recommendations for the EPC.

7. Following an EPC, the Academic Advisor will complete the EPC form summarizing the outcome. This form will be sent to the Program Manager. The EPC is reviewed by the Program Director and revised as needed or approved. The final copy will be sent to the student, and a copy will be kept on file by the Academic Advisor during the student’s tenure at the school.

MID-SEMESTER ACADEMIC REVIEW

Faculty who have concerns about a student’s academic or field performance, attendance or professional behavior will first discuss these concerns directly with the student and may notify the student’s Academic Advisor. If the concern or difficulty persists, the student’s Academic Advisor must be informed.

Mid-semester academic reviews will take place regularly, during which faculty will be asked to identify any student who is experiencing field or academic difficulties. If a faculty member intends to include a student’s name in the mid-semester academic review, the faculty member must inform the student and the student’s Academic Advisor. The concern will be “flagged” for further exploration. The advisor will be in contact with the student and generally, an Educational Planning Committee meeting, convened by the student’s Academic Advisor, will follow.

WRITTEN ASSIGNMENTS

Submission of Papers

Students should follow instructor guidelines for paper submission.

Rewriting of Graded Papers

Students may, at the instructor’s discretion, be given the option of rewriting a paper that has received a grade of “B-” or “C” or below. However, final course assignments may not be rewritten.
CHANGE OF PROGRAM STATUS/PROGRAM COMPLETION

All degree requirements must be completed within five years of matriculation. At five years or more, prior academic coursework must be repeated. Any changes in program status (full-time to extended or vice versa) must be discussed with and approved by the Academic Advisor, and may not be possible.

DEGREE COMPLETION POLICY

Students enroll in the full-time program or in the extended program. The full-time program is completed in approximately 18 months. The extended program is completed in as few as 2.5 years. (See sample schedules on p. 21.)

LEAVES AND WITHDRAWAL FROM THE PROGRAM

Withdrawal from the Program

Students who do not enroll for consecutive terms and do not formally apply for a leave of absence will be automatically withdrawn. Students should only choose to withdraw when they are confident that they will not be returning to the School of Social Work (transferring to another school, or deciding not to pursue a social work degree). If a student intends to return to the SSW, a leave of absence should be requested. Withdrawal from the program would require the student to formally reapply to the program if the student decided to return at a later date.

Students who decide to withdraw from SocialWork@Simmons must:

1. Notify and discuss the decision with their Academic Advisor.
2. Submit a letter to the Program Director and cc: the Program Manager notifying the School of intent to withdraw.
3. Recipients of financial aid should also notify the Office of Student Financial Aid.

Leaves of Absence

Also see Change in Program Status/Degree Completion Policy, p. 10.

To be considered for a leave of absence, students must follow the policies below. Students who fail to follow the policies will be withdrawn from the program and need to reapply.

Students in good standing can take a leave of absence of up to two years from the SocialWork@Simmons program without needing to reapply. Students who require a leave of absence must meet with their Academic Advisor, make a formal request for a leave of absence in writing to the Program Director, complete the Leave of Absence Request Form and return it to the Program Manager. If and when the student decides to return, written notice must be provided to the Program Director at least three months prior to the return. An EPC may be required to discuss plans for completion of the program. Should a leave of absence extend beyond two years, the student will need to formally reapply to the program.

If a student wishes to take a leave where there are issues in field or academic performance, professional conduct or other area of concern, an Educational Planning Committee meeting must be held before the student’s departure. At this time the Committee will identify what needs to be addressed before the student is allowed to return. The student will receive a letter stating that this is a conditional leave of absence. The student should complete a Leave of Absence Form and return it to the Program Manager. To return from a conditional leave, the student must write a letter requesting return to the Program Director and cc: the Program Manager three months prior to their requested return date, then meet with the Program Director and Field Education Director or the Academic Standards Committee to request permission to return from the leave.
Medical Leave of Absence

Students who are in good standing can request a medical leave of absence. A student must meet with the Program Director and complete the Leave of Absence Form. In addition, medical documentation must be provided prior to approval for the leave and prior to return. Return from medical leave requires a written approval from the student’s medical provider certifying the student’s ability to return to full-time or extended program status. Factors to be taken into consideration for return from a medical leave include certification that the medical condition that necessitated the leave is no longer present or is under treatment that would permit return to the rigors of graduate clinical social work education (field and classes). Students returning from mental health hospitalizations should consult the Simmons College Policy for Return to College for Students Hospitalized for Mental Health Reasons for additional guidelines.

Leave of Absence for Performance Reasons

When a student has a performance issue(s) that seriously affects performance in class and/or field, attendance and the student’s capacity to sufficiently progresses toward degree completion, or the ability to safely and independently function in a clinical setting and perform professional duties, an Educational Planning Committee will be convened to determine the student’s ability to remain in the program. The Program Director, in consultation with faculty and/or field supervisor(s), may require a leave of absence for performance reasons. A final communication in writing will come from the Program Director within seven days after the meeting. The student should complete the Leave of Absence Form and return it to the Program Manager.

The Program Director, in consultation with the faculty and field supervisor, will determine the conditions of the leave and the re-entry process. The Dean will be informed of students who are placed on required leaves.

Re-entry after Leave of Absence for Performance Reasons

For re-entry after a required leave of absence the student on leave must:

1. Present evidence that the conditions of the leave have been met.
2. Send all reports or documents requested in the leave of absence letter addressing the suitability of return to academic and clinical work.
3. In some instances, the School may request an independent evaluation by the Simmons Counseling Center and/or appropriate medical, mental health or educational professional for the purpose of clearance to return to classes and placement.
4. Meet with the Academic Standards Committee, who will review the request to return and make a decision regarding re-entry, when required.

Academic Standards Committee Re-Entry Review

The Program Director will consult with the Committee regarding the need for a full committee review. The ASC will be asked to review the submitted materials, interview the student and make any collateral calls necessary to make the decision regarding re-entry. In such cases where a medical clearance is required, the Program Director will communicate with the appropriate medical personnel regarding recommendations on readiness to return. The student will be notified in writing of the committee’s decision within seven days after the meeting.

The Academic Standards Committee may decide to:

- Re-admit the student to field and classes
- Re-admit the student to classes with further evaluation for admission to field
- Not re-admit the student
- Leave of Absence from Field (see Field Manual for details)
GRADUATION POLICY

The Faculty and the Board of Trustees grants degrees four times per academic year. The dates are the third Fridays of January, May, August and October. The College has one graduation ceremony, held in May on the third Friday.

Students must complete all degree requirements in order to be eligible for the degree. In certain instances, the College may allow a student to participate in commencement if the student can demonstrate that he/she will complete the degree before the third Friday of October. Permission must be granted by the Program Director.

ATTENDANCE

The administration and faculty of this program require that students attend all classes and meet the requirements and obligations of their courses. Participation in class discussions is as central to learning as completing assignments. Lateness and/or absence will be factored into the evaluation of a student’s performance and final grade. A student may be absent from one class per semester without penalty. Additional absences and/or lateness will affect the student’s evaluation and grade. If an emergency requires a student to miss a class, the student is responsible for notifying the professor in advance of class, and is required to make up lost content or work. See the Field Manual for field education attendance process.

Religious Observance/Student Absence

Students who are unable, because of their religious beliefs, to attend classes or to participate in an examination, class, or work requirement on a particular day shall be excused from the class, study, or work requirement and shall be provided with an opportunity to make up the examination, study, or work they may have missed, consistent with Massachusetts General Law Chapter 151c, Section 2b. That law states:

“Any student in an educational or vocational training institution, other than a religious or a denominational education or vocational training institution, who is unable, because of his/her religious beliefs, to attend classes or to participate in any examination, study, or work requirement on a particular day shall be excused from any such examination or study or work requirement, and shall be provided with an opportunity to make up such examination, study, or work missed because of such absence on any particular day; provided, however, that such make-up examination or work shall not create an unreasonable burden upon such school. No fees of any kind shall be charged by the institution for making available to the said student such opportunity. No adverse or prejudicial effects shall result to any student because of his/her availing himself of the provisions of the sections.”

A student should inform the instructor prior to missing a class, if the student expects to miss class as a consequence of his/her religious observances.

Questions about absences for religious observances should be directed to the Program Director.

Students in Field Placement should consult the Field Manual for procedures and policies governing the request of release time for religious holidays.

CORRESPONDENCE FROM SSW

Students must activate and maintain a Simmons College e-mail account. All school-related correspondence will take place only through the Simmons e-mail. Simmons e-mail can be forwarded to a personal e-mail address, but it is the student’s responsibility to make certain that Simmons e-mail is checked regularly year round (including summer).
COURSE EVALUATIONS

Each course is evaluated by students at the last class meeting. The evaluations can be reviewed by the instructor only after student grades have been submitted. Evaluations are reviewed by the instructor, the Program Director and the Dean.

TUITION REFUND SCHEDULE

Please consult the Student Financial Services office or see www.simmons.edu/financialaid/accounts/refunds.php for the exact dates and a description of the financial implications.

ADMISSIONS

MSW Program Admission Criteria

Applicants must hold a bachelor’s degree from an accredited college or university, achieving at least a B (3.0) average; it is desirable that applicants have a balanced liberal arts education on the undergraduate level. Relevant experience through summer employment, volunteer work during/after college, and/or full-time employment in the human services field after college graduation is required.

Applicants must show a commitment to social work values and personal qualifications for social work, evidenced in the applicant’s Statement of Professional and Educational Intent, and the applicant’s letters of recommendation. No standardized test scores are required. An interview is not required; however under certain circumstances the school may require an interview with the Program Director after application review. No course credit is given for life or work experience.

Process and Procedure for Evaluating Applicants

Application files are read by the Program Director and members of the admissions team. Each applicant’s file is reviewed against the criteria for admissions. Based on the evaluation of application materials, an applicant is accepted or rejected. An application can be given an additional review if requested by the first reader. On occasion, an applicant may be offered conditional admission.

OTHER ADMISSIONS REQUIREMENTS

Final Transcripts

Accepted applicants who are in the process of completing a degree program must send a transcript with final grades in order for the acceptance to be made final.

STUDENT PARTICIPATION IN GOVERNANCE

Students participate in the governance of the SSW through the SGA and through membership on SSW committees. Through these vehicles students participate in the formulation and modification of academic and student affairs.
Student Organizations

Students can initiate the formation of a new organization at any time in consultation with the Program Director.

OTHER SIMMONS COLLEGE POLICIES

Note: In some instances the School of Social Work and the College may have different policies, an example is, the Leave of Absence Policy. In the instance where the policies differ, usually the School of Social Work policy takes precedence.

Please visit http://simmons.edu/handbook/ for College Policies on the following topics.

- Family Educational Rights and Privacy Act
- Hazing Policy
- Honor System
- Intellectual Property
- Notice of Non-Discrimination and Grievance Procedures
- Policy for Return to College for Students Hospitalized for Mental Health Reasons
- Policy on Valuing Diversity
- Prohibited Conduct
- Sexual Assault
- Sexual Harassment
- Student Rights and Responsibilities Statement
- Students with Disabilities
- Veterans’ Benefits
Appendix I
SIMMONS COLLEGE SCHOOL OF SOCIAL WORK

SIMMONS SCHOOL OF SOCIAL WORK
STANDARDS FOR PROFESSIONAL PRACTICE EDUCATION

Introduction

Students are expected to have knowledge of and to adhere to the NASW Code of Ethics, which outlines the behavior and responsibilities expected of professional social workers. Under the NASW Code of Ethics, students studying for their MSW degree are considered to be social work professionals and are subject to the NASW Code of Ethics.

Simmons students are also expected to adhere to the Simmons Honor Code which can be found at http://my.simmons.edu/life/handbook/schools/graduate/honorcode.shtml, and to uphold the SSW Standards for Professional Practice Education which are set forth below.

Every SSW student is obligated to be familiar with and abide by these internal and external standards, which govern our school and our profession. Ignorance of these professional standards is not an excuse for non-compliance.

Self-Awareness, Self-Assessment and Self-Monitoring

You are expected to make a commitment to learning about self-awareness and to using self-reflection consistently and genuinely. Accepting supervision and incorporating feedback are critical to this process. As you progress through the SSW program, you are expected to accurately assess your own strengths and limitations and to display a willingness to examine and change behaviors that interfere with your work at a field placement or in the classroom. Included in this is a willingness to diligently examine and address your own biases.

Openness and Willingness to Learn, Flexibility and Adaptability

As an SSW student, you are expected to demonstrate openness to, and active engagement in, learning new ideas and perspectives. You should actively seek to understand the worldview and values of others. As required by the demands of professional practice, you should be flexible and adaptable in new situations and as circumstances change.

Interpersonal Skills

You are expected to demonstrate the interpersonal skills and capacities needed to relate to clients, agency colleagues, fellow students, faculty and staff. The capacity and skills to actively engage with others across difference and in situations of conflict should improve and deepen as you progress through the SSW program.

Communication Skills

In all oral, written and electronic communication you are expected to be respectful of others. In electronic communication you should adhere to professional boundaries. In the classroom, you are expected to take responsibility for your role in discussions. You should strive to use active listening skills and to express ideas clearly. You are expected to self-monitor and not dominate a discussion. Increasingly, as you progress through the program, you should be able to communicate effectively in writing, both in classroom assignments and in your field placement. As an SSW student, it is your responsibility to use resources to improve academic and field performance when problems in communication have been identified and brought to your attention for remediation.
Critical Thinking Skills

As you progress through the SSW program, you are expected to be able to frame and address problems in a disciplined way and engage at greater levels of independence in problem-solving efforts. Increasingly, your problem-solving efforts should be well-reasoned, examine multiple perspectives and worldviews, integrate evidence and knowledge, and lead to well-supported decisions and conclusions.

Presentation of Self

Upon entry to the program, you are expected to commit to learning what is required for professional behavior. Professional behavior includes the ability to evaluate and respond to the demands and expectations of classroom and field placement environments, and the larger college community. Professional behavior also includes being punctual, dependable, and accountable and being able to prioritize responsibilities. Appearance, dress and general demeanor can reflect professional behavior.

Self-Care

You are expected to recognize your own current life stressors and to seek ways to mitigate the effect of these stressors and field performance. In accordance with the NASW Code of Ethics (sec 4.05), social work students should not allow their own personal problems or issues to interfere with their judgment and performance or to jeopardize the best interests of people for whom they have professional responsibility. Social work students whose personal problems, psychosocial distress, legal problems, substance abuse or mental health difficulties interfere with their judgment and responsibilities should immediately seek consultation with a faculty advisor, faculty member, or supervisor who will determine and assist in the necessary steps and actions related to field placement and course work.

Acknowledgements:
School of Social Work University of Texas, Austin
Hunter College School of Social Work

Application of Standards

1. The standards help to create a professional practice culture in the school.
2. The standards will be used to provide a framework for discussions when giving feedback to a student or group of students who are displaying problematic behavior. Intended as educational, these conversations occur in the context of a meeting between a student or students and a classroom instructor, advisor, supervisor or other SSW community member.
3. The standards will be used to initiate an EPC process and to inform decisions and plans emanating from an EPC meeting.
4. At the discretion of the Assistant Dean, a student whose behavior constitutes an ethical violation or a serious and persistent infraction of the standards will be referred to the academic standards committee of the SSW. The finding of this committee may lead to one of the following actions: refusal of admissions, probation, dismissal or other disciplinary actions.
5. In some instances, such as cases of plagiarism, a case will be reviewed by the College Honor Board.
Academic Guidelines
ADVISING

Academic Advising

The Academic Advisor provides guidance in regards to concerns or conflicts that might arise with course progression, plans of study, and leave(s) of absences. In addition, your Academic Advisor might assist with clarification of your learning styles and needs, along with guidance with materials found in any of your student handbooks. Your Academic Advisor will serve as an advocate during your tenure as a graduate student and will help to connect you with academic and other support.

Field Advising

Each year students in field placements are assigned a Field Liaison who serves as both a liaison between the student and the field placement agency and as the student’s field advisor. The liaison collaborates with field agency instructors in evaluating student progress and learning and when necessary serves as a mediator in problem situations. The liaison is also involved when the student experiences problems in the classroom, and consults with the classroom faculty, student and administrators as needed. Throughout the academic year students should meet with their Field Liaison to discuss academic performance concerns, educational interests, special needs and career plans.

OPTIONS FOR COMPLETING THE ONLINE MSW DEGREE

The Full-Time Program

Students in the full-time SocialWork@Simmons program typically require 1.5 years to complete their degree. Internships are two days (16+ hours) per week for the Foundation year and 2.5 days (20+ hours) for the Advanced Year. Students take a total of four courses concurrently on the other days.

The Extended-Study Program

The Extended-Study Program offers students the option to expand the full-time program into two-and-a half, three or four years. In the first year students take two classes a week. In the subsequent years, students take between two and four classes per week for classes and field placements. Most students complete the program in three years. Internships, taken during the second and third years of the program, are two days (16+ hours) per week in terms four and five, and 20+ hours per week in terms seven and eight.

Working and the Extended Program

We understand the multitude of reasons that students work while completing the MSW program. However, we do not recommend working full-time when completing the two required field placements.

For many students it is possible to continue full-time work during the first year, but students should explore all options available to work less than full-time when completing the field placements and taking concurrent courses. For many students, the amount of time spent attending classes and reading and writing outside of class is significantly higher than was necessary in their undergraduate program. This level of responsibility is substantial. You may need to make accommodations in your non-SSW life during your enrollment in the MSW program in order to maintain good academic standing. Since this may mean a decrease in income, it is recommended that you start early in the program to make plans. Be sure to consult with the Office of Financial Aid about all options available to you.
# SociaWork@Simmons Course Sequence

## Full-Time SociaWork@Simmons

<table>
<thead>
<tr>
<th>Term 1</th>
<th>Term 2</th>
<th>Term 3</th>
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<td>(14 Weeks)</td>
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<tr>
<td>441 Social Work Research (3)</td>
<td>577 Social Work with Groups (3)</td>
<td>424A Advanced Clinical Practice (3)</td>
<td>424B Advanced Clinical Practice (3)</td>
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<tr>
<td>401 Social Welfare Policy and Services (3)</td>
<td>409 Dynamics of Racism and Oppression (3)</td>
<td>523 Advocacy &amp; Social Action (3)</td>
<td>509 Evaluation in Social Work Practice (3)</td>
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<td>414 Assessment &amp; Diagnosis (3)</td>
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**Credits**

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## Extended SociaWork@Simmons

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<td>523 Advocacy &amp; Social Action (3)</td>
<td>414 Assessment &amp; Diagnosis (3)</td>
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1. For the first two terms of the first cohort only (July 2014), 577 Social Work with Groups will be swapped with 411 Human Behavior in the Social Environment.
# SocialWork@Simmons

## STUDENT COURSE CREDIT CHECKLIST for Full-time and Extended Program Students

Name: _______________________________   Status: FT □  PT □  Anticipated Graduation Date: ___________ ___

<table>
<thead>
<tr>
<th>Required Courses (Check box when complete.)</th>
<th>Course #</th>
<th>Credits</th>
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<td>□ Assessment and Diagnosis</td>
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<td>□ Evaluation in Social Work Practice</td>
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</table>

Total Credits 65

* It is the student's responsibility to plan schedule according to requirements. Students who have selected to complete a specialization should consult specialization course lists for requirements.

For students who have completed a specialization:
To graduate with a specialization designation a student must complete all specialization requirements. List the specialization courses you have already completed and the courses you will complete by graduation.

Please note that specializations are only granted with approval of the Program Director.

Specialization ____________________________

Elective title & course number ____________________________ semester taken _________

Elective title & course number ____________________________ semester taken _________

Elective title & course number ____________________________ semester taken _________

Approval of Specialization/ Coordinator ____________________________ date _________
FIELD EDUCATION

Please see the Field Manual for more information.

REGISTRATION

Course registration for SocialWork@Simmons students typically will open five weeks prior to the first day of classes for any given term. Students will receive a registration notification e-mail the Friday prior to registration opening. This e-mail will include the classes that students will be registering for, the term to select and screen shots showing how to register.

All registration is done on AARC, the Simmons College online registration system. Students should consult with their Academic Advisor about course selections and course sequencing, the Simmons Service Desk (617-521-2222) for AARC technical issues, and the Registrar’s Office (617-521-2111 or aarcsupport@simmons.edu) regarding AARC registration error codes and registration issues. Other questions should be directed to their Academic Advisor or Student Support representative.

PREREQUISITES

The SSW Curriculum Committee determines the needed prerequisites for the SSW courses. When students register for a course, they must have satisfactorily completed the required courses prior to the start of the next semester. There are no exceptions to this policy. At times, AARC mistakenly allows students to register for courses for which they have not met the prerequisites. We expect that students will be familiar with prerequisites and not rely on AARC.

It is the student’s responsibility to understand the necessary prerequisites prior to registration and be certain they are in the proper courses. If a student is in a course for which they have not met the prerequisites, they may be asked to drop the course or take the course again at a later date.

GRADUATION INFORMATION

The Faculty and the Board of Trustees grants degrees four times per academic year. The dates are the third Fridays of January, May, August and October. The College has one graduation ceremony, held in May on the third Friday.

Students must complete all degree requirements in order to be eligible for the degree. In certain instances, the College may allow a student to participate in commencement if the student can demonstrate that he/she will complete the degree before the third Friday of October. Permission must be granted by the Program Director.

Diplomas

Diplomas will be mailed directly to students using the address on AARC approximately six weeks after degree conferral. It is important that the student’s address is correct on AARC.

Replacement diplomas cost $35. Diplomas will not be ordered for students who don’t return completed Petitions to Graduate. Late petitions may delay the availability of your diploma.
TRANSCRIPTS

Transcripts can be ordered through the Registrar’s Office at any time after the conferral of degrees. To order, log onto AARC, click “transcript requests” and follow the directions.

AARC will remain operational for students until approximately two months after graduation and transcripts will be free during this period. If you need to order transcripts after that time, visit the Simmons Registrar’s web page (http://www.simons.edu/offices/provost/registrar/) and follow the directions listed there. There will be a fee depending on your choice of options, such as expedited service.

GRADUATION REQUIREMENTS

Please refer to the chart below.

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<tr>
<th>SocialWork@Simmons Courses Required for Graduation</th>
<th>credits</th>
<th>Advanced Classes</th>
<th>credits</th>
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<tbody>
<tr>
<td><strong>Foundation Classes</strong></td>
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</tr>
<tr>
<td>Social Welfare Policy and Services</td>
<td>SWO-401A</td>
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<td>3</td>
<td>Evaluation in Social Work Practice</td>
</tr>
<tr>
<td>Field Education Year I (First Term)</td>
<td>SWO-446A</td>
<td>4</td>
<td>Required Elective: Social Action</td>
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<td>SWO-446B</td>
<td>5</td>
<td>Open Elective</td>
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<tr>
<td>Dynamics of Racism and Oppression</td>
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<td>3</td>
<td>Open Elective</td>
</tr>
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<td>Social Work with Groups</td>
<td>SWO-577</td>
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</tr>
<tr>
<td>Assessment and Diagnosis</td>
<td>SWO-414</td>
<td>3</td>
<td>Open Elective</td>
</tr>
</tbody>
</table>

Total Credits: 65

Students are responsible for tracking their own credit requirements. Regular meetings with Academic Advisors and review of AARC transcripts are encouraged to keep track of credits completed and needed.

STUDENTS WITH DISABILITIES

The Simmons College Office of Disability Services provides support services and reasonable accommodations when requested by students who qualify for them. If a student is interested in accessing the services of the Disability Services Office, they should contact the Disability Services office (617-521-2474 or e-mail Timothy Rogers at timothy.rogers@simmons.edu). Students can seek assistance in contacting Disability Services by meeting with their Academic Advisor. Students are encouraged to inquire about these services if they are interested in learning more about accessing services.
SPECIALIZATION INFORMATION AND DESCRIPTIONS

Students can choose one of four specializations and request to specialize. Students are not required to specialize.

Areas of Specialization

• Child and Family
• Health and Aging
• Mental Health and Substance Abuse
• Trauma and Interpersonal Violence

To specialize, students will need to complete three electives from the specialization in total, and at least two MUST be from the required list. Students will also need to complete an Advanced-Year field placement in an area related to the specialization.

Having a specialization will mean that students will have less flexibility in their schedule, as they will need to register for specific classes that are only scheduled on certain days or evenings. Students should take this into consideration as they make their decision.

Students are encouraged to speak with their Field Liaison or Academic Advisor regarding any questions they have about selecting a specialization.

Choosing a Specialization

What is a specialization?
Each specialization has a list of required courses from which you must choose your Advanced-Year electives. Your choice of specialization will also guide the selection of your Advanced-Year placement. Specializations will help you to learn one area of social work practice in more depth. However, selecting a specialization will limit flexibility in your schedule.

Must I choose a specialization?
No, specializations are optional. Students who decide not to specialize will choose Advanced-Year electives from the full list of elective offerings and will be eligible for placements that fit their learning needs. Generally speaking, students will have equal access to all placements for which they are qualified.

How will choosing a specialization impact my Advanced-Year field placement?
Your choice of specialization will help guide you, your advisor, and the placement team in your selection of placement possibilities. The placement team will work with you to help identify placements that will provide opportunities to advance your knowledge and skills related to your specialization. Many types of placements will offer opportunities to work within a specialization. In considering placement options, students will be encouraged to think broadly.

If I choose a specialization, am I guaranteed a specific type of placement?
There are many types of placements that will meet the learning needs for each specialization. Your specialization choice does not dictate a specific placement. For example, while some students in the Health and Aging specialization may be in a hospital, other examples of placements might include hospice, health centers, AIDS programs, nursing homes and schools working with children with health issues.

Please see the descriptions on the following pages.
Clinical Specialization: Child and Family

Child and family social work practitioners endeavor to improve child and family well-being by seeking out protective factors that exist within individuals and in the social contexts (e.g., family, school, work, neighborhoods and communities) where children and families live. Through this process child and family practitioners work with people in their communities to draw on these protective factors as a means to build capacity. As a result children and their families learn how to succeed through the adversities of living in social environments challenged by stress, poverty, disorganization and/or oppression.

Social work practitioners who specialize in the area of child and family at Simmons School of Social Work demonstrate mastery in content relative to child and family development, attachment and neurobiology, as well as systems theory and community development. Child and family practitioners also draw on human rights and social justice theories as well as theories of racism and oppression to manage the many dilemmas faced in practice settings.

Child and family social workers are often employed in schools, child protection settings, hospitals, courts and community-based mental health centers, which include but are not limited to residential services, outreach, health and education services, adolescent and family court services and home-based therapy. They show adeptness in engaging children and families and navigating systems and policies, are able to evaluate and critique research and data relevant to children and families, describe pathways to best practices and demonstrate influencing skills to create change. For example, a child and family practitioner can see what is, assess what ought to be (based on an integration of one’s knowledge of best practices, which comes from the Simmons programming relative to child and family) and then determine what has to happen strategically to move in the direction of ought to be, (i.e., this is what is meant by “influencing skills,” which can mean and cover a lot of different things such as dialogue, action or research, etc.).

Emerging practitioners specializing in child and family issues are required to complete at least TWO courses from the required list and create a web-based portfolio demonstrating child and family specific competencies they have gained as part of the requirements of the degree. Requests to substitute ONE required course with a recommended course will be considered on a case-by-case basis.

Clinical Specialization: Health and Aging

Students in this specialization may concentrate in health or aging or can combine both areas for a dual focus on health and aging. Students will be prepared for careers as clinicians, case managers, program directors and administrators, providing social work services in a range of health care settings including neighborhood health centers, community and rehabilitation hospitals, large urban medical centers, AIDS service organizations and hospice programs.

HEALTH

Students focusing on health will develop skills and expertise in clinical work with individuals and families in health care settings, skills in larger systems interventions and an understanding of the social work role in interdisciplinary collaboration. Course content for this specialization reflects a diverse area of health concerns including end of life care, disabilities and chronic and co-morbid conditions, spirituality, ethical and legal dilemmas. Biopsychosocial dimensions of health, illness and care will be framed in the context of current and emerging health care systems. At least a basic understanding of disciplines including psychiatry, medicine, nursing, pharmacy and adjunctive disciplines is expected of all students. Course content will range from pediatric to geriatric health issues with opportunities for students to develop expertise in specific areas. Students will also have access to a diverse array of field placements providing a wide range of opportunities to learn their role and how to work as a social worker in broad-ranging settings from acute care hospitals, medical specialties and newly emerging care delivery systems within multidisciplinary health arenas.

AGING

This specialization focuses on the full range of health, illness and mental health services for older adults and caretakers and their multigenerational family constellations. The specialization will include understanding of aging-specific issues and services such as aging in place in home and community, transitional living related to independent functioning, mental health, substance abuse, faith-based organizations and condition-specific initiatives in areas such as such as dementia and Alzheimer’s disease. Students will learn relevant clinical skills for work with individuals and families and will also learn about related social policies at the local, state, national and international level. Students will also examine the way in which social policies,
Clinical Specialization: Mental Health and Substance Abuse

This specialization prepares students for careers in mental health and/or addictions. This includes work with clients struggling with severe and persistent mental illness, those with addictions and those with co-occurring mental illness and substance use disorders, who receive care in acute care settings such as inpatient units, detoxification settings and partial or day hospitals. The specialization is also designed for students who wish to work with clients with psychological and social problems of a less severe nature who receive help in mental health clinics and family agencies.

In conjunction with aligned field settings, electives provide students skills in rapid assessment and more thorough evaluation and formulation. They will learn to use several treatment modalities such as psychodynamic therapy, cognitive behavioral therapy and group therapy. They will become skilled at developing treatment relationships and differentially using themselves with a wide range of clients over time or in brief encounters. They will deepen their theoretical understanding of mental illness, neurobiology, addictive behavior and treatment processes. In addition to the above-named clinical skills, those who specialize in mental health and/or addictions will understand the ways that larger systems, institutions and stresses associated with racism, poverty, immigration and oppression are implicated in mental illness and substance abuse. Additional electives consistent with this specialization are trauma, immigration and spirituality.

Students specializing in mental health and addictions are required to take three courses in clinical methods, theory, larger systems issues (e.g. immigration) or associated conditions (e.g. trauma), two from the required list and one from the recommended list. It is also expected that they will select projects in Social Action and Evaluation courses that involve mental health or addictions.

Clinical Specialization: Trauma and Interpersonal Violence

The concentration in trauma violence and criminal justice builds on Foundation Year required courses and Field Placement. We view early attachment disruptions, neglect, trauma, family, community and global violence as a spectrum. Some social workers practice primarily with victims and survivors and their families and communities. Others work in “extreme settings” such as courts, jails or prisons. We believe that to be a competent social worker, we need to be comfortable with both ends of the spectrum and everything in between. Faculty with years of practice and policy experience will prepare you for this challenging and rewarding field of social change.

CORE COMPETENCIES:

1. To learn the social ecology of the criminal justice system, thereby preparing graduating social work students to be agents of change.
2. To learn how to be an effective “guest” in a “host” environment (i.e., prison, court, police station, district attorney’s office, etc.).
3. To learn the assessment and treatment of involuntary clients, informed by strengths-based models that embrace social justice.
4. To be trained equally to work with juvenile and adult clients; males and females; victims and offenders; and individuals, families and groups.
Appendix II
Forms
**Personal Information**

Name ________________________________________________________________
(First) (Middle) (Last) (Any previous last name)

Date of birth _________________________ Program start date ____________________________

Simmons ID # ________________________ Gender: □ Female □ Male

_______________________________________________________________________________

Current mailing address

_______________________________________________________________________________

City __________________ State ________ Zip code ____________

Permanent mailing address (if different than current address)

_______________________________________________________________________________

City __________________ State ________ Zip code ____________

Telephone_____________________ Work telephone_____________________ Cell________________

Non-Simmons e-mail address:_________________________________________________________

Reason for leave

_______________________________________________________________________________

_______________________________________________________________________________

_______________________________________________________________________________

Dates of any previous leaves of absence:______________________________________________

Program in which you are enrolled:

□ MSW Full-time □ MSW Extended Program (3 or 4 years)
Effective date ____________________   Intended date of Return ____________________

According to school policy, a student can take a leave of absence from the program for up to two academic years without having to go through formal reapplication. Beyond that time, you would need to contact the Admission Department and reapply as a new student. **Beyond five years, any academic credits will no longer be applicable to the degree. The entire degree must be completed within five years.**

Students should notify their current instructors that they are taking a leave of absence, and should withdraw from classes on AARC. If the add/drop period has passed, please send a request to the Academic Advisor to be withdrawn from classes.

Students who receive financial aid must inform the Office of Student Financial Services of their leave of absence (617-521-2001).

I certify that the information supplied on this form is accurate and complete, and I understand that by submitting this form I agree to abide by and be subject to the institution’s rules, regulations and disciplinary code.

________________________________________________________________________________________

Student’s Signature          Date

Please mail this completed form to:
SocialWork@Simmons Program Manager
Simmons School of Social Work
300 The Fenway, P414-A
Boston, MA 02115

________________________________________________________________________________________

[For Office Use Only]

Date Received: _____________________

Date Approved: _____________________

________________________________________________________________________________________

Associate Dean’s Signature          Date

Comments:

________________________________________________________________________________________
SocialWork@Simmons

Add/Drop Form

Name _____________________________________      Date ______________

Student ID _________________________

Program: _____ Full-time   _____ Extended   Ant. Graduation Date _______

Cohort _____ Term _______

Courses to be Added
Total credit hours added _______

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Credit Hours</th>
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Courses to be Dropped
(Note: SSW students may drop a class up until the last day of class, but will receive a “W” except Field Placement)
Total credit hours dropped _______

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Credit Hours</th>
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</table>

Note to Registrar’s office: A student may drop a class and receive a “W” up to the last day of class except Field Placement SW 446,447,547, and 596.

Student’s Signature __________________________________________

Please submit this form to your Academic Advisor.

Processed on: _______________      By: _________________________
SocialWork@Simmons
Request for Specialization

PLEASE PRINT CLEARLY

Student Name_________________________________________________________________________________

Student ID Number _____________________________________________________________________________

Student Simmons E-mail Address________________________________________________________________

SPECIALIZATIONS

Please select your first and second choice of specialization. “No Specialization” can be selected as your second choice. Indicate first choice with a 1 and second choice with a 2. If you choose not to specialize, you do not need to complete this form.

- Trauma and Interpersonal Violence___________________________
- Child and Family__________________________________________
- Health and Aging___________________________________________
- Mental Health and Addictions_______________________________
- No specialization___________________________________________

To graduate with a specialization, you must complete all requirements of the specialization you select. It is the student’s responsibility to be aware of and meet all requirements. Each specialization has a list of required and recommended electives. To specialize, a student will need to complete three electives related to the specialization. At least two should be from the required list, with the third from either the required or the recommended list.

______________________________________________________________________________________________

Student Signature                                Date

Please return your completed form to your academic advisor.

_______________________________________________________________________________________________________

Bottom portion for use by the School of Social Work and the Registrar’s Office only

Specialization granted:

______________________________________________________________________________________________

Must be counter signed by the SW@S Program Director

______________________________________________________________________________________________

Dana Grossman Leeman, SW@S Program Director                                Date
SocialWork@Simmons
Request to Change Specialization

PLEASE PRINT CLEARLY

Student Name_________________________________________________________________________________
Student ID Number ______________________________________________________________________________
Student Simmons E-mail Address____________________________________________________________________

REASON FOR CHANGING SPECIALIZATION ____________________________________________________________
_________________________________________________________________________________________________
_________________________________________________________________________________________________
CURRENT SPECIALIZATION
• Trauma and Interpersonal Violence___________________________
• Child and Family__________________________________________
• Health and Aging_________________________________________
• Mental Health and Addictions_______________________________
• No specialization________________________________________

REQUEST FOR NEW SPECIALIZATION: (SELECT ONE)
• Trauma and Interpersonal Violence___________________________
• Child and Family__________________________________________
• Health and Aging_________________________________________
• Mental Health and Addictions_______________________________
• No specialization________________________________________

Advisor Signature_________________________________ Student Signature________________________________________
Date   _____________________              Date   _____________________

All requests for changes must be reviewed by your Academic Advisor; please return this form to her/him. Changes may affect course selection and placement planning, and may have implications for graduation date.

Request for change approved yes_______ no________

_____________________________________________    _____________________
Dana Grossman Leeman, SW@S Program Director      Date
Student Name___________________________________________________________

Student ID number _______________________________________________________

**MSW COURSES: PETITIONING FOR TRANSFER**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Sem/yr</th>
<th>Credits</th>
<th>Grade</th>
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</thead>
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</table>

INSTITUTION: __________________________________________________________

*Petitioners must provide course syllabi and field placement evaluations. Transcript with final grades is required. (Final Transcripts required for Admissions can be used for this purpose).*

Students may transfer course credits taken in a CSWE-accredited MSW program at another institution. The student must provide an official transcript from that program and request transfer credits during the admissions process. Transfer credits will not be accepted after the Admissions process. To be transferred, a grade of “B” or better is required. Courses for transfer must be at least 3 credits, and they must be taken on a graduate level. In order to be granted transfer credit, a course must fit within the guidelines of the SocialWork@Simmons MSW curriculum. All degree requirements must be completed within 5 years of matriculation. At 5 years or more prior academic coursework must be repeated.

The School Social Work does not accept transfer credits for any courses taken previously in a program that is not an MSW CSWE-accredited program. Neither certificate programs nor continuing education programs, even when taken in an MSW program, are eligible for transfer.

STUDENT SIGNATURE _________________________________________

DATE _____________________
SocialWork@Simmons
Request for Permission take an Elective at Another Institution/Transfer of Credit

Student Name___________________________________________________________

Student ID Number ______________________________________________________

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Sem/yr</th>
<th>Grade/ Credits</th>
<th>Institution</th>
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</table>
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Transfer of an Elective Course Taken at another Institution

1. Matriculated Students with special interests may be given permission to take one elective course at another institution or in another Simmons graduate program if:
   - It is a Master’s level course at an accredited, degree-granting institution.
   - The course content shows clear relevance to the social work degree.
   - The course is not offered at SSW.
   - The course earns a minimum of 3 credits and meets for at least of 28 classroom contact hours.

Students must notify their Academic Advisor of such a proposal prior to the registration period. The advisor must review and approve the plan prior to its submission in writing to the Assistant Dean.

2. If permission is granted, the student is responsible for the transfer of credit to Simmons at the end of the semester. Non-receipt of a transcript and the executed Transfer of Credit Form by the proper deadline in the final year could affect the student’s graduating on time. Students must receive a grade of “B” or better to transfer credit. The form can be obtained from the SSW Program Manager or see page 35.

3. Students may not take any required courses outside of the School of Social Work.

☐ The above request is approved. The student is responsible to acquire an official transcript upon completion of the course.

☐ The above request is denied for the following reason:

___________________________________________________________________________

Date ______________________

Dana Grossman Leeman, SocialWork@Simmons Program Director

Bottom portion for use by the School of Social Work and the Registrar’s Office only

Transfer of credit granted for 3 credits. Fulfills elective requirement.

Students must receive a grade of “B” or better to transfer credit.

Must be countersigned by the SW@S Program Director and accompanied by a copy of the official transcript.

___________________________________________________________________________

Date ______________________

Dana Grossman Leeman, SocialWork@Simmons Program Director
SocialWork@Simmons
Credit Transfer Evaluation

Student Name___________________________________________________________

Student ID Number _______________________________________________________

Transfer of credit granted for ______ credits

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Sem/yr</th>
<th>Credits/Grade</th>
<th>Institution</th>
<th>Simmons SSW Requirement Fulfilled</th>
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Total number of additional credits needed to graduate___________

All degree requirements must be completed within 5 years of matriculation. At 5 years or more prior academic coursework must be repeated.

MSW courses to be completed for graduation are indicated with an X. If the student changes programs, the student must meet the degree requirements of the new program to graduate. Students should meet with the ASK SSW advisor to plan their schedule.

________________________________________ _______________________
Dana Grossman Leeman, SW@S Program Director Date

ssw notes:

SocialWork@Simmons Courses Required for Graduation

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<tr>
<th>Foundation Classes</th>
<th>course number</th>
<th>credits</th>
<th>Advanced Classes</th>
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<td>Open Elective</td>
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<td>3</td>
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</table>

Total Credits: 65

Students are responsible for tracking their own credit requirements. Regular meetings with Academic Advisors and review of AARC transcripts are encouraged to keep track of credits completed and needed.