ACADEMIC POLICIES

Residency Requirements

Graduation

Students may officially graduate in September, January, or May. Students must apply for graduation on Albert, and they must be enrolled for either course work, leave of absence, or maintenance of matriculation during their final semester.

To graduate in a specific semester, students must apply for graduation within the application deadline period indicated on the calendar available at the Office of the University Registrar's web page. It is recommended that students apply for graduation no later than the beginning of the semester in which they plan to complete all program requirements. Students who do not successfully complete all academic requirements by the end of that semester must reapply for graduation for the following cycle.

Grading

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>(4.0) Excellence in integrating conceptual learning with practice situations. Consistently superior performance in dealing with conceptual material. Excellence in written expression and scholarship. Evidence of self-direction in learning with substantial reading activity in depth and breadth. Resourceful, intelligent participation in class discussion. Might include leadership in class projects.</td>
</tr>
<tr>
<td>A-</td>
<td>(3.7) Attributes would be similar to the above, but to a lesser degree. There might be somewhat more unevenness than in the “A” performance.</td>
</tr>
<tr>
<td>B+</td>
<td>(3.3) Performance on attributes would be somewhat above “B” level, but less than “A-” level. One might find more unevenness and more gaps than in an “A-” student in an otherwise good level of functioning.</td>
</tr>
<tr>
<td>B</td>
<td>(3.0) Expectations for graduate level work acceptable in terms of self-direction, reading activity dealing with conceptual material, integration of conceptual-practice dimensions of learning, class participation, oral and written expression. Stress would be on acceptable performance.</td>
</tr>
<tr>
<td>C</td>
<td>(2.0) There is minimal grasp of concepts and minimal integration of conceptual and practice learning. Students might repeat some content areas on a mechanical, rote basis, but the student’s understanding is unclear or questionable. The grade is &quot;passing,&quot; but the student is considered marginal in important areas of learning. The gaps in learning are more extensive than in the case of a “B-” grade. The grade of “C” should serve to alert the student that his/her/their work is borderline and should improve.</td>
</tr>
<tr>
<td>B-</td>
<td>(2.7) Barely acceptable performance in attributes described in “A” and “B” categories. Some areas might be below expectations. The work has been done but there are a number of gaps and some superficiality in grasp of material.</td>
</tr>
<tr>
<td>F</td>
<td>(0.0) Work is unsatisfactory in most of the attributes considered and does not warrant receiving credit for the course. A student receiving an “F” grossly misunderstands course content and/or is deficient in its mastery. Failure to submit assignments or other required materials is clearly unacceptable. Non-matriculating students who receive an “F” grade are not eligible for future registration.</td>
</tr>
</tbody>
</table>

Policy on Repetition of Courses

• Students must repeat a required course for which they receive a grade of “F” in order to receive credit for that course at their own expense.
• Students can repeat any elective course for which they receive a grade of “F” in order to receive credit for that course at their own expense.
• In all cases, an original “F” grade continues to be included in the computation of the grade point average even if the course is repeated and passed successfully.
• Students are not allowed to repeat courses for which they receive a grade of “C” or better without consulting with their Academic Advisor and informing the Registrar.

Procedure for Appealing a Grade

Master’s (MSW) Program

Students have the right to dispute a grade they believe resulted from a violation of the grading policy or standards set forth by the instructor. To do so, students must first meet with the Instructor to clarify the rationale of the grade and discuss why they believe the grade should be reconsidered within 5 working days after the grade has been posted.

If the matter is still not resolved, students have an additional 5 working days to appeal the Instructor’s decision about reconsidering the grade by writing an appeal letter and meeting with the Instructor and relevant
Curriculum Area Chair to discuss the situation. The Instructor makes the final decision about the grade and there is no further appeal process.

**Doctoral (DSW) Program**

If a student wishes to appeal the decision of the Dean, the student can submit a written appeal to the NYU Office of Student Affairs in order to invoke a Student Grievance Procedure.

**Doctoral (PhD) Program**

Students can initiate a grade appeal if they believe a course grade was issued based on inequitable or prejudicial practices, the grade is in violation of the grading policy or standards set forth by the instructor, or by an administrative or clerical error. No other reason can form the basis for a grade appeal.

The student should bring their concerns to the instructor no later than five (5) working days after notification of the grade to discuss why they believe the grade should be reconsidered with the goal of clarifying expectations, confusion, and to problem solve.

### Standards of Conduct

It is critical that students understand their rights and responsibilities not only as individuals enrolled in the program, but also as community members. The undergraduate program is a community with a goal of educating people to become social workers and citizens who promote human rights and the creation of a more just society.

Every member of the Silver community - students, faculty and staff can create an environment and uphold these values by:

- Engaging in honest and open dialogue.
- Emphasizing the importance of caring human relationships
- Respecting every person's lived experience.
- Honoring the dignity and rights of each other.
- Considering the perspectives of others.

Members of the Silver community should feel:

- a sense of belonging, valued
- supported
- trusted
- connected
- invested

Students have a responsibility to conduct themselves in accordance with the values of the undergraduate program community and the profession of social work. Students should take their rights and responsibilities as a valued member of the community seriously.

### Essential Abilities and Attributes for Social Work Students

The complex process of becoming a competent professional social worker begins upon entrance into the NYU Silver School of Social Work BS and MSW program. In order to maintain matriculation in the BS and MSW program, and to meet their obligations as professionals, students are expected to meet all of the standards for social work education and practice listed below. These standards will be part of evaluations of students made by faculty during the course of study. An inability to meet these standards will have consequences for successful continuation in, and completion of, the program.

### Attendance and Punctuality

Social work students are expected to attend all scheduled classes and fulfill all required practicum placement hours. They are expected to complete assignments on time, and to be punctual and dependable.

### Professional Behavior

Social work students are expected to behave in a professional manner in all classes, in their practicum placements, and in all interactions with faculty, staff, and other students. They are expected to communicate effectively and respectfully with other students, faculty, staff, clients and other professionals both orally and in writing.

### Academic Integrity

Social work students are expected to maintain the highest standards of academic integrity and adhere to NYU and Silver School of Social Work standards of academic conduct.

### Professional Commitment

Social work students must possess a commitment to the core values and ethical standards of professional social work. They are expected to be knowledgeable about and adhere to the National Association of Social Workers Code of Ethics.

### Self-Awareness

Social work students must be open to examining how their values, attitudes, and beliefs affect their thinking, behavior and interpersonal interactions. Students must be willing to examine and change their attitudes and behavior when they interfere with their work with clients and with other professionals.

### Diversity, Equity, and Inclusion

Social work students must possess a commitment to diversity, equity, and inclusion, and they are expected to demonstrate this commitment in their practicum placements, classes, and in the larger School community.

### Judgment

Social work students are expected to apply sound professional and personal judgment and effectively attend to professional roles and boundaries.

### Self-Care

Social work students are expected to manage the demands of the BS and MSW program in a manner that enables them to remain consistently engaged, attentive to duties, and professional in conduct and attitude. They must be able to recognize the signs of stress, develop appropriate means of self-care, and seek supportive resources if necessary.

### Ethical Use of Social Media in Practice

In order to ensure the most appropriate and effective use of social media and to avoid unique challenges that social media usage may create, students should use ethical principles as outlined in the NASW Code of Ethics (https://www.socialworkers.org/About/Ethics/Code-of-Ethics/) as a guide to practice. Specific guidelines on social media content and presence may differ at different agencies and institutions. Students are responsible for gaining clarity on these guidelines before sharing information and experiences, whether for professional, educational, or personal purposes, on social media outlets. In general, students should keep in mind the following:

- Social work students should avoid conflicts of interest that interfere with the exercise of professional discretion and impartial judgment, and should avoid dual or multiple relationships with clients.
Ways to Avoid Plagiarism

• Familiarize yourself with the Publication Manual of the American Psychological Association.

• When taking notes from any written material (published or not) summarize, do not paraphrase. If you are not sure about this, check with your instructor. Even summaries should be acknowledged in your presentation since the idea and often the manner in which the material is organized is the work of someone else.

• When someone else has said something so well that you want to include it in your work, be sure to copy it exactly, follow APA quotation guidelines and cite the copied portion(s) appropriately.

• Students are fully responsible for any work they submit. If the work is typed by a typist, students must read the finished work to be sure that no references or quotation marks have been omitted.

• If you allow another student(s) to copy your work (including computer programs and research data) and submit it as their own, or if you submit a copy of someone else’s work and claim it as your own, you have plagiarized.

• Understand that your reader will want to know the sources you used in your research/writing and may be concerned about phrasing that is not like your usual writing style. Online material must be clearly referenced as well.

• It is recommended that you cite electronic sources in the same manner you would non-electronic sources. Additionally, you must include all the electronic retrieval information needed for others to locate the sources you cited (i.e. web URLs or DOIs).

Anti-Bias Policy

Any student that has experienced bias, discrimination, or harassing behavior within the classroom, practicum placement, or community is advised to report the incident through the New York University Bias Response Line, which is designed to help ensure that our University community is equitable and inclusive. In order to report an incident, students can call (212) 998-2277, email bias.response@nyu.edu, or complete a Bias Response Online Form. (https://nyu.qualtrics.com/jfe/form/SV_55x3HRqPYPDsl0uN/?Q_JFE=qdg)

Doctoral (PhD and DSW) Policies

Transfer and Articulation Agreements

Normally, credit for required courses in the PhD or DSW program cannot be transferred from other institutions. For admissions purposes, transfer credit from other educational programs within the school or from other institutions is generally not allowed.

Academic Standing and Progress

A DSW student who is on academic probation is considered not to be in good academic standing. Students will be automatically placed on academic probation for any of the following reasons:

1. Receiving a “Fail” in a course.
2. Failure to complete course requirements (as within one semester following the end of the semester in which the course was taken).
3. Inadequate performance in internship.

Academic probation triggers the formation of a Status Committee, which serves to help the student identify obstacles to remaining in good academic standing and provides guidance and support for helping the student plan for improvement. Status Committees consist of three members: the student’s advisor/mentor, a member of the DSW Program Committee, and the Director of the DSW Program. Students who do not improve their academic performance sufficiently within one semester of being placed on academic probation will be dismissed from the program. The criteria for sufficient improvement are as follows:
1. adherence to standards for attendance,
2. completion of all incomplete and/or failed coursework, and
3. satisfactorily addressing other issues as indicated by the Status Committee, and no additional failures to complete course and workshop requirements (including internship) in the probationary semester.

When academic probation is triggered in a student’s final semester of coursework, a status committee will determine the requirement(s) for returning to good academic standing.

Withdrawals
Students who are considering withdrawal from the DSW Program should contact the DSW Program Director to arrange an exit interview. Following the interview, students should submit an online withdrawal form via Albert. Students must contact and notify the Financial Aid Office if they have been receiving financial aid, and they should consult the Refund Schedule for Complete Withdrawals (https://www.nyu.edu/students/student-information-and-resources/bills-payments-and-refunds.html). Students may also contact the Office of Enrollment Services and any applicable University offices to obtain information with respect to grades, classes, and refunds policies.

Redress of Grievances

Internships
A choice of a teaching or field-based learning internship is required and may be taken concurrently with the Teaching Clinical Practice or Supervision/Field Education class. Teaching in-person or online at a CSWE accredited graduate or undergraduate program is acceptable as is teaching at a clinical training institute. Any semester of teaching during your matriculation in the DSW Program may count toward this requirement. For those selecting a supervisory internship, you may use your current or previous (since beginning the DSW Program) place of employment if it involves direct supervision of social work students, social workers or other mental health professionals. The field instruction must occur for the span of a semester during your time in the DSW Program.

Master’s (MSW) Program Policies
Transfer and Articulation Agreements
Successful completion of a comparable first-year, full-time master’s curriculum (including practicum placement) may transfer up to 33 credits from a CSWE-accredited school of social work is required prior to the academic year of application to the School. Students must have earned a grade of B or better and the content of the course(s) must be equivalent to ours. Courses will not transfer if they were credited toward a previous conferred degree or if they were taken more than five years ago.

All other MSW students may transfer up to 4 classes (12 credits) as advanced credit from a CSWE-accredited school of social work is required prior to the academic year of application to the School. Students must have earned a grade of B or better and the content of the course(s) must be equivalent to ours. Courses will not transfer if they were credited toward a previous conferred degree or if they were taken more than five years ago.

Grading
Incomplete Grades
Students who are unable to complete all of the assignments for a course by the time the course ends can request an I (incomplete) grade from the instructor by submitting an Incomplete Grade Form (see Appendix K in Student Manual). Instructors cannot issue Incompletes without active initiation of an Incomplete Form by the student. Otherwise, instructors must issue the grade earned. It is to the instructor’s discretion to discuss with the student their academic performance in the course and encourage the student to initiate an Incomplete request.

Note that instructors are not obligated to grant a request for an I grade. If the instructor does agree, the student is responsible for 1) completing the form, in agreement with the instructor and 2) submitting the completed form via email to the MSW Program Office Washington Square or the Campus Coordinator for branch campuses, copying the instructor.

If the student does not submit a request for an I grade, the student will receive a grade based on their submitted assignments and performance in the course.

It is the obligation of the student who has received an I grade to complete all late assignments by the deadline that is agreed upon with the instructor. The time for completion is no more than 2 weeks from the original due date to complete the course. The student can request more time from the instructor, and the instructor can seek consultation from the Curriculum Chair (https://docs.google.com/document/d/1uCbGzqEA8lbH-0fNxX9h9P193QcvKgjp5k1mPmtvE/edit?#heading=h2c2md3xq4eot) if the situation is complicated. Grades will convert to an F in cases when students fail to submit the assignment by the agreed-upon deadline (and the student will automatically be on academic probation).

Students with any outstanding I grades (not resolved by the end of the next semester) can be blocked from registering for the following semester. Students with an academic block are responsible for contacting their Academic Advisor. At that point, the student’s educational plan will be assessed, and registration approval for the next term may be granted on a case-by-case basis. Enrollment for the next semester is not guaranteed.

Procedure for Appealing a Grade
Students have the right to dispute a grade they believe resulted from a violation of the grading policy or standards set forth by the instructor. To do so, students first must explain to the instructor why they believe the grade should be reconsidered and should clarify expectations and confusion to problem-solve with the instructor.

Students may appeal the instructor’s decision about reconsidering the grade within 5 working days after the grade has been posted by writing an appeal letter to the relevant Curriculum Area Chair (for Practicum, the Assistant Dean for Practicum Learning and Community Partnerships) that explains the alleged violation of grading policy or standard. If the Chair (or Assistant Dean or Program Director) finds the alleged violation of grading policy or standard is plausible, they will meet with the instructor to discuss the situation. If the Curriculum Chair denies the appeal, the grade stands as is and no additional appeals will be considered.

The instructor makes the final decision about the grade.
Policy on Repetition of Courses
- Students must repeat a required course for which they receive a grade of “F” in order to receive credit for that course at their own expense.
- Students can repeat any elective course for which they receive a grade of “F” in order to receive credit for that course at their own expense.
- In all cases, an original “F” grade continues to be included in the computation of the grade point average even if the course is repeated and passed successfully.
- Students are not allowed to repeat courses for which they receive a grade of “C” or better without consulting with their Academic Advisor and informing the Registrar.

Academic Guidelines
Policy on Audio and Video Recording of Classes
1. Audio and video recording of classes is prohibited without written consent of the instructor. Instructors may, but are not required to, seek the permission of other members of the class before providing consent.
2. Permission to record will be at the sole discretion of the instructor except in cases in which recording is an approved academic accommodation from the Moses Center for Student Accessibility (CSA), for which permission to record shall be determined as part of an interactive process between the instructor, the student, and the CSA.
3. When the instructor’s permission is granted, students must sign the Audio and Video Recording Agreement form (see Appendix O) in Student Manual, which indicates their agreement to abide by the principles delineated on the form.
4. Violation of the principles having to do with audio and video recording of class sessions may result in disciplinary action.

Cross-School Registration
Students who wish to take elective courses at other schools within New York University and apply those credits toward their MSW degree must receive prior approval from their Academic Advisor by submitting a course description and syllabus. Upon receiving advisor approval, the student is responsible for contacting the appropriate offices at the other school to secure permission to register and complete the registration process. Finally, the student must complete the Cross-School Registration Form (see Appendix J in Student Manual). Note that the completion of this form does not constitute registration for the desired course. Students who have already taken two non-social work electives must take their remaining elective(s) at the School. Language courses are not eligible for cross-school registration.

Auditing a Course
Course are expected to attend each class session and participate actively, but they are not expected to do any course assignments other than reading. There are no tuition costs associated with auditing a course and no course credit will be given. Please note: Students can only audit an elective after they have taken their required elective credits or registered for their remaining elective requirements.

Research Opportunities
Students who are interested in research experience have various ways to be involved both within the School and through external offerings. Please review the resources below.

Independent Study Opportunities
An independent study allows students to design and carry out a learning project that covers material that is not available in an existing course. Students are allowed to substitute an independent study for either a three-credit elective or an one-credit elective. More than one independent study will not be allowed. Independent study must be supervised by a full-time faculty member of the Silver School of Social Work.

For either type of independent study, the application process should begin well before the semester for which it is being planned. The first step for students who are interested in applying for an independent study is to discuss it with their academic adviser in order to make sure that doing an independent study fits within their degree plan.

In order to apply for a traditional independent study, the second step is for students to identify a faculty member with the appropriate substantive expertise. The student and faculty will then discuss, refine, and submit the learning project and timeline to the respective curriculum chair. Supervising an independent study is a voluntary activity for faculty, and the School does not guarantee that a sponsor will be available.

In order to secure a research independent study, the second step is for students to submit a request via email to the Associate Dean for Research (Professor Marya Gwadz: marya.gwadz@nyu.edu). Dr. Gwadz will send a list of Silver faculty who are willing to provide a meaningful research experience to students. Students will contact the faculty directly to discuss a research independent study. As with the traditional independent study, students are responsible for finding a faculty sponsor, and the School cannot guarantee that one will be available.

Upon agreeing to supervise either a traditional or research independent study, the faculty sponsor should work with the student to develop a mutually agreeable learning contract. Students must then complete the MSW Independent Study Form (see Appendix L in Student Manual). The form must be submitted to the Office of Enrollment Services, which will register the student for the independent study. At the end of the semester, the sponsoring faculty member is responsible for submitting a final grade for the independent study.
Expectations for Attendance
Students are required to attend all classes. Please be proactive and notify your instructors via email if you know you will be absent or immediately after missing a class. Instructors are highly encouraged to reduce participation points due to unexcused absences. Excused absences include, but are not limited to: Religious and spiritual observations, health, economic, or social shocks (unexpected events), or planned events relating to family, personal, or professional commitments. It is the student’s responsibility to make up missed material. To make up for missed classes, students may be required to do additional work at the request of the instructor and submit the assignment within a reasonable timeframe (e.g., prior to the next class).

For one-credit electives, students must attend all classes in order to be eligible for a passing grade. If a student is absent for an excused reason, such as religious and spiritual observations, health, economic, or social shocks (unexpected events), withdrawals and refunds may be granted with an appeal. Medical documentation or other documentation may be required for a refund. Please refer to the Withdrawals and Refunds for One-Credit Electives policy (https://docs.google.com/document/d/1THlxExex0dBsBenVWifgwVEkSqs3iZVVeokdyvuUxU/edit/#heading=hrlq030sgr7qe) for additional information.

Class Absences due to Waitlist
Students who join a class in the second or third week due to being waitlisted will not have the class sessions count as absences. However, the student must make up the work missed and, in some cases, upon professor discretion, may need to complete an additional assignment.

Late Assignments
Students are expected to complete all course assignments on time. Instructors of each course may inform students of specific guidelines regarding the consequences of handing in assignments late.

Academic Standing and Progress
At the end of each semester student transcripts are reviewed to assess MSW students’ academic standing. Students who have outstanding incompletes, or low or failing grades, are placed on probation and may be required to meet with their academic advisor.

Academic advisement is especially important when a student is admitted or placed on academic probation. Therefore, any student on probation is encouraged to contact their academic advisor for resources and guidance. Students must meet the following criteria in order to come off probation and return to good academic standing:

- A 3.0 cumulative grade point average
- No F (failing) grades
- No W (withdrawal) grades
- No I (incomplete) grades

If the student meets the conditions for good academic standing at the end of the probationary period, they will be removed from probation. If the student fails to return to good academic standing within one semester, they will be dismissed from the MSW program.

Repeated Probationary Status and Dismissals
Students are allowed on probation status once during their tenure at NYU Silver School of Social Work. If a student is removed from academic probation status, but is placed on probationary status in future semesters, the student will be automatically dismissed from the program.

Additionally, the following criteria will result in an automatic dismissal:

- Failing all courses in one semester.
- In the case where a student’s cumulative GPA is unable to elevate their GPA above a 3.0 upon completion of the next academic term.

The MSW Program Director will notify the student in writing of the dismissal decision. The decision may be appealed by writing to the Associate Dean for Academic Affairs and MSW Program Director within one week of receiving the dismissal notification in cases when the student believes the dismissal decision involved a violation of school policies. The appeal letter must identify the specific policy that was allegedly violated.

Degree Requirements
All MSW Pathways, with the exception of the Dual Degree and Advanced Standing pathways, require successful completion of the 65 credit curriculum, which includes Practicum Instruction. To qualify for the MSW degree, students must have a grade point average of at least 3.0 (corresponding to a B average).

Students cannot enroll in additional courses once they achieve 65 credits. Students should refrain from enrolling in more classes than are needed to graduate as this may impact their financial aid and scholarship package eligibility.

Finally, students who elect to enroll in one-credit courses should confirm their credit enrollments are accurate, so as to not be confused by three-credit courses. Students have a total of 5 years from the point of matriculation to complete all degree requirements.

While a credit audit may be performed on each student at the culmination of their degree, it is the student’s responsibility to ensure they have satisfied and obtained their pathway program requirements.

Requirements for Good Standing in the MSW Program
Students enrolled in the MSW Program are expected to maintain good academic standing, which includes the following criteria:

- A 3.0 grade point average.
- No F (failing) grades. Note that regardless of the grade point average, students earning an “F” grade will be placed on probation. Students who receive an ”F” grade for a required course must repeat the course at their own expense.

Additional requirements include the following:

- Students are responsible for the removal of Bursar, Health Services, and/or final official transcript blocks, which prevent students from registering.
- Registration for appropriate classes in the proper sequence (see Appendix A in Student Manual) (https://docs.google.com/document/d/1W2mgXdxOKtqFVkiEgW3A6pOlVkXW/7OsWytKdag58ky9uk/edit/).
- Students must complete all Generalist Practice level courses, including Practicum Instruction prior to enrolling in Specialized Practice level courses.

Withdrawals

Withdrawals and Refunds from Courses
The MSW program adheres to New York University’s policy on refunds (https://www.nyu.edu/students/student-information-and-resources/bills-payments-and-refunds/refunds-and-withdrawals/dropping-classes.html) that result from withdrawing from a course or complete...
Withdrawals from Practice or Practicum Courses

To maintain the integrity of the educational experience and ensure that students are adequately prepared for professional practice, the following policy applies to all MSW students regarding withdrawal or failure in Practice and Practicum courses.

Simultaneous Enrollment Requirement: MSW students must be concurrently enrolled in both Practice and Practicum courses. Successful completion of both Practice and Practicum courses is required to progress to subsequent Practice and Practicum courses.

If a student withdraws from a Practice course, they must also withdraw from the corresponding Practicum course. Similarly, if a student withdraws from a Practicum course, they must also withdraw from the corresponding Practice course. If a student fails a Practice course, they are required to withdraw from the corresponding Practicum course. Conversely, if a student fails a Practicum course, they are required to withdraw from the corresponding Practice course.

Students who withdraw from or fail a Practice or Practicum course must re-enroll in both courses in a subsequent term. They must meet with their academic advisor to discuss an appropriate plan for re-enrollment and to address any academic or personal concerns that may impact their progress in the program. Exceptions to this policy may be considered on a case-by-case basis. Students must submit a formal request to the Chair(s) of Practice and Practicum, including a rationale and supporting documentation for the exception. The decision of the Chairs is final.

Withdrawals and Refunds for One-Credit Electives

Students must attend every hour of one-credit electives. Due to the brevity of one-credit electives and the condensing of course content, absence from one session is equivalent to missing four sessions of a three-credit course, a third of the course.

Students who need to withdraw from a one-credit elective can get a full refund and no W (withdrawal) grade up until 24 hours after the first class session. To request a withdrawal, students must email the Silver Enrollment Services Office at silver.registration@nyu.edu. After this deadline, students must receive a grade for the course which can be P, F, or W.

Following the 24 hour deadline, if a student has an excused absence (see Expectations for Attendance (https://docs.google.com/document/d/1THxExe0dLbSBenVfifgsvVEkSqs3IZVfE0kdyvuXxI/edit/#heading=h37of89f6efdf)) which prohibits them from attending a session after the first class, the student must contact the Enrollment Services Office and their Academic Advisor (https://docs.google.com/document/d/1THxExe0dLbSBenVfifgsvVEkSqs3IZVfE0kdyvuXxI/edit/#heading=hx0yzt9w9mz9m) as soon as possible in order to withdraw from the course and receive a W. Excused absences include, but are not limited to: Religious and spiritual observations, health, economic, or social shocks (unexpected events). Medical documentation or other documentation may be required for a refund. In this scenario, the student will not be able to pass the class or continue taking the class due to the absence.

Guidelines for Student Leaves of Absence and Term Withdrawals

A leave of absence (LOA) is a temporary leave from the MSW Program. The minimum length is one semester. With the exception of military leaves, the maximum length is one academic year. Students can request a LOA until the end of the add/drop registration period. They will be dropped from all courses, and no W (withdrawal) grades will appear on the transcript. Students will be responsible for tuition and fees according to the NYU Bursar’s Refund Schedule (https://www.nyu.edu/students/student-information-and-resources/bills-payments-and-refunds/ refunds-and-withdrawals/dropping-classes.html). After the add/drop period ends, students can request a term withdrawal. A term withdrawal allows students to withdraw from their current semester courses but, in this case, they will receive W (withdrawal) grades on the transcript. Students will be responsible for tuition and fees according to the NYU Bursar’s Refund Schedule (https://www.nyu.edu/students/student-information-and-resources/bills-payments-and-refunds/ refunds-and-withdrawals/dropping-classes.html). Please refer to the Academic Calendar (https://www.nyu.edu/students/student-information-and-resources/registration-records-and-graduation/ academic-calendar.html?semester=Summer%202024) for the deadline to request a term withdrawal. After this deadline, term withdrawals for extenuating circumstances must be approved by the school Dean.

A medical LOA or term withdrawal supported by NYU Wellness or Student Health will receive a 100% tuition and fee refund. A medical LOA or term withdrawal must be completed for the current semester and is not retroactive (applicable for past semesters). While NYU Wellness provides a recommendation for leave of absences, it is ultimately up to the MSW Program Director, with information gathered from academic advisors and other sources, to approve or deny a leave of absence as well as to dismiss the student from the program.

Non-Sanctioned Leave and Deactivation

Students are responsible for returning from Leave of Absences and other periods of absences during their expected term as outlined and approved by their Academic Advisor. If this is not possible, proactive communication with advisors and relevant offices, ahead of their anticipated return term, is required to maintain an active status within the program. Students must contact their Academic Advisor at least two months before classes start. Students who do not officially extend their leave and/or do not enroll in courses for their expected return will not be
able to register for future terms. Failure to return within a year may result in a discontinuation from the MSW program.

**Full Withdrawals from the MSW Program**

Students who are considering a full withdrawal from the MSW program should contact their Academic Advisor to arrange an exit interview. Students located in Washington Square will be required to turn in their University ID Card by drop-off/mail to 1 Washington Square North or at the NYU Card Center. Students located at the branch campuses, including Shanghai, should make arrangements to turn in their University ID with their Academic Advisor.

Following the interview, students should submit an online withdrawal form via Albert. Once this form is processed, the student will be terminated from NYU and must reapply for admission to the MSW Program.

Students who withdraw from the MSW program must notify the Financial Aid Office if they have been receiving financial aid. Students will be held responsible for related tuition and fees according to the Bursar's Refund Schedule. They can appeal a decision determined by this policy by writing an appeal letter to the MSW Refund Appeals Committee that explains the reason(s) why the refund decision should be changed. The appeal letter must be submitted to the student’s Academic Advisor within 5 working days of requesting a total withdrawal.

**Redress of Grievances**

**Faculty Constructive Feedback and Resolution**

As co-creators of the classroom environment and emerging professionals in the field of social work, it is important to be able to navigate classroom concerns with social work values and code of ethics, including respect, specificity and openness. We recognize the inherent power dynamic within classroom instructors and the barrier it can pose to reflection, restoration, and resolution. Students have the following options for support and feedback outside of the final course evaluation:

**Feedback Protocols**

Students are encouraged to speak with their instructor one-on-one. Typically, it is best to have a verbal conversation.

If the issue/concern is not resolved, students can reach out to the Lead Instructor [here](https://https://docs.google.com/document/d/1uCb2qoll/109f0x9h2t9P13QcvKgj5if1mPmtvE/edit/#heading=hrx8x0s1k2kds) first (if a Lead Instructor is not available, such as in Research, then the Chair [here](https://https://docs.google.com/document/d/1uCb2qoll/109f0x9h2t9P13QcvKgj5if1mPmtvE/edit/#heading=hrx8x0s1k2kds) is the next level of elevation). As a supportive measure, students may elect to engage with the Lead Instructor (or Chair first).

For anonymous feedback, students should email a letter, no more than one page, detailing their concerns to their Academic Advisor [here](https://https://docs.google.com/document/d/1TThxuex0x0z59g67enVWiffwVEKs92svs3IZVpEokdyvuUxU/edit/#heading=txy2z9wmznge) (listed on page 12). The Academic Advisor will send your concern to the course’s Lead Instructor, who will engage with the instructor to address the concerns raised. Students who submit feedback anonymously will be informed of the outcome by their Academic Advisor.

The letter should be as specific and clear as possible. In this letter, student(s) should detail: the nature of the concern(s), dated examples if applicable, and goals for the outcome (i.e. how might your feedback be used to create a positive resolution).

If the concern is not resolved, student(s) may request that their letter is shared with the Curriculum Chair as well.

**Support and Resources**

For concerns related to bias, microaggressions, discrimination and harassment incidents, students may request a Silver Climate Support Team member for assistance with the Climate Support Protocol [here](https://socialwork.nyu.edu/a-silver-education/social-justice-inclusion-and-belonging/climate-support/student-protocol.html). The Director of Diversity, Equity and Inclusion can also assign a Peer Advocate to provide support and community care upon request (full details on p. 67).

The NYU Bias Response Line [here](https://www.nyu.edu/about/policies-guidelines-compliance/equal-opportunity/bias-response.html) can also be used for any student that has experienced bias, discrimination, or harassing behavior within the classroom, practicum placement, or community. It is designed to help ensure that our University community is equitable and inclusive. In order to report an incident, students can call (212) 998-2277, email bias.response@nyu.edu, or complete a Bias Response Online Form [here](https://nyu.qualtrics.com/jfe/form/SV_Sx03HnQPyDs10uN/).

For concerns about this policy or to share your experiences navigating the above path to resolution, you may reach out to the Student Ombuds and Associate Dean, Student Affairs Courtney O’Mealley at courtney.omealley@nyu.edu.

**Committee on Academic Integrity**

The Committee on Academic Integrity (CAI) will consider matters pertaining to plagiarism, cheating, and fraud on the part of students enrolled in any of the School’s degree programs.

Parties concerned about a student’s academic integrity may consult with the Committee or file a formal complaint. If consultation is requested, the Committee will review relevant information and render an opinion to the consulting party or other appropriate disciplinary body if necessary. If a formal complaint is filed, the Committee will review relevant information and make a decision about the complaint.

Members of the Committee on Academic Integrity shall consist of three (3) full-time faculty members appointed by the Dean. The Dean will appoint a Chair from among the three members. All appointees will serve for two (2) year terms with the possibility of reappointment.

**Procedures of The Committee on Academic Integrity**

The purpose of the Committee on Academic Integrity (CAI) is to review and provide a disposition of problems or issues related to academic integrity among students. Faculty, students, and other parties may refer matters concerning academic integrity. All referring parties may consult or file a formal complaint with the Committee.

**Consultation with the Committee**

1. Parties who wish to consult with the Committee may do so by sending a memo to the chairperson of the CAI setting forth the basis for the request.
2. The CAI will review the memo requesting consultation within ten (10) working days.
3. The CAI will transmit an opinion to the party requesting consultation and any other relevant party in writing within ten (10) working days of their review.
Filing a Formal Complaint

1. A party who wishes to lodge a formal complaint may do so by sending a memo and documentation to the chairperson of the CAI. Formal complaints must be accompanied by documentation in support of the allegation concerning the violation of academic integrity.

2. The CAI Chair will share the allegation with the student within five (5) working days of its receipt. A student against whom a complaint is filed may submit a written response to the CAI Chair within five (5) working days.

3. The CAI will review the allegation and supporting documents, and it will make a decision within twenty (20) working days.

4. The decision will be sent to the student and the relevant program director, and it may be kept permanently in accordance with NYU’s Retention and Destruction of Records policy.

Appeal Process

Students may appeal the Committee’s decision in writing to the relevant program director within ten (10) working days. Grounds for an appeal are limited to: (1) a material procedural error; (2) previously unavailable relevant evidence that could affect the outcome; and/or (3) the sanction being substantially disproportionate to the violation.

Student Standing Committee

The Student Standing Committee (SSC) reviews complaints against students enrolled in the BS and MSW programs on the basis of reported unethical or unprofessional behavior in the classroom, Practicum setting, or school community at large, or violation of university or school policy. The SSC will serve a triaging role for all such complaints. If the SSC determines that the student may have violated a University policy, the complaint will be forwarded to the University Office of Student Conduct under the authority of the Senior Vice President of Student Affairs.

In the absence of evidence that a University policy may have been violated, the SSC, through its procedures, will determine whether the student’s behavior meets the standards of unprofessional or unethical behavior or if any school policy was violated. The committee expects that before any party submits a complaint for consideration, they will have engaged in a problem-solving and/or conflict resolution process with the support of the appropriate Program Director, Chair, or office (e.g., Academic Affairs, Student Affairs).

The committee will exclude matters of academic integrity, which are appropriate for the Committee on Academic Integrity. If the decision regarding the appropriate committee (SSC or CAI) is not clear, the chairs of the CAI and SSC will consult in order to determine which committee will review the matter.

All members of the school community (faculty, Practicum instructor, students, and staff) can make a referral to the SSC.

The SSC Committee shall consist of five (5) elected faculty members (two tenured, one tenure track, two clinical full-time faculty members), three (3) student members (one MSW student, an alternate from the MSW program, and one BS student.) Student Affairs will coordinate selection of the students. Faculty members of the Committee shall serve staggered 2-year terms, and student members shall serve 1-year terms with the possibility of reappointment for an additional year.

In the event that a referral is made during the January or summer term, and should any of the Committee members be unavailable, the Dean may appoint ad hoc members of the faculty and student body to replace any unavailable member to serve for the duration of the referral under review. Appointed ad hoc members must agree to be available during the semester following the January or summer term in the event proceedings extend accordingly.

Procedures of the Student Standing Committee (SSC)

Purpose

The Student Standing Committee (SSC) reviews complaints against students enrolled in the BS and MSW programs on the basis of reported unethical or unprofessional behavior in the classroom, Practicum setting, or school community at large, or violation of University or school policy. The SSC will serve a triaging role for all such complaints. If the SSC determines that the student may have violated a University policy, the complaint will be forwarded to the University Office of Student Conduct under the authority of the Senior Vice President of Student Affairs.

Rights and Responsibilities of Each Party

1. The Chair will inform the student that they have the right to exclude either or both student members from the hearing and that the exercise of that right must be made in writing to the Chair.

2. Any member of the SSC who has a conflict of interest or the appearance of such a conflict in a specific case should recuse themselves from that case.

3. The student will be given a copy of the written complaint in advance of the hearing.

4. The student has the right to submit a written complaint in advance of the meeting.

Procedures

1. All members of the school community (faculty, Practicum instructors, students, administrators, and staff) can make a referral to the SSC. A party who wishes to lodge a complaint may do so by sending a memo and documentation to the Chair of the SSC. Referrals must include any stated school/university policy or professional conduct violations and any attempts that have been made to resolve the issue.

2. The SSC Chair will inform the student, the complainant, and any other directly relevant parties regarding the referral, about information regarding the SSC procedures, and the rights and responsibilities of all parties. In addition, the Chair will encourage the student to seek support from the Associate Dean for Student Affairs.

3. The SSC will convene to determine whether there is any evidence in the complaint that a University policy may have been violated. When there is such evidence, the Chair will forward the complaint to the University Office of Student Conduct under the authority of the Senior Vice President of Student Affairs.

4. If no evidence of possible violation of a University policy is found, the Chair will convene a hearing as soon as it can be arranged, with every effort being made to convene it within ten (10) working days. The hearing will be attended by the Associate Dean for Academic Affairs. The Chair will invite relevant participants as necessary, which may include the Faculty Practicum Advisor, Practicum Instructor (if the alleged violation occurred in a Practicum setting), and/or course instructor (if the alleged violation occurred in a non-Practicum course). The Chair will inform the student that they have the right to exclude either or both student members from the hearing and that the exercise of that right must be made in writing to the Chair.

5. The student also shall be advised that they may invite a person to attend the hearing in an advisory or support capacity. The student shall not be permitted to bring an attorney or law student. The student’s invited supporter is not allowed to question, cross-examine, or voluntarily contribute directly in the SSC hearing. Participation as an advisor/supporter is voluntary and any faculty, student, or staff member can decline the student’s invitation to attend the meeting.
The SSC Chair must be notified in advance if such a person will be present.

6. The student shall be given a copy of the written complaint in advance of the hearing and will be advised that they have the right to submit a written response to the complaint in advance of the hearing.

7. Any members of the SSC who have a conflict of interest or the appearance of such a conflict in a specific case should recuse themselves from that case.

8. Prior to the hearing, the SSC and the Associate Dean for Academic Affairs will review all material submitted.

9. The hearing will consist of oral presentations from the participating parties and questions by the SSC and Associate Dean for Academic Affairs as needed.

10. Immediately following the hearing, the SSC and Associate Dean for Academic Affairs will deliberate in private and determine whether the student’s behavior meets the standards of unprofessional or unethical behavior or a policy violation.

11. The Associate Dean for Academic Affairs will make the decision regarding the alleged violation, typically within fifteen (15) working days of the hearing. Copies of the decision will be sent to the SSC Chair, the student, the complainant (only as appropriate), the Dean, and relevant others (which may include the Assistant Dean for Practicum Education and Associate Dean for Student Affairs).

Submission of Materials in Preparation for the Hearing

1. Materials pertaining to the student’s performance and prior behavioral conduct while enrolled at the School shall be assembled and made available to the SSC.

2. Written material for the hearing will be prepared and submitted by the student, the complainant and, when appropriate, by the Practicum instructor, classroom instructor, or other relevant parties.

3. All materials, except the student’s statement, must be submitted to the SSC at least five (5) working days before the hearing. Copies of written materials submitted to the SSC must be given to the student at least four (4) working days before the hearing. Student response statements must be submitted to the Chair at least two (2) working days before the hearing.

4. In order to protect confidentiality, all materials used by the SSC shall be returned to the Chair by all participants, including the student, with the exception that the student may retain their own notes. The Associate Dean for Academic Affairs will retain one (1) set of all material in a confidential file.

Appeal Process

The student may appeal the decision in writing to the Dean within ten (10) working days of its receipt. Grounds for an appeal are limited to: (1) a material procedural error; (2) previously unavailable relevant evidence that could affect the outcome; and/or (3) the sanction being substantially disproportionate to the violation.

Practicum Instruction

Practicum Education Curriculum

Practicum Education is an integral component of social work education, and anchors the Silver School of Social Work’s mission, goals, and educational program. Practicum Education is one of the five key curriculum areas. Practicum Education takes place in community partner settings, selected by the school, that reinforce students’ identification with the purposes, values, and ethics of the social work profession.

The purpose of the Practicum Education curriculum is to facilitate the development of a professional social worker who can enter the practice arena in any setting of practice and be able to apply the profession’s knowledge base, perform direct social work practice skills, and act according to social work ethics and values. Thus, learning in the practicum settings is an integral component of the student’s social work education and lies at the core of the student’s professional development. At the Practicum placement, the student will have the opportunity to integrate theory and practice, and as such, connect the theoretical and conceptual contributions of the classroom with the world of practice.

Expectations for Successful Completion of the Practicum Instruction Course: Evaluation and Grading

The grades for Practicum Instruction (Pass, Fail, Incomplete) are given at the end of each semester. The Practicum Instruction course grade is given by the Faculty Advisor and is based on the student’s professional conduct and full participation in Practicum Education at the agency placement, submission of process recordings, project assignments, reflective recordings, participation in individual meetings with the Faculty Advisor, as well as the Initial Educational Statement, Mid-Year Evaluation and Final Evaluation completed by the Practicum Instructor. The Faculty Advisor is the course instructor and is responsible for the grade.

Initial Educational Statement

The Initial Educational Statement is completed by the Practicum Instructor after the first 7 weeks of the placement, shared with the student, and signed by both. The signed statement is emailed to silver.practicumlearning@nyu.edu, (silver.practicumlearning@nyu.edu)faxed, or hand-delivered to the Practicum Learning Office. The Practicum Education office then forwards it to the Faculty Advisor. The statement offers an early indicator of learning objectives specific to the Practicum, a learning plan including practice tasks related to the learning objectives, and student performance in the placement setting.

Mid-Year Evaluation

A Mid-Year Evaluation is completed at the end of the first semester of either the Generalized Practice Year or the Specialized Practice Year and after the student has finished the 300 hours required for Practicum Instruction. This online evaluation is completed and submitted by the Practicum Instructor; the student then receives their evaluation via email and indicates electronically that it was reviewed. Finally, the Faculty Advisor receives the evaluation via email. The Faculty Advisor reviews the Mid-Year Evaluation as a major component of the process of assigning a grade for Practicum Instruction. The Faculty Advisor will not be able to give a grade without a completed evaluation.

Final Evaluation

The Final Evaluation is completed at the end of the second semester of either the Generalized or Specialized Practice placement, after the student has finished the 300 hours required for Practicum Instruction (and a total of 600 hours for each of the Generalized and Specialized Practice placements). This online evaluation is completed and submitted by the Practicum Instructor; the student then receives it via email and indicates electronically that it was reviewed; and finally the Faculty Advisor receives it via email. The Faculty Advisor reviews the Final Evaluation as a major component of the process of assigning a grade for Practicum Instruction II or IV. The Faculty Advisor will not be able to give a grade without a completed evaluation.

Attendance at the Practicum Education Site – The Community Partner Setting

The Silver School of Social Work has received approval from NYSED to transition our MSW practicum hours requirement from 1200 to 900, in alignment with CSWE requirements, beginning in Fall 2024. Requirements
for continuing and incoming students in the 2024-2025 year are outlined below.

Students will work out their practicum schedule with the Practicum Instructor at the beginning of each semester with final approval of the Faculty Advisor. Students should not complete more than 7 hours per day, or more than 28 hours per week. If a student is out of placement for jury duty or religious observance, the time must be made up. In the event of inclement weather, students should check with their Practicum/Practicum Instructor to see if they are operating on a normal schedule, and use their own discretion on whether it is safe to travel.

**Note:** Students are expected to contact both the Practicum Instructor and the Faculty Advisor immediately (via e-mail or phone) if, for some reason, they are not able to be in attendance at their Practicum agency.

If a student is absent for more than three days during the academic year, the time must be made up. Arrangement for making up such missed time must be worked out with the Practicum Instructor and the Faculty Advisor and approved by the Assistant Dean of Practicum Education (please refer to the Required Hours Form in Appendix B [https://drive.google.com/file/d/1HTbTM2Lg-KFT-u4yGrE7fhrFVcshrWo/view/] in Student Manual and posted on NYU Brightspace [https://www.nyu.edu/life/information-technology/teaching-and-learning-services/instructional-tools/nyu-ims-brightspace.html]). In case the student has not completed the required hours at the end of the semester, or has not fulfilled all the requirements for Practicum Instruction, the student must request an I (Incomplete grade) and should follow the procedure outlined in the student manual.

Should a student leave school, either voluntarily or by request, a Final Evaluation should be submitted by the Practicum Instructor. The Faculty Advisor will then write a final summary for the student record.