

# ACADEMIC POLICIES

## Graduation

Students may officially graduate in August, 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

Grade	Description
A	(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.
A-	(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.
B+	(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.
B	(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.
B-	(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.

C	(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 "passing," 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.
---	---

F	(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.
---	---

## 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/Code-of-Ethics-English/>) 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.
- Student should respect a client's right to privacy, and should not solicit private information unless it is immediately relevant.
- Students should not discuss confidential information in any setting unless privacy can be ensured.

Students should not permit their private conduct to interfere with their professional work, and should make clear distinctions between statements and actions made as a private individual and as a social work professional.

## Professional Misconduct and Discipline Policy on Plagiarism and Academic Integrity

A professional social work degree should represent genuine learning and readiness to undertake responsibilities that include adhering to the social work Code of Ethics. The degree's integrity must be carefully safeguarded. Faculty is responsible for helping students learn to understand and value other people's ideas, to use resources and conscientiously acknowledge them, and to develop and clarify their own thinking. In addition, all the usual academic norms addressing honesty in academic performance, such as following all of the rules involving examinations of any kind, must be scrupulously followed. Failure to do so can result in dismissal from the program.

All students are expected to pursue the highest standards of academic excellence and integrity. Students must adhere to the norms of a serious professional community. A student's responsibilities include the following:

- A duty to respect the efforts of others by submitting his or her own academic work and case recordings.
- A duty to acknowledge properly the efforts of others.
- A duty to safeguard and respect the property and rights of others.

For more information, see University Policy on Academic Integrity for Students (<https://www.nyu.edu/about/policies-guidelines-compliance.html>).

### Definition of Plagiarism

In order to make the rules with regard to what does and does not constitute a breach of academic ethics as clear as possible, the faculty has formally clarified the definition of plagiarism for NYU School of Social Work as follows:

- Plagiarism constitutes both academic misconduct and a breach of professional trust.
- Plagiarism is presenting someone else's work, either academic or practicum related, as though it were your own.
- More specifically, plagiarism is to present as your own a sequence of words quoted without quotation marks from another writer; a paraphrased passage from another writer's work; facts or ideas

gathered, organized, and reported by someone else, orally and/or in writing, without attribution.

- Since plagiarism is a matter of fact, not of the student's intention, it is crucial that acknowledgment of sources be accurate and complete.
- Even where there is no conscious intention to deceive, the failure to make appropriate acknowledgment constitutes plagiarism.

### 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](mailto:bias.response@nyu.edu), or complete a Bias Response Online Form. ([https://nyu.qualtrics.com/jfe/form/SV\\_55x3HRqPYDsI0uN/?Q\\_JFE=qdg](https://nyu.qualtrics.com/jfe/form/SV_55x3HRqPYDsI0uN/?Q_JFE=qdg))

## Doctoral Policies (PhD and DSW)

### 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.

### Procedure for Appealing a Grade

#### Doctoral Program (DSW)

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 Program (PhD)

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.

### 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

The Doctor of Social Work program follows the New York University Student Grievance Procedure (<https://www.nyu.edu/about/policies-guidelines-compliance/policies-and-guidelines/student-grievance-procedure.html>).

## 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 Program Policies (MSW)

### MSW Residency Requirements

1. 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. Silver accepts transfer students who have completed their first year at a CSWE-accredited graduate social work program. Silver also accepts students who have taken up to 12 credits (four courses) at a CSWE-accredited graduate social work program within the last five years. Social Work Practice courses will not transfer. Students must have earned a grade of B or better and the content of the course must be equivalent to ours. Courses will not transfer if they were credited toward a previous degree or if they were taken more than five years ago.
2. Students who transfer in Social Work Practice/Practicum I/II can transfer in a maximum of 33 credits.
3. MSW students can take up to two elective courses at other graduate schools within New York University to count toward their degree. Students who have already taken two non-social work electives must take their remaining elective(s) at the Silver School. Language courses are not eligible for cross-school registration.
4. Silver requires transcripts from all colleges or universities where you earned 12 or more credits (including the institution where you are in the process of earning your bachelor's degree). If you are admitted into NYU Silver School of Social Work, you will be required to submit official transcripts showing all grades and degree conferrals.

### 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.

## 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.

### 32-Month Program Curriculum Deviations

The official curriculum plan for the 32 Month Pathway ensures that students are enrolled in at least one required course while in Practicum Instruction; this is inclusive of Social Work Practice I-IV. There are academic scenarios in which 32 Month Pathway students may have a semester(s) where they are only enrolled in Practicum Instruction, such as in cases of leave of absence or a revised curriculum plan. These deviations may be approved by the academic advisor as long as the Practicum Education & Community Partnerships Department is informed.

### 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 academic concern. 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 in Student Manual) (<https://docs.google.com/document/d/1WZmgXdKOfqFVKIEgW3A6p0ikXW70sWytKdag58ky9uk/edit/>).
  - Students must complete all Generalist Practice level courses, including Practicum Instruction prior to enrolling in Specialized Practice level courses.

### 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 academic concern and may be required to meet with their academic advisor.

Academic advisement is especially important when a student is admitted or placed on academic concern. Therefore, any student placed on academic concern is encouraged to contact their academic advisor for resources and guidance. Students must meet the following criteria



in order to come off academic concern and return to good academic standing:

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

If the student meets the conditions of their notice of academic concern and the criteria for good academic standing at the end of their review period, they will come off of academic concern. If the student fails to return to good academic standing any semester after being placed on academic concern, they will be dismissed from the MSW program.

### Repeated Academic Concern and Dismissals

Students are allowed on academic concern status once during their tenure at NYU Silver School of Social Work. If a student is removed from academic concern status, but is placed on academic concern 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 5 business days 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.

### Full-Time and Half-Time Equivalency

At NYU, there are two ways to understand full-time and half-time status: administrative enrollment status and academic unit load requirements.

#### Administrative Enrollment Status

A student's administrative enrollment status determines eligibility for student loans and student visas. It is the status that the university reports when certifying enrollment to external organizations such as the National Student Clearinghouse. In order for an NYU graduate student to have an administrative enrollment status of full-time, they must enroll in at least 9 credits. In order for an NYU graduate student to have an administrative enrollment status of half-time, they must enroll in at least 4.5 credits.

Please note: Equivalency is used to help students retain their eligibility for loans, but it does not make a student eligible for scholarships. Graduate students may be approved as having full-time or half-time equivalency for an academic term based on various conditions as determined by the schools. Some of these may include:

- If a student needs to complete spring practicum hours into the summer semester and are enrolled for less than 4.5 credits for both summer sessions, they can be considered for half-time equivalency.
- Students enrolled in a 3 credit study away course in the summer term may be offered half-time equivalency.
- If a student needs to take fewer credits than expected based on their program pathway's curriculum in their final semester (due to advanced/waiver credits or completion of non-degree courses), a one time exception may be granted for half-time equivalency.

### Academic Unit Load Requirements

Students who receive Silver Scholarship funding (<https://docs.google.com/document/d/1KY3kphPxLL4IWV40q4GY3ecq6pJ1iURWeVrdJ8Sw968/edit/>) are required to meet the MSW Program's academic unit load requirements irrespective of the administrative enrollment status definition. Academic unit load requirements vary by program.

For Silver MSW students:

- Two Year and Advanced Standing students must enroll in at least 12 credits each fall and spring semester to have an academic unit load of full-time;
- All 16 Month students must enroll in at least 12 credits each semester of enrollment to have an academic unit load of full-time;
- Extended, 32 Month, Hybrid, and OYR students must enroll in at least 6 credits each semester to have an academic unit load of half-time.

Academic unit load requirements are based on each program pathway's curriculum. Students should follow their pathway's curriculum guide, as doing so will keep them in compliance with the MSW Program's academic unit load requirements.

### Grading

#### Guidelines for Grading Papers

The guidelines (noted in the Grading section), adopted by the faculty, are the culmination of a lengthy process aimed at objectifying the basis for grading. The guidelines do not mandate a rigid formula for grading students but rather offer some guidance to faculty members in determining the various grade levels. Individual faculty members have discretion within the scheme of attributes presented to weigh factors differentially as they see fit. However, it is intended that each instructor has a clear contract with his/her/their class which would include the following components:

- Clarity on the way in which attributes included in the guidelines would be weighed.
- Clarity on the basis for demonstrating performance (in other words, what evidence will be utilized) in regard to attributes.
- Clarity on the process that will be used by the instructor for offering feedback on performance.

#### Guidelines for Course Grading

Faculty have a responsibility to provide feedback to students on their performance at appropriate intervals throughout the course, and to respond in a professional timeframe to questions and concerns about grading. Students have the right to consult with a faculty member about how the grade for a particular assignment or the final grade was determined. Final course grades typically include a combination of paper grades, tests, attendance, and participation.

#### 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 Student Manual) ([https://drive.google.com/file/d/1TZWPdIASrC1bBbvqC7-u\\_KOaVYZlel-R/view/](https://drive.google.com/file/d/1TZWPdIASrC1bBbvqC7-u_KOaVYZlel-R/view/)) 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. 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.

### Requesting an Incomplete Grade

Students are required to initiate an Incomplete grade before the last day of the course. Requests for Incomplete grades will not be accepted after this period. Note that instructors are not obligated to grant a request for an I grade. If a student has not been academically engaged (attending classes and submitting assignments) for a significant portion of the current semester, an Incomplete grade is not appropriate and should not be assigned. Incomplete grades are typically reserved for students who experience an emergency issue, medical or personal, that prevents them from completing the last few weeks of class.

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 by email to the MSW Program Office for Washington Square or the Campus Coordinator for branch campuses, copying their instructor.

### Resolving an Incomplete Grade

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/1ySSrzoEhdwzvo88JludyztG\\_OcHam7tuBoL6XdLr\\_Y/edit/#heading=hc2md3xq4eot](https://docs.google.com/document/d/1ySSrzoEhdwzvo88JludyztG_OcHam7tuBoL6XdLr_Y/edit/#heading=hc2md3xq4eot)) 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 concern).

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.

### Receiving an Incomplete Grade in Practicum Instruction

If a student passes Social Work Practice and receives an Incomplete grade in the corresponding Practicum Instruction course, the student must have already completed 150 hours of practicum in the current semester and be in good standing (in Practicum) to move forward with enrollment in the next Practicum course in the sequence. If the student has completed less than 150 hours, the student will be required to repeat the Practicum Instruction course. The Assistant Dean of Practicum has final discretion.

### 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 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.

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.

### 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

### Sequential Courses

Core required courses are numbered courses, such as Research I and Research II. They are designed to be taken in order. Students are responsible for following their designated curriculum guide and cannot take these courses out of their designated order unless otherwise indicated by their Academic Advisor.

### Online, Blended, and Hybrid Courses

The MSW program offers three types of courses: online, blended, and hybrid. *Online* refers to a fully online course with no in-person meetings; *blended* refers to a course that has both online and in-person components; *hybrid* refers to an online or blended course that has both synchronous and asynchronous components. Online, blended, and hybrid courses will be listed in Albert course listings with explanatory notes (if applicable).

### Waiving Required Courses

Students can apply for Advance Credit if they have completed comparable graduate coursework in a similar social science discipline or CSWE-accredited social work program, and the course taken elsewhere was not used toward receipt of another degree. Advance credit allows students to receive course credit toward the MSW degree at Silver for the course taken elsewhere.

Students can apply for Waiver Credit if they have completed comparable graduate coursework in a similar social science discipline or CSWE-accredited social work program, and the course taken elsewhere was used toward receipt of another degree. Waiver credit allows students to take an approved Silver elective course in place of a required course. However, credit will not count toward the MSW degree for the waived course. See Appendix (<https://apply.socialwork.nyu.edu/apply/form/?id=ba3813bb-78be-4669-ab47-a49327409202>) in the MSW Student Manual for more information and instructions.

Please contact the Silver Advanced and Waiver Credit Team at [silver.advancedcredit@nyu.edu](mailto:silver.advancedcredit@nyu.edu) for inquiries about advance and waiver credit from previously completed courses outside of NYU Silver School of Social Work.

### Waiver Approval for Social Work Research I or II

Students who receive waiver credit approval for Social Work Research I or II are required to take an approved research alternative elective. An approved list of research alternative electives is shared with the student by the Admissions & Enrollment Services Office. Students should inform their Academic Advisor, the Chair to Research, and obtain permission, if applicable, to register for an approved research alternative elective. It is the student's responsibility to fulfill the waiver credit requirement in order to meet their degree requirements.

### Taking Diversity, Racism, Oppression, and Privilege as an Elective

Advanced Standing students have the option of enrolling in DROP as one of their electives. In order to do so they must contact their Academic Advisor before the registration period begins, who will make sure the Registrar is notified about this change in the student's degree program. Failure to contact the Academic Advisor could result in difficulties with graduation.

### Request to switch Practice I-II

Practice I-II/Practicum Instruction I-II is a two-semester sequence in which the Practice instructor also serves as the Faculty Practicum Advisor. Normally, changing sections in the middle of this sequence is not allowed. However, students in extenuating circumstances may request an exemption from this rule. Students must make this request in writing to the Chair of Practice and the Assistant Dean of the Department of Practicum Education and Community Partnerships, Dr. Anne Dempsey ([anne.dempsey@nyu.edu](mailto:anne.dempsey@nyu.edu)), that explains the reason(s) for the request. Exemptions may only be granted on a case by case basis.

Both the Chair and the Assistant Dean must approve for the exemption to be granted. In cases when the request is denied, students may appeal the decision in writing to the Associate Dean for Academic Affairs within 5 working days of the request denial.

### 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 (<https://drive.google.com/file/d/1FraX81dRoDZx6PZIVMX6wsfe2UdL7Qeo/view/>) (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. Contact information for each school and their registration correspondence can be referenced on the Registering at Another NYU School webpage (<https://www.nyu.edu/students/student-information-and-resources/registration-records-and-graduation/registration/cross-school-registration.html>). Finally, the student must complete the Cross-School Registration Form (in Student Manual) ([https://drive.google.com/file/d/11caxYK46Wy7Fv6dMNLEtG\\_gtCKN9wEf\\_/view/](https://drive.google.com/file/d/11caxYK46Wy7Fv6dMNLEtG_gtCKN9wEf_/view/)). 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

Students can audit one elective course during their time in the MSW program. Students who wish to audit an elective must complete the MSW Audit Request Form ([https://docs.google.com/forms/d/e/1FAIpQLSdzLj1WJfvYDPcF3T5qqugbtsVMpdgw13U2r\\_yrHBuLD698Jw/viewform/](https://docs.google.com/forms/d/e/1FAIpQLSdzLj1WJfvYDPcF3T5qqugbtsVMpdgw13U2r_yrHBuLD698Jw/viewform/)) (in Student Manual) no earlier than one week before the course begins. Auditing will be allowed only for courses that are not fully enrolled; auditing will not be allowed for any course with a waitlist. Students who are approved to audit an elective will be added to the course's NYU Brightspace site (<https://www.nyu.edu/life/information-technology/teaching-and-learning-services/instructional-tools/nyu-lms-brightspace.html>) and the instructor will be notified. Students who audit a 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.

### Auditing and Enrolling Requests from Non-Silver Students

Students from other NYU Schools may not audit any MSW courses at NYU Silver School of Social Work.

If a non-Silver student would like to enroll in a NYU Silver course, they must seek approval from their academic advisor at their designated School and the instructor teaching the course. Upon approval, the student should email Silver Enrollment Services at [silver.registration@nyu.edu](mailto:silver.registration@nyu.edu) and copy their advisor and the instructor. Students will not be enrolled for at least a week after Silver students register for classes.

Steinhardt graduate students have an exception to the policy requiring approval. For Fall, Spring, and Summer classes, Steinhardt students will be able to register themselves for Silver electives without receiving prior approval approximately a week after registration opens for Silver students. The exact date will be in the "Notes" section of each class each registration period.

### 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.

There are two independent study options: a traditional independent study, and a research independent study. A traditional independent study typically focuses on theoretical or applied material of strong interest to the student that is either not covered in an existing course or it is not covered in sufficient depth. A research independent study provides an opportunity to gain meaningful research experience by working with a faculty member engaged in an existing program of research.

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, agree 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 (<https://drive.google.com/file/d/1OT1CikakPAqMYy2-bhKczd11vAm6fywf/view/>) via email to the Associate Dean for Research (Professor Marya Gwadz: [marya.gwadz@nyu.edu](mailto: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 (in Student Manual), ([https://drive.google.com/file/d/15s71W9QhZi-8FExlK5V\\_zXuifTZUaEg/view/](https://drive.google.com/file/d/15s71W9QhZi-8FExlK5V_zXuifTZUaEg/view/)) which both the student and sponsoring faculty member have to sign. 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.

### Research Jobs and Internship Opportunities

NYU Handshake is the Wasserman Center's career development platform for jobs, internships, events, and more. It hosts any available openings for research positions in jobs, paid and unpaid internships. Handshake may be directly accessed by logging in with your NYU Net ID credentials at <https://nyu.joinhandshake.com/login> (<https://nyu.joinhandshake.com/login/>).

There are also research jobs appropriate for students posted by NYU on Interfolio.com (<https://www.nyu.edu/about/careers-at-nyu/faculty-and-researchers.html>), NYU's Research Career site. Additionally, Indeed.com and Idealist.org are external platforms that may host appropriate positions. While these sites are open to all, students are encouraged to apply.

### Volunteer Opportunities

Students may also request to volunteer to work for a faculty directly by contacting them. Faculty research interests are noted on the School website.

### Research Course Opportunities

All students in the Silver MSW program are required to enroll in MSWPF-GS 2009 Research I and MSWAC-GS 2008 Research II courses. For further research education, students can request to take research courses within the Silver PhD program. Students seeking to take PhD Research courses must obtain permission from that course's instructor. The available PhD Research courses are found on Albert's Course Search (<http://albert.nyu.edu>).

Students may also utilize Cross School Registration and take a research focused course as an MSW elective; refer to Cross School Registration ([https://docs.google.com/document/d/1ySSrzoEhdwzvo88JludyztG\\_OcHam7tuBoL6XdLr\\_Y/edit/#heading=ha6lbs8tt6jeh](https://docs.google.com/document/d/1ySSrzoEhdwzvo88JludyztG_OcHam7tuBoL6XdLr_Y/edit/#heading=ha6lbs8tt6jeh)) for further information.

### Events and Lectures

Students may attend scientific talks at Silver and the wider NYU community such as the Center for Drug Use and HIV/HCV Research, and NYU School of Global Public Health. These are generally distributed through email and disseminated on the School's or center's twitter profile.

### 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). Students may also be granted attendance related accommodations through the Moses Center for Accessibility; these accommodations are applied in tandem with the Excused Absence policy defined in this MSW Student Manual. Students can learn more about individualized accommodations offered through the Moses Center by contacting an Accessibility Specialist using their Contact webpage (<https://www.nyu.edu/life/global-inclusion-and-diversity/centers-and-communities/accessibility.html>).

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/1THhXeUxOdLbSBenVWifgwVEkSqs3IZVVEokdyvuUxU/edit/#heading=hr1qo30s4r7qe>) 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.



## Expectations for Waitlists

During the Add/Drop period students may enroll in open courses until the class capacity has been reached. Once a class is full, it will be labeled as Waitlisted. If your desired class is full, you may add yourself to the waitlist. Once a waitlist also fills, the class will be labeled as Closed.

Movement on waitlists occurs from the beginning of registration through the first two weeks of the semester until Add/Drop ends. It is not a guarantee if the waitlist for any given class will change and if waitlisted students will get into a class.

Students who are placed on a waitlist for a preferred course should confirm they have utilized SWAP in Albert. If you need support with SWAP, please reach out to the Silver Enrollment Services at [silver.registration@nyu.edu](mailto:silver.registration@nyu.edu).

## Waitlist Requests

Silver does not guarantee that students will get their preferred choice of classes and cannot promise students a certain class time or professor. Enrollment Services and Academic Advisors do guarantee assistance to modify a student's class schedule if a required course conflicts with their practicum schedule and their practicum schedule cannot be changed; this process is called a Waitlist Request.

Your Academic Advisor and the Enrollment Services Office will consider Waitlist Requests for closed or waitlisted classes during the Waitlist Review Period in the two weeks prior to the start of the next term. Following the Waitlist Review Period, students will be responsible for enrolling in the open classes available to them during Add/Drop.

We can only consider waitlist requests if it meets all of the following criteria:

- The course waitlisted is a required course for your pathway
- There are no open alternatives
- All other open alternatives conflict with your practicum schedule and it cannot be changed

To submit a waitlist request, please fill out the NYU Silver MSW Waitlist & Closed Course Request Form ([https://docs.google.com/forms/d/e/1FAIpQLScMBRh1PxoqrrkTQsP\\_B548UP2n-6wnjd-QxfHRYCwXKfIEQ/viewform/?usp=dialog](https://docs.google.com/forms/d/e/1FAIpQLScMBRh1PxoqrrkTQsP_B548UP2n-6wnjd-QxfHRYCwXKfIEQ/viewform/?usp=dialog)). If you have multiple waitlisted or closed courses that meet the waitlist exception criteria you must submit a separate form for each course. Please do not reach out to the instructor of the class as they will not be able to assist with these requests.

## 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.

## 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 term withdrawals. Students may 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 withdrawing from a course or requesting a term withdrawal.

Note that students can drop any course, with a full refund and without a W (withdrawal) grade on record, during the add/drop registration period at the beginning of each semester. Following this period, students can withdraw from a course until the 12th week of classes during the fall and spring semesters but will be held responsible for related tuition and fees according to the Bursar's Refund Schedule (<https://www.nyu.edu/students/student-information-and-resources/bills-payments-and-refunds/refunds-and-withdrawals/dropping-classes.html>). For the summer semester, the 12th week equivalent is used. A grade of W will be recorded if the withdrawal occurs after the add/drop registration deadline but before the 12th week or 12th week equivalent. After that deadline, students must receive a grade for the course, which could be F if they failed to attend any part of the course.

Students who are considering withdrawal from a course after the add/drop registration deadline should discuss it with the course instructor. The next step is to contact the Academic Advisor to facilitate the withdrawal process. Students who withdraw from a course cannot audit the same course at a later time; if it is a required course, it must be taken at another time at the student's own expense.

## Withdrawals from Practice or Practicum Courses

Students who withdraw from or fail a Practice or Practicum course must re-enroll in both courses in a subsequent term.

If a student fails Social Work Practice I-IV, and passes the corresponding Practicum Instruction course, the student will have to retake the appropriate Social Work Practice course and withdraw from Practicum Instruction. No practicum hours accrued will be rolled over.

If a student fails Practicum Instruction and passes the corresponding Social Work Practice course, the student will repeat the Practicum Instruction course the next time it is offered by approval of the Assistant Dean of Practicum Education and will simultaneously audit the corresponding Social Work Practice course.

They must also 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, Including 3-credit Intensive Elective

Students must attend every hour of one-credit electives, including 3-credit intensive electives. Due to the brevity of one-credit electives/3-credit intensive electives and the condensing of course content, absence from one session is equivalent to missing multiple sessions of a semester-long course.

Students who need to withdraw from a one-credit elective or 3-credit intensive elective can get a full refund and no W (withdrawal) grade up until 24 hours after the start of the first class session. To request a withdrawal, students must email the Silver Enrollment Services Office at [silver.registration@nyu.edu](mailto:silver.registration@nyu.edu). After this deadline, students must receive a grade for a one-credit course which can be P, F, or W or a letter grade for a three-credit course.

Following the 24 hour deadline, if a student has an excused absence (see Expectations for Attendance) which prohibits them from attending a session after the first class, the student must contact the Enrollment Services Office and their Academic Advisor 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.

### **Voluntary vs. Involuntary Leaves of Absence**

Most leaves and withdrawals are voluntary. Involuntary leaves and withdrawals are used in cases of academic/performance dismissal and as an option in cases of danger to self, others, or property.

### **Psychological Medical Leave of Absence**

Psychological medical leaves and/or withdrawals are warranted when students are: (a) psychologically unable to perform academically or live in the residence halls; (b) dangerous to themselves, others or property; or (c) in need of treatment that prevents their current or future continuation at the School. The psychological medical leave option requires approval from the NYU Wellness Center and is applicable for the current semester, not retroactively.

To return from a psychological medical leave of absence, students must fulfill certain conditions:

(a) sufficient time away from the School; (b) a course of treatment the entire time away from the School; a Certificate of Readiness to Return Form sent from the outside therapist to the NYU Wellness Center; and (d) an evaluation with the NYU Wellness Center.

Students who plan to return must notify the University at least 2 months prior to the start of classes. The limit for consecutive leaves of absence

is one academic year. If students need to extend their leave, they must formally request an extension by repeating the original request procedure.

### **Physical Medical Leave of Absence**

An illness may prevent students from participating in class. Depending on when students become ill and how quickly they recover, they may not be able to make up missed work; in this case, a physical medical leave of absence is recommended. The physical medical leave option requires approval from the NYU Student Health Center.

To return from physical medical leave of absence, students must notify the University at least 2 months prior to the start of classes. The limit for consecutive leaves of absence is one academic year. If students need to extend their leave, they must formally request an extension by repeating the original request procedure. Students must complete an evaluation with the NYU Student Health Center before they can re-matriculate.

For non-medical leaves of absence and term withdrawals, the following conditions apply.

### **Non-Medical Leave of Absence or Maintenance of Matriculation**

Students may be experiencing personal, family, or financial problems. Depending on the nature of these issues, students may request a non-medical leave of absence or Maintenance of Matriculation (MoM) for the current semester, and is not applicable for past semesters. Students must follow the procedure for a non-medical leave of absence or MoM for each semester of absence. Students are responsible for paying the MoM fee, which is determined by the NYU Office of the Bursar.

To return from a non-medical leave of absence or MoM, students must notify the University at least 2 months prior to the start of classes. The limit for consecutive leaves of absence is one academic year. If students need to extend their leave, they must formally request an extension by repeating the original request procedure.

### **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 return their NYU Student ID to Associate Dean Courtney O'Malley by mail (1 Washington Square North, Rm G08, New York, NY 10003) or in-person at the NYU Card Center (7 Washington Place, New York, NY, 10003). 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.

## Readmission to MSW Program

Students who wish to return to the MSW program after withdrawing will be required to submit a new application for admission. At minimum, the School reserves the right to require a full application to any academic program after an absence of one year or longer for any reason.

Readmission to all academic programs is reviewed on a case-by-case basis.

Students who are academically dismissed from the NYU Silver School of Social Work MSW program will not be readmitted to the program. Academic dismissal occurs when a student does not meet the minimum criteria for good academic standing after academic concern (i.e., a cumulative GPA of at least 3.0, no F grades).

## Reapplication

Some applicants may wish to reapply if they are not admitted to the MSW Program. The School strongly recommends waiting a minimum of one academic year before initiating a new application.

## 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 (<https://docs.google.com/document/d/1uCbGzqEA8lbH-0fNrX9h2h9P193QcvKgj5k1mPmtvE/edit/#heading=hrx8x0stk2kds>) first (if a Lead Instructor is not available, such as in Research, then the Chair (<https://docs.google.com/document/d/1uCbGzqEA8lbH-0fNrX9h2h9P193QcvKgj5k1mPmtvE/edit/#heading=hc2md3xq4eot>) 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 (<https://docs.google.com/document/d/1THhXeUex0dLbSBenVWifgwVEkSqs3IZVVEokdyvuUxU/edit/#heading=hx0yzt9wmznge>). 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. (<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 (<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](mailto:bias.response@nyu.edu), or complete a Bias Response Online Form ([https://nyu.qualtrics.com/jfe/form/SV\\_55x3HRqPYDsl0uN/](https://nyu.qualtrics.com/jfe/form/SV_55x3HRqPYDsl0uN/)).

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'Malley at [courtney.omealley@nyu.edu](mailto:courtney.omealley@nyu.edu).

## Student Course and Instructor Evaluations

At the end of each semester, students are emailed with links to electronic evaluations for each of the previous semester's courses, including Practicum Instruction. These evaluations are extremely important for the shaping and restructuring of courses and the professional development of instructors. Because of the invaluable nature of student feedback, the School strongly encourages students to complete these evaluations. This is your opportunity to have your voice heard. Consider offering a constructive critique that identifies strengths of course material and pedagogical tools, while also noting and clarifying how the course and the teaching method can be improved.

Participation is anonymous, meaning students' identities are not collected. Finally, you should know that instructors do not receive evaluation results until after final grades are submitted. Students can review course evaluations from previous semesters at the Online Course Evaluation website (<https://www.smartevals.com/nyusocial/>).

## 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 response to the 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.

Associate Dean for Academic Affairs will retain one (1) set of all material in a confidential file.

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

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

In accordance with approval from the New York State Education Department, NYU Silver has aligned Practicum placement hours from 1,200 hours to 900 starting in Fall 2024 for students beginning the first year of their Practicum experience. This change aligns Silver with the requirements of the Council on Social Work Education (CSWE) and with the majority of schools across the United States who have historically required 900 hours of practicum experience. Students who began Practicum prior to Fall 2024 will remain at 1,200 hours. Students who began Practicum after Fall 2024 will complete 450 hours per year, per practicum assignment for a total of 900 hours in practicum to complete the MSW degree.

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 2025-2026 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-lms-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.

### **Failure in Practice or Practicum**

If a student fails Social Work Practice I-IV, and passes the corresponding Practicum Instruction course, this will require a change in your academic plan and impact graduation. The student will need academic advisement guidance at that time.

If a student fails Practicum Instruction and passes the corresponding Social Work Practice course, the student will repeat the Practicum Instruction course the next time it is offered by approval of the Assistant Dean of Practicum Education and will simultaneously audit the corresponding Social Work Practice course.

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 these policies 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.