# Table of Contents

Preface .......................................................................................................................... 4  
Welcome from the Dean ............................................................................................. 5  
Chapter 1 - The MSW Program ................................................................................... 6  
  School Mission ............................................................................................................ 6  
  MSW Program Goals .................................................................................................. 5  
  MSW Curriculum and Degree Information ................................................................ 5  
  Overview of the MSW Curriculum ............................................................................. 6  
  MSW Program Outcome Objectives .......................................................................... 7  
  The Foundation Curriculum ....................................................................................... 8  
  Courses in Foundation Curriculum .......................................................................... 8  
  Foundation Schedule for Full-time Study ................................................................. 10  
  The Advanced Standing Program ............................................................................. 11  
  Distance Education Programs .................................................................................. 11  
  Three Year Distance Education Programs ................................................................ 12  
  The Advanced Curriculum ........................................................................................ 13  
  Concentrations in the Advanced Curriculum ............................................................ 14  
  The Direct Practice Concentration (DP) ................................................................. 15  
  The Community Management and Policy Practice Concentration (CMPP) ............ 17  
  The Self-Directed Concentration ............................................................................ 20  
  The Field Education Program ................................................................................... 21  
  Professional Development as a Supra-Curricular Theme ........................................ 24  
Chapter 2 - MSW Program Policies and Procedures .................................................. 25  
  Academic Advising ..................................................................................................... 25  
  Educational Plan of Study ......................................................................................... 26  
  Foundation Course Exemption Policy ....................................................................... 27  
  Student Matriculation ............................................................................................... 28  
  Registration ................................................................................................................ 28  
  Payment of Tuition and Fees .................................................................................... 28  
    Graduation Information ........................................................................................... 29  
  Student Rights and Responsibilities ......................................................................... 30  
    Committee on Students ......................................................................................... 30  
    Student Rights ....................................................................................................... 33  
    Student Concerns and Grievances ......................................................................... 34  
    The Honor Code of the University ....................................................................... 35  
  Student Files ............................................................................................................ 36  
  Academic Guidelines ............................................................................................... 33  
    The Grading System ............................................................................................... 37  
    Grades of Incomplete ............................................................................................. 38  
    Grades of L .............................................................................................................. 38  
    Residency Requirements ....................................................................................... 39  
    Academic Ineligibility ............................................................................................ 39
Preface

The School of Social Work Curriculum Manual contains most of the policies and procedures of the School of Social Work, as established by the faculty of the School of Social Work. Each student should become familiar with the material pertaining to his or her program, and, together with a faculty advisor, make certain that the chosen program of study complies with all policies.

Chapter One of this Manual contains information related to graduate education at the School of Social Work, including a description of the MSW program curriculum. Chapter Two describes the policies and procedures pertaining to the general academic requirements of the School of Social Work. Chapter Three provides an overview of the dual degree, certificate, and licensure programs offered by the School of Social Work.

The School of Social Work reserves the right to make changes to this Manual at any time. It is the student’s responsibility to be aware of, and comply with all regulations, policies, procedures, and deadlines.
Dear Reader,

Congratulations on your decision to pursue graduate studies at the School of Social Work. Faculty, staff, alumni, and students are proud of our rich tradition of service to the people of the state of North Carolina. We look forward to your vision and energy in addressing local, regional, national, and global problems.

You are currently viewing the 2015-2016 Curriculum Manual for the UNC-Chapel Hill School of Social Work. I hope you read this Manual and access it often – as a reference guide. The Manual is prepared for students, staff, field instructors, and faculty. It contains information about the policies and procedures that guide our various academic programs. Use it when you meet with your advisors and as you plan your study at the School of Social Work.

Additional information important to your role as a student can be found at <ssw.unc.edu>, including detailed information about dual degree and certificate programs, a course listing, a database of faculty research and teaching interests, information about the School of Social Work Student Organization (SoWoSO) and professional organizations, campus maps, parking information, housing information, and much more. In their own ways, these documents also shape our practices and programs, for we are part of a larger community of scholars.

This Manual is offered to explicate the program and policies of the School of Social Work—to clarify and simplify. I hope the Manual will contribute to an atmosphere in which all constituents of the School can work together to achieve our combined mission effectively and successfully.

Sincerely,

Jack M. Richman, PhD
Professor and Dean
Chapter 1 - The MSW Program

School Mission
The mission of the School of Social Work is to advance knowledge regarding social problems and programs, to educate social workers for advanced practice, and to provide leadership in the development of socially and economically just policies and programs that strengthen individuals, families, groups, organizations, and communities. (Adopted by the faculty on January 16, 2006)

MSW Program Goals
1. To prepare students with the knowledge, values, and skills to engage in effective, ethical, advanced social work practice upon graduation;
2. To provide an academically challenging curriculum that teaches students to access, create, evaluate and use scientifically-based knowledge in their professional practice; and
3. To prepare graduates to contribute to the profession through leadership activities that promote social and economic justice.

MSW Curriculum and Degree Information
UNC Social Work faculty believe social work practice adheres to the standards set forth by the NASW Code of Ethics. Professional practice employs social work-based and other relevant knowledge, values, and skills to empower individuals, families, groups, organizations, and communities. The intent of social work practice is to design, implement, and evaluate social interventions that help client systems assess and build on strengths; identify and address needs, problems, and conditions; and maximize individual, family, and societal well-being. Social work practice also generates and disseminates knowledge; promotes social justice; implements new programs and services; manages organizations; facilitates community development; evaluates practice at all levels; and provides leadership to the profession and society (Adopted by the Faculty on September 1, 2000).

The School offers a program of classroom and fieldwork that leads to the Master of Social Work (MSW) degree. The focus and content of this program are guided by the School's mission, the Curriculum Policy Statement of the Council on Social Work Education (found at www.cswe.org), the educational objectives defined by the Faculty, and professional commitments to the social work practice community. In keeping with the tradition of the School, the curriculum prepares students for careers in public and nonprofit settings.

The curriculum leading to the MSW is built on a liberal arts perspective. Students come to the School with this perspective, and it is reinforced by content and experiences that are incorporated throughout the courses in the Foundation and the Concentration Curricula. The faculty defines the liberal arts perspective as encompassing knowledge and insight from a
variety of disciplines. This perspective is demonstrated through critical thinking; effective communication about people, cultures, societies, and social problems; and concern for social justice. It is developed through successful completion of a wide variety of undergraduate courses selected from the social, biological, cognitive, and behavioral sciences; the humanities; and the arts. Courses may be drawn from such fields as anthropology, biology, economics, education, history, literature, philosophy, political science, psychology, social work, and sociology.

The MSW curriculum is offered within the context of basic professional social work values. These include equal access to services; respect for individual worth and human dignity; right of self-determination; availability of humane social institutions responsive to human needs; positive regard for the unique characteristics of diverse populations; and personal responsibility for ethical conduct, the outcomes of practice, and the continuous acquisition of knowledge and skills. Students are expected to demonstrate a commitment to these values.

Specific curriculum concerns support the mission of the School and recognize that the school serves a unique region. Further, the curriculum emphasizes disadvantaged, vulnerable, and oppressed individuals, families, and communities.

As a member of the Council on Social Work Education (CSWE), which accredits social work programs, the School affirms the CSWE Accreditation Standard 6.0, Nondiscrimination and Human Diversity, which states, “The program makes specific and continuous efforts to provide a learning context in which respect for all persons and understanding of diversity (including age, class, color, disability, ethnicity, family structure, gender, marital status, national origin, race, religion, sex, and sexual orientation) are practiced.” (Accreditation Standard 6.0, CSWE Educational Policy and Accreditation Standards, approved by the Board of Directors to be effective on July 1, 2002)

**Overview of the MSW Curriculum**

The curriculum for the MSW program is divided into two levels: Foundation and Advanced. The Full-time students take the Foundation Curriculum in their first year, and Distance Education students complete the Foundation Curriculum over a two year period. The Foundation Curriculum provides students with the knowledge, values, processes, and skills essential for the general practice of social work. It consists of general courses in social welfare policy and services, human behavior in the social environment, social research, social work practice, and field education that prepare students to use a problem-solving method and engage in planned social change at multi-system levels. Students do not specialize in methods or fields of practice in Foundation courses.

The Advanced Curriculum builds upon the professional Foundation and provides more thorough knowledge of complex policies, practice skills, research methods, human behavior in the social environment, and field education. During the first year of full-time study or second year of distance education study, students select one of three concentrations in the Advanced
Curriculum: the Direct Practice Concentration, Community Management and Policy Practice Concentration, or Self-Directed Concentration. The concentrations are outlined in the following sections of this *Manual*.

The MSW Curriculum includes two additional elements, leadership and professional development. Students are provided with opportunities both to enhance leadership skills and to develop professionally.

To be eligible for the MSW degree, advanced standing students take a total of 40 credit hours. Students in full-time and distance education programs must complete the course requirements and the field practica in the Foundation Curriculum and the Advanced Curriculum. For these students, a total of 62 credit hours is required for graduation: 32 hours of distributional requirements in the Foundation Curriculum and 30 hours of distributional requirements in the Advanced Curriculum. Policies related to course exceptions are presented in the section on Curriculum Policies.

**MSW Program Outcome Objectives**

The purpose of the master’s program in social work is to prepare students for direct practice, management of nonprofit and public agencies, community practice, and leadership positions in the social work profession. The following program objectives were adopted by the Faculty on August 12, 2008. On completion of this MSW program, students will:

1. Identify, synthesize, and apply research-generated knowledge to plan, implement, and evaluate complex interventions that address problems in a specialized area of practice;
2. Demonstrate the capacity for effective leadership that enhances the well-being of client systems across a range of social systems, including organizations and communities;
3. Demonstrate commitment and ability to apply the core values of the profession, including the alleviation of social and economic injustice, discrimination, and oppression; and
4. Recognize and respond to ethical dilemmas and values conflicts in ways that are consistent with the NASW Code of Ethics and current legal mandates.

**The Foundation Curriculum**

**Foundation Outcome Objectives**

Students completing the Foundation Curriculum are expected to demonstrate specific outcomes, adapted from CSWE Educational and Policy & Accreditation Standards, through their performance in the classroom and the field. The following outcomes were approved by the Faculty on August 12, 2008. At the conclusion of the foundation year of study, students will:

1. Apply critical thinking skills within the context of professional social work practice;
2. Understand the value base of the profession and its ethical standards and principles, and practice accordingly;
3. Practice without discrimination and with respect, knowledge, and skills related to clients’ age, class, color, culture, disability, ethnicity, family structure, gender, marital status, national origin, race, religion, sex, and sexual orientation;
4. Understand the forms and mechanisms of oppression and discrimination and apply strategies of advocacy and social change that advance social and economic justice;
5. Understand and interpret the history of the social work profession and its contemporary structure and issues;
6. Apply generalist social work knowledge and skills to practice with systems of all sizes;
7. Use theoretical frameworks supported by empirical evidence to understand individual development and behavior across the life span and the interactions among individuals and families, groups, organizations, and communities;
8. Analyze, formulate, and influence social policies;
9. Evaluate research studies, apply research findings to practice, and evaluate their own practice interventions;
10. Use communication skills differently with client populations, colleagues, and communities;
11. Use supervision and consultation appropriate to social work practice; and
12. Function constructively within organizations and service delivery systems and seek necessary organizational change.

Courses in the Foundation Curriculum
The Foundation Curriculum consists of eight classroom courses, two field practica, and two field seminars. In addition, students complete an on-line pre-course on the history of oppression that serves as a pre-requisite for SoWo 501 Confronting Oppression and Institutional Discrimination, and the JumpStart! Preparation for Practice orientation program. Together, these courses, field work, and programs enable students to achieve the outcomes stated above.

In their academic studies, students gain knowledge and skills related to social policy, human behavior in the social environment (HBSE), direct and macro practice, and research. They apply knowledge and develop their skills by engaging in 480 hours of supervised practice in an agency setting. Typically, students are assigned to an agency for two eight-hour days per week, for a total of 60 working days spread over two semesters.

During the Foundation year, students are expected to achieve objectives related to both direct and macro practice. In their direct practice assignments, they work with individuals, families, and small groups. Students learn to apply a variety of practice methods and develop social interventions that enhance client functioning. In their macro practice assignments, students apply practice methods to work units, organizations, and communities. Students are involved in relationships with organizations and communities, and they take a major role in developing projects that enhance the functioning of the agency or community. In both classroom and field, students learn to appreciate and respond appropriately to various dimensions of diversity.
In the Foundation Curriculum, classroom courses and field practica are integrated through mutual assignments and projects that require knowledge and skills from both arenas. For more information about field education, refer to the Field Education Program Manual.

In concert with their faculty advisors and field faculty, all students in the Foundation Curriculum identify their learning and career goals. These goals provide direction as students prepare to begin the Advanced Curriculum by declaring a concentration and choosing electives.

### Courses in the Foundation Curriculum

<table>
<thead>
<tr>
<th>Number</th>
<th>Course Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>SoWo 500</td>
<td>Human Development in Context I: Infancy to Adolescence (HBSE)</td>
<td>3</td>
</tr>
<tr>
<td>SoWo 501</td>
<td>Confronting Oppression and Institutional Discrimination (HBSE)</td>
<td>3</td>
</tr>
<tr>
<td>SoWo 505</td>
<td>Human Development in Context II: Adulthood to Older Adulthood (HBSE)</td>
<td>3</td>
</tr>
<tr>
<td>SoWo 510</td>
<td>Foundations for Evidence-Based Practice and Program Evaluation (Research)</td>
<td>3</td>
</tr>
<tr>
<td>SoWo 530</td>
<td>Foundations of Social Welfare Policy (Policy)</td>
<td>3</td>
</tr>
<tr>
<td>SoWo 540</td>
<td>Social Work Practice with Individuals, Families, and Groups (Practice)</td>
<td>3</td>
</tr>
<tr>
<td>SoWo 570</td>
<td>Social Work Practice with Organizations &amp; Communities (Practice)</td>
<td>3</td>
</tr>
<tr>
<td>SoWo 769</td>
<td>Evidence-based Interventions in Direct Practice</td>
<td>1.5</td>
</tr>
<tr>
<td>SoWo 799</td>
<td>Interventions with Organizations and Communities</td>
<td>1.5</td>
</tr>
<tr>
<td>SoWo 520</td>
<td>Social Work Practicum I (Field)</td>
<td>3</td>
</tr>
<tr>
<td>SoWo 521</td>
<td>Social Work Practicum II (Field)</td>
<td>3</td>
</tr>
<tr>
<td>SoWo 523</td>
<td>Foundation Field Seminar I (Field)</td>
<td>1</td>
</tr>
<tr>
<td>SoWo 524</td>
<td>Foundation Field Seminar II (Field)</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td><strong>Total Credit Hours</strong></td>
<td><strong>32</strong></td>
</tr>
</tbody>
</table>

### Foundation Schedule for Full-time Study

As the chart below indicates, full-time students complete 32 hours of required Foundation courses in their first year of study.

#### Foundation Schedule for Full-time Study

**Fall Semester**

<table>
<thead>
<tr>
<th>Number</th>
<th>Course Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>SoWo 500</td>
<td>Human Development in Context I: Infancy to Adolescence (HBSE)</td>
<td>3</td>
</tr>
<tr>
<td>SoWo 530</td>
<td>Foundations of Social Welfare Policy (Policy)</td>
<td>3</td>
</tr>
<tr>
<td>SoWo 540</td>
<td>Social Work Practice with Individuals, Families, and Groups (Practice)</td>
<td>3</td>
</tr>
<tr>
<td>SoWo 570</td>
<td>Social Work Practice with Organizations &amp; Communities (Practice)</td>
<td>3</td>
</tr>
<tr>
<td>SoWo 520</td>
<td>Social Work Practicum I (Field)</td>
<td>3</td>
</tr>
<tr>
<td>SoWo 523</td>
<td>Foundation Field Seminar I (Field)</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td><strong>Total Credit Hours</strong></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>

**Spring Semester**

<table>
<thead>
<tr>
<th>Number</th>
<th>Course Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>SoWo 501</td>
<td>Confronting Oppression and Institutional Discrimination (HBSE)*</td>
<td>3</td>
</tr>
<tr>
<td>SoWo 505</td>
<td>Human Development in Context II: Adulthood to Older Adulthood (HBSE)</td>
<td>3</td>
</tr>
</tbody>
</table>
The Advanced Standing Program

Students who have graduated from accredited BSW programs, usually within seven years, may apply for Advanced Standing. Those accepted into this program attain the MSW degree by taking a total of 40 hours in the School of Social Work at UNC Chapel Hill over the course of one calendar year.

Currently, Advanced Standing students enroll in the summer, taking three courses (13 credit hours) in the MSW curriculum. The three courses include SoWo 715: Advanced Standing Bridge Course (6 credit hours), SoWo 510: Foundations for Evidence-Based Practice and Program Evaluation (3 credit hours) and SoWo 522: Advanced Standing Practicum (4 credit hours). The remaining 27 hours are completed by taking the second part of the research sequence (SOWO 810: Evaluation of Social Interventions, an advanced HBSE/practice course, an advanced policy course, and other advanced curriculum courses that support the student’s plan of study. Advanced Standing students meet the same distributational requirements as full-time and distance education students.

Summer Course Schedule for Full-time Advanced Standing Students

<table>
<thead>
<tr>
<th>Summer Session I</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>SoWo 715</td>
<td>Advanced Standing Bridge Course</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Summer Session II</td>
<td></td>
</tr>
<tr>
<td>SoWo 510</td>
<td>Foundations for Evidence-Based Practice and Program Evaluation</td>
</tr>
<tr>
<td>SoWo 522</td>
<td>Advanced Standing Practicum (Field)</td>
</tr>
<tr>
<td></td>
<td>Total Credit Hours</td>
</tr>
</tbody>
</table>

Distance Education Programs

Currently, the School operates traditional distance education programs at two sites across the state. The Triangle distance education program is located at the UNC-Chapel Hill School of Social Work. In the Triad, the Forsyth Department of Social Services hosts the Winston-Salem traditional distance education program. Classes are held on Fridays at both sites. The distance education programs recruit students who are employed in human services, are second career students, are returning to the work force, or are unable to engage in full-time study for any reason.
Three-Year Distance Education Programs

The three-year distance education programs are offered in the Triangle and Winston-Salem for students who wish to complete the MSW over the course of three years. During the first year of study, students take two classes each semester. This is the only requirement in the first year for students working in human services. Students who are not employed in human services during the first year are expected to obtain consistent, significant volunteer experience for at least 20 hours per month to provide opportunities to apply the knowledge and skills gained in the Foundation Curriculum.

During the second year, students continue to take two classes each semester. They also complete the Foundation field education requirements in the second year: SoWo 520 (Practicum I), SoWo 521 (Practicum II), SoWo 523 (Seminar I), and SoWo 524 (Seminar II). Field work is usually undertaken concurrently with class work.

Students are expected to complete all Foundation requirements in their distance education program unless they apply for and receive a Foundation Course Exemption. Students who exempt a foundation course should confer with their faculty advisor to revise their distance education curriculum. Students may also transfer courses to meet elective requirements. For more information, see Foundation Course Exemptions and Course Transfers.

After completing four semesters of distance education study, students in the traditional distance education programs are formally admitted to the full-time campus program. These students are required to attend classes in Chapel Hill as full-time students once they complete the 32 hours of distance education study. Final year distance education students join students in the second year of MSW study from the full-time program and those with advanced standing as they complete their Advanced Curriculum requirements.

Foundation Course Schedule for Three Year Distance Education Students

In the three year distance education programs, students complete the Foundation curriculum requirements over a two year period. The following chart depicts a typical schedule of courses and credit hours for traditional distance education study in the Foundation:

| Typical Foundation Course Schedule for Traditional Distance Education Students |
|-----------------------------|--------------------------------|---|
| **Year 1—Fall**             |                                 |   |
| SoWo 500                    | Human Development in Context I: Infancy to Adolescence (HBSE) | 3 |
| SoWo 530                    | Foundations of Social Welfare Policy (Policy)                  | 3 |
| **Year 1—Spring**           |                                 |   |
| SoWo 501                    | Confronting Oppression and Institutional Discrimination (HBSE) | 3 |
| SoWo 505                    | Human Development in Context II: Adulthood to Older Adulthood (HBSE) | 3 |
| **Year 2—Fall**             |                                 |   |
| SoWo 540                    | Social Work Practice with Individuals, Families, and Groups (Practice) | 3 |
| SoWo 570                    | Social Work Practice with Organizations & Communities (Practice) | 3 |
SoWo 520  Social Work Practicum I (Field)  3
SoWo 523  Foundation Field Seminar I (Field)  1

Year 2—Spring
SoWo 510  Foundations for Evidence-Based Practice and Program Evaluation (Research)  3
SoWo 769  Evidence-based Interventions in Direct Practice  1.5
SoWo 799  Interventions with Organizations and Communities  1.5
SoWo 521  Social Work Practicum II (Field)  3
SoWo 524  Foundation Field Seminar II (Field)  1

Total Credit Hours  32

The Advanced Curriculum

The Advanced Curriculum consists of distributional requirements and electives. Students take specific, required courses in each of the following areas: Human Behavior in the Social Environment/Practice (3 credit hours), Policy (1.5 credit hours), Research (1.5 credit hours), and Advanced Field Practica (12 credit hours). Courses in these areas are selected in accordance with the student’s chosen concentration and plan of study.

Before registering for courses in the Advanced Curriculum, students should have a plan of study that has been approved by their faculty advisor as well as their plan of study advisor.

Advanced Curriculum Distributional Requirements

<table>
<thead>
<tr>
<th>Curriculum Area</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advanced Human Behavior in the Social Environment/Practice</td>
<td>3</td>
</tr>
<tr>
<td>Advanced Policy</td>
<td>1.5</td>
</tr>
<tr>
<td>Advanced Research</td>
<td>1.5</td>
</tr>
<tr>
<td>Electives</td>
<td>12</td>
</tr>
<tr>
<td>Advanced Field</td>
<td>12</td>
</tr>
<tr>
<td>Total</td>
<td>30</td>
</tr>
</tbody>
</table>

Full-time and distance education students complete 30 hours in the Advanced Curriculum. This total includes four electives (12 credit hours). Unless an exception to the plan of study has been approved, students may not enter Advanced Field Practica or continue in Advanced Curriculum classes until they complete the entire Foundation Curriculum.

Distributional Requirements in the Advanced Curriculum

Courses in the Advanced Curriculum are designed to build on the knowledge base acquired in the Foundation Curriculum. Students must successfully complete Foundation pre-requisite courses before enrolling in Advanced courses (see the chart below). As students design their plan of study for the concentration curriculum in consultation with their faculty advisor, they should ensure that the curriculum is cohesive and meets the student’s learning and career goals. In particular, it is imperative that the student’s Advanced HBSE/Practice course matches his or her concentration field placement. The Advanced Policy course choice should also be consistent with the student’s population or area of interest. Students must be enrolled in their Advanced HBSE/Practice course before beginning the concentration field placement.
The 12 credit hours of elective requirements may be selected from offerings in the School of Social Work, from other schools or departments within the University, and from other institutions. Any course within the School can serve as an elective if it is not being used to meet Foundation requirements or distributional requirements in the Advanced Curriculum. Elective courses must be taken at the graduate level, and not more than nine credit hours of electives can be taken outside the School of Social Work. Electives must complement the student’s concentration, and they must be relevant to the student’s learning and career goals.

<table>
<thead>
<tr>
<th>Foundation Pre-requisite Courses</th>
<th>Advanced Curriculum Course Content Areas</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOWO 500 Human Dev. in Context I: Infancy to Adol.</td>
<td>Advanced Human Behavior in the Social Env./Advanced Practice Required Course</td>
</tr>
<tr>
<td>SOWO 505 Human Dev. in Context II: Adulthood to Older Adulthood</td>
<td>and</td>
</tr>
<tr>
<td>SOWO 540 Soc. Work Pract. with Ind.s, Gp.s, &amp; Fam.s</td>
<td>Concentration Field Placement Required Courses</td>
</tr>
<tr>
<td>SOWO 570 Social Work Pract. with Org.s and Comm.s</td>
<td></td>
</tr>
<tr>
<td>SOWO 769 Evidence-based Interventions in DP</td>
<td></td>
</tr>
<tr>
<td>SOWO 799 Interventions with Org.s and Comm.s</td>
<td></td>
</tr>
<tr>
<td>SOWO 520, 521, 523, and 524 Foundation Field Practica and Field Seminars</td>
<td></td>
</tr>
<tr>
<td>SOWO 715 Advanced Standing Bridge Course (for Advanced Standing Students)</td>
<td></td>
</tr>
<tr>
<td>SOWO 510 Fdtn.s of Ev.-Based Pract. and Prog. Eval.</td>
<td>Advanced Research Required Course</td>
</tr>
<tr>
<td>SOWO 530 Foundations of Social Welfare Policy</td>
<td>Advanced Policy Required Course</td>
</tr>
<tr>
<td>Pre-Requisites Course(s) Specified on Course Schedule</td>
<td>Advanced Curriculum Electives</td>
</tr>
</tbody>
</table>

**Concentrations in the Advanced Curriculum**

The Advanced Curriculum consists of three concentrations: Direct Practice (DP), Community, Management and Policy Practice (CMPP), and Self-Directed (SD). The DP Concentration prepares students to provide social interventions and services to individuals, families, and groups. The CMPP Concentration prepares students for leadership careers in organizations and community development and for social interventions in larger systems. The Self-Directed Concentration prepares students for tailored professional goals requiring both direct practice and community, management and policy practice settings.

Distributional requirements dictate the selection of required courses; however, students can use electives to customize their curriculum. By selecting electives from a range of topic areas, students can pursue learning and career goals related to more than one population or method or they can develop a deeper level of study within a particular area of practice.
The Direct Practice Concentration

Goals and Description
The DP Concentration prepares master’s level social work students to work directly with individuals, families and small groups of all ages. It draws on a number of theoretical perspectives and practice methods, employing family-centered and ecological perspectives to underscore the larger social context as it affects the well-being of individuals and families. The DP Concentration emphasizes the impact of age, disability, economic status, gender, national origin and immigration status, poverty, race, religion, and sexual orientation on individuals and their families.

The primary goal of the DP Concentration is to prepare social workers to provide direct services that strengthen individuals and their families across the life span.

Linkage with the Foundation Curriculum
The DP Concentration uses a common framework that builds on the Foundation Curriculum. Building on the Foundation Curriculum, the DP Curriculum prepares students to understand and work with individuals, families, and small groups, within the context of the environment. It emphasizes theories and models of practice relevant to work with individual, family, and small group client systems, as well as emphasizing nondiscrimination, culturally competent and ethical practice. The Advanced Curriculum prepares students to use direct practice methods in work with clients and to design and evaluate services.

Concentration Knowledge Base
The DP Concentration elaborates a number of theoretical approaches introduced in the Foundation Curriculum, including role, systems, ecological, behavioral, cognitive, and developmental theories. It also promotes the strengths approach to practice, and it explores risks and protective factors within individual, family, and group settings. Students gain skills in assessing transactions between people and their social environment across the life span. Within a framework of ethical practice, they learn to assess social problems and to develop interventions that ameliorate these problems and enable people to function at their optimum potential.

Social interventions build on the problem-solving sequence taught in the Foundation Curriculum. Students learn a variety of interventive strategies, and they practice the techniques appropriate to the populations and problems encountered in their field settings. In this Concentration, social interventions might include case management, family therapy, couples counseling, a variety of types of brief treatment approaches, crisis intervention, long-term supportive therapy, prevention techniques, psycho-educational methods and cognitive-behavioral interventions. Students learn to evaluate their practice through a variety of qualitative and quantitative methods, including program evaluation.
Field Education in the DP Concentration
The DP Concentration practica build on the foundation placement with field experiences that are specifically related to direct services to individuals, families, and small groups. Placements provide an opportunity for students to engage in supervised practice in a variety of settings, using an array of intervention methods.

Typical placements include public and private schools, long, long term care facilities, mental health agencies, family violence programs, HIV/AIDS service organizations, hospice, hospitals, juvenile and adult justice facilities, immigrant, community, and rural health centers, public and faith-based welfare organizations, public health departments, residential programs for children and adults, schools, and substance abuse programs. In each of these settings, the focus is on direct practice.

Program of Study
In the DP Concentration, all students take an advanced HBSE/Practice course that is consistent with their concentration field practicum (3 credit hours), an advanced policy course (1.5 credit hours), the advanced research course SoWo 810: Evaluation of Social Interventions (1.5 credit hours), and 12 credit hours of elective course work consistent with their individual career goals. Through their choices of electives and the advanced field practicum, students gain specialized competencies with a particular population or a specific setting. Electives can add depth or breadth to the plan of study. Students may also use electives to sample the CMPP Concentration. This strategy is particularly helpful for students who anticipate promotion into management positions when they attain the MSW degree.

For example, a DP student interested in working with women experiencing intimate partner violence may take course work in areas such as cognitive behavioral therapy, trauma and violence, and social work practice with groups. Similarly, a DP student interested in grandparents who raise grandchildren may take courses related to aging, child and adolescent health and mental health, and social work practice with families. Taking a somewhat broader approach, a DP student interested in working in a DSS setting after graduation may take courses in child welfare as well as CMPP courses in administration and leadership. Courses offered in the DP Concentration are listed in the chart below.

<table>
<thead>
<tr>
<th>Course Content Area</th>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advanced Human Behavior in the Social</td>
<td>SOWO 840 Adult Mental Health: Theory and Practice</td>
<td>3</td>
</tr>
<tr>
<td>Environment/Advanced Practice Required Course</td>
<td>SOWO 841 Child Mental Health: Theory and Practice</td>
<td></td>
</tr>
<tr>
<td></td>
<td>SOWO 842 Families: Theory and Practice</td>
<td></td>
</tr>
<tr>
<td></td>
<td>SOWO 843 Older Adults: Theory and Practice</td>
<td></td>
</tr>
<tr>
<td></td>
<td>SOWO 844 Adolescent Mental Health: Theory &amp; Practice</td>
<td></td>
</tr>
<tr>
<td></td>
<td>SOWO 845 Health: Theory and Practice</td>
<td></td>
</tr>
<tr>
<td>Advanced Policy</td>
<td>SOWO 732 International Comparative Policy</td>
<td>1.5</td>
</tr>
<tr>
<td></td>
<td>SOWO 739 Child Welfare Policy Practice and Advocacy</td>
<td></td>
</tr>
<tr>
<td></td>
<td>SOWO 832 Multigenerational Family Policy</td>
<td></td>
</tr>
</tbody>
</table>
The Community, Management and Policy Practice Concentration (CMPP)

Goals and Description

The Community, Management and Policy Practice (CMPP) Concentration prepares students for leadership careers in community practice, human services administration, and policy practice and advocacy. The goals of the Concentration are to promote positive social change in the lives of vulnerable populations and to improve the quality of life for families and communities. The Concentration helps students acquire knowledge and skills in the following areas: (1) promoting citizen participation and building stronger social networks and communities; (2) developing supportive programs and responsive human services organizations; and (3) changing policies in legislative, agency, and community settings by analyzing existing polices, establishing new ones, and continuously improving their implementation. On graduation, alumni pursue careers in non-profit, proprietary, and public sector organizations as community practitioners, leaders of coalitions, agency directors, program designers, managers and evaluators, and policy analysts, advocates, lobbyists and researchers and in domestic and international community development.

Building on the Foundation Curriculum, the CMPP Concentration employs a strengths-based approach to working with groups, organizations, coalitions and communities. The curriculum in this concentration emphasizes the assets of communities and organizations in social development, organizing, and planning practice, nonprofit leadership, coalition building, social administration, community-based research and program evaluation, and public advocacy. It focuses on the reciprocal influences between community development and social policy at the macro level, and the roles that management and administrative leadership play in mediating this relationship. The primary goal of the CMPP Concentration is to prepare social workers to provide leadership and facilitation in organizational, community, and policy development for the purpose of strengthening families and communities, domestically and internationally.
Linkage with the Foundation Curriculum
The CMPP Concentration uses a common framework that builds on the Foundation Curriculum. It emphasizes community, management and policy practice and work with other larger systems. The Concentration emphasizes nondiscrimination, empowerment theory, democratic governance, evidence-based intervention, organizational cultural competence and ethical practice. The Advanced Curriculum prepares students to use community, management and policy practice methods to work with task groups, to design and implement services and programs, and to develop and evaluate community and governmental initiatives.

Concentration Knowledge Base
The knowledge base of community, management and policy practice is grounded in processes of needs assessment, public advocacy, intervention development, organizational development, administrative coordination, analysis of social systems and power, promotion of participation, community practice, program planning, policy analysis, program evaluation and quality improvement. Specific perspectives presented in the curriculum include: a) social justice, democratization, participatory and empowerment theory, social ethics, human rights, gender equity, and globalization; b) community assets and needs assessment methods; c) social, economic and sustainable development processes and methods; d) program evaluation and social intervention research; and e) decision-making theory, group process and dynamics, and collective efficacy. These perspectives and methods provide students with a framework of knowledge and skills in human relations and practice strategies that help build organizations, communities, and policies.

The CMPP Concentration curriculum addresses three major approaches: community, management, and policy practice. Each builds on the problem-solving model taught in the Foundation Curriculum:

Community practice helps students develop collaborative skills for inter-organizational planning, coordination of services, action coalitions, and neighborhood planning and development in the United States and internationally. The primary practice knowledge base includes current models of community practice: social and economic development, community organizing, social welfare planning, program development and evaluation, and coalition building. All these focus on the use of skills in facilitation and leadership, writing and communication, development, organizing and planning, implementing social interventions within larger systems, program evaluation, community research, advocacy, and legislative analysis. Community practice courses take a global perspective on work in the United States and abroad.

Administration and management practice helps students develop leadership roles in organizational and inter-organizational development and effectiveness. The primary practice knowledge base includes contemporary administrative and management theories, models, and practices for developing and managing human service organizations. It emphasizes methods and skills in nonprofit and public sector
leadership, fundraising and marketing, financial management, program design and proposal development, consultation, supervision, and human resources management. Administration and management courses emphasize skills in organizational assessment and development, building organizational cultural competence and supporting diverse staffs, team building, and resource development, strategic planning, human relations skills and managing for performance, and strategies for on-going organizational learning.

Policy practice helps students acquire the skills for changing policies in legislative, agency, and community settings by establishing new policies, improving existing ones, or defeating the policy initiatives of opponents. The primary practice knowledge base includes the development of competencies and the analytical and research skills needed to advocate for relatively powerless groups and other vulnerable populations and communities, and to plan, implement, and evaluate programs and policies at several levels of social intervention. Skills in policy analysis and research, multiple advocacy strategies, lobbying, coalition building, and preparation of policy briefs are emphasized.

**Field Education in the CMPP Concentration**

The CMPP Concentration placements build on the Foundation with field experiences that are specifically related to community, management, and policy practice. Placements provide an opportunity for students to gain a conceptual and practical understanding of their fields of practice.

CMPP placements include positions in community-based agencies and grassroots organizations and across a broad range of human service organizations such as; human service and advocacy coalitions; legislative programs; public, proprietary, and nonprofit organizations; state-level programs that focus on prevention, training, and evaluation; and city, county, state, and federal government programs and initiatives.

**Program of Study**

In the CMPP Concentration, all students take one or more advanced HBSE/Practice courses consistent with their concentration field practicum (3 credit hours)-- SOWO 874 Administration and Management Theory and Practice and/or SOWO 875 Community Theory and Practice; at least one advanced policy course (1.5 credit hours); SOWO 810 Evaluation of Social Work Interventions (1.5 credit hours); and 12 credit hours of elective course work. Through their choices of electives and the advanced field practicum, students can develop specialized competencies in keeping with their individual career goals.

Students can use electives to add depth or breadth to the plan of study in keeping with their particular practice method, population or setting of interest. Students who want to specialize in policy practice can take the advanced policy practice course SOWO 834 and one or two of the other advanced policy courses. Students may also use electives to sample the Direct Practice (DP) Concentration courses.
Within the concentration students may specialize in one or more macro practice methods. For example, CMPP students interested in community practice may take courses related to community development and planning as well as sustainable development and citizen participation. Students interested in community practice may also complete the Certificate in International Development with a focus either abroad or in the United States. Students interested in starting a nonprofit organization may focus course work in areas related to nonprofit management and leadership. Management oriented students may complete the Certificate in Nonprofit Management. Students interested in reforming child and family policy may take Leadership and Management in Public Human Services Agencies as well as courses focused on multigenerational family policy, and advanced policy practice as well as courses related to direct practice with families.

### Courses in the Community, Management and Policy Practice Concentration

<table>
<thead>
<tr>
<th>Course Content Area</th>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
</table>
| Advanced Human Behavior in the Social Environment/Advanced Practice Required Course | SOWO 874 Administration & Mgmt.: Theory and Practice  
SOWO 875 Community: Theory and Practice               | 3             |
| Advanced Policy                                          | SOWO 732 International Comparative Policy                              | 1.5          |
|                                                          | SOWO 739 Child Welfare Policy Practice and Advocacy                    |              |
|                                                          | SOWO 832 Multigenerational Family Policy                               |              |
|                                                          | SOWO 834 Advanced Policy Practice                                     |              |
|                                                          | SOWO 835 Poverty Policy                                                |              |
|                                                          | SOWO 836 Health Access and Health Disparities Policy                   |              |
|                                                          | SOWO 837 Disability Policy                                            |              |
|                                                          | SOWO 838 Military Family Policy                                        |              |
| Advanced Research                                        | SOWO 810: Evaluation of Social Interventions                          | 1.5          |
| Electives                                                | Electives chosen from current course offerings                         | 12           |
| Advanced Field                                           | SOWO 820: Field Practicum III                                         | 12           |
|                                                          | SOWO 821: Field Practicum IV                                          |              |

**The Self-Directed Concentration**

Goals and Description
For those rare instances when a student’s professional goals cannot be met through only the Direct Practice Concentration or the Community, Management and Policy Practice Concentration because they need an even balance of the two for a very specific professional goal, students may petition the Associate Dean for Student Affairs for a Self-Directed Concentration. The Self-Directed Concentration offers students an opportunity to build advanced skills in both direct practice and community, management, and policy practice. This concentration is intended for students whose specific professional and learning goals require advanced skills in both areas.
For example, a student may be interested in developing a program to provide services for children with autism. In this case the student’s focus would be both on learning the management and evaluation skills needed to establish and run a program as well learning about the evidence-based interventions to be provided to the children served by the program. Students in the Self-Directed Concentration are required to take two advanced HBSE/Practice courses (one from each concentration). One advanced HBSE/Practice course will satisfy the concentration curriculum requirement, and the other will count toward elective credit hours. Self-Directed field placements are equally balanced with direct practice and community, management, and policy practice learning opportunities.

Students interested in pursuing the Self-Directed Concentration should request a meeting with the Associate Dean for Student Affairs. If the Self-Directed Concentration seems reasonable given the student’s learning and career goals, the students should schedule a meeting with her/his Concentration Field Placement Coordinator. If the Self-Directed Concentration still seems reasonable and feasible, the student should meet with the Director of Field Education to request final field approval.

**The Field Education Program**

The Field Education Program and Policies are a part of the required MSW curriculum. Following is a summary of the *Field Education Program Manual*. For more specific information regarding the Field Education Program and Policy including information about standards for the approval of field instructors, agency recruitment and student matching process and operational policies and procedures, please refer to the *Field Education Program Manual* at [http://ssw.unc.edu/students/academic/advising](http://ssw.unc.edu/students/academic/advising).

**Rationale**

Social work is a profession that applies a working body of knowledge to the resolution of social problems and the enhancement of social functioning. Field education is an integral part of both the Foundation and Advanced Curricula. While classroom learning focuses on discrete knowledge and theoretical background, the field curriculum exposes students to a wide range of social problems and possibilities. It teaches students to assess these situations and to develop, implement, and evaluate social interventions for persons, families, groups, organizations, and communities.

In field, students practice social work techniques within a variety of human service settings. There are opportunities for 1) building on and applying principles, concepts, and theories taught in classes; and 2) developing discipline and insight into the use of self as a professional person.

Specific assignments are elaborated in the Student Learning Agreement. Students practice in a wide array of agencies, including community development organizations, family and children’s
services, medical and rehabilitative services, mental health services, programs for older adults, and other specialized programs. They work directly with clients, or on behalf of client populations, from a variety of backgrounds and learn to consider the impact of age, ethnicity, gender, gender expression, gender identity, sexual orientation, class, national origin, race, religion, and other areas of difference.

Functions of Field Education
Because students’ learning is affected by what they bring to the School of Social Work, faculty anticipate differences in preparation, interests, abilities, and capacities. Consequently, faculty work individually with students to create a learning experience that meets student interests and abilities, agency capacities, and academic requirements. This individualization is possible only within the context of the overall rationale and structure of the field curriculum. Although students have differing field experiences, the goal of ensuring competence through the interaction of the academic and field curricula remains constant.

Field education provides opportunities for students to:
1. Test and validate ethics and values appropriate to the functions of the profession in a practice setting;
2. Develop and enhance self-awareness and the disciplined use of self;
3. Facilitate application of theory to real problem situations;
4. Learn and practice knowledge and skills in more than one method or model of helping;
5. Develop skill and confidence in working with and helping various client units (individuals, couples, families, groups, communities, and organizations) with a range of social and personal problems;
6. Identify the impact of the larger social system on the client and on the nature and effectiveness of human services, and take this reality into account in designing, implementing, and evaluating social interventions; and
7. Participate in formulating policy and procedures.

The Foundation Practicum
Two courses constitute the Foundation placement: SoWo 520, Social Work Practicum I, and SoWo 521, Social Work Practicum II. During the Foundation field placement, students are in field for approximately 240 clock hours per semester for two semesters. Typically, this amounts to two full days a week for a total of 60 days. Students in the Foundation placement focus on development of basic knowledge and skills that provide the groundwork for the Advanced Curriculum. All students are required to take SoWo 540: Social Work Practice with Individuals, Families & Groups, and SoWo 570: Social Work Practice with Organizations & Communities, prior to or concurrent with the Foundation field placement. Foundation Curriculum objectives and Field Practicum goals are listed in the Field Education Program Manual.

Specific assignments will vary depending on 1) agency and community resources; and opportunities and 2) student interests and career goals. Each student is assigned direct service cases (individuals, families, and small groups). Working with these client units, the student develops the ability to assess, design, and implement social interventions and to evaluate
outcomes. In the Foundation field placement, each student is also assigned an organizational or community project or activity to develop skills in macro service assessment, intervention, and evaluation. In developing skills to promote the improved functioning of organizations and communities, students have hands-on responsibilities just as they do in working with direct services clients. Passive observations of organizational or community functioning are not considered adequate to meet this learning goal.

To enhance and strengthen the field experience, students are required to participate in SoWo 523 and SoWo 524: Foundation Field Seminar I and II. The seminar is designed to assist students in the integration of classroom learning with the direct experience of practicum and serves as a professional support group for discussing field issues. The Field Seminar class meets bi-weekly over the course of two semesters.

**The Advanced Practicum**

Direct practice is understood to be purposeful intervention designed to enhance client functioning. In field, direct practice students are expected to apply a variety of practice methods appropriate to the client system, the setting, and the presenting issue. Students should have the opportunity to work with different types of client systems, including individuals, families, and groups. Student should also work with clients from a variety of backgrounds representing various dimensions of diversity, including age, ethnicity, gender (including identity and expression), race, sexual orientation, and socioeconomic status. Students actively evaluate direct practice outcomes and their own practice.

Community, Management and Policy Practice includes purposeful interventions with work units, organizations, communities, and policy-making entities. The goal is to enhance the performance of the systems that provide human services, including agencies at all levels and community groups. Students are expected to assess functioning and apply a range of macro methods appropriate to the setting, the problem or issue, and the desired outcomes. They should also take a responsible role in developing a project to enhance the functioning of the practicum agency or community. Projects should contribute to a more responsive service delivery system or to improved working conditions. Students actively evaluate macro practice outcomes and their own practice.

Three courses constitute the Advanced Practicum: SoWo 522: Advanced Standing Practicum for Advanced Standing students (during the summer preceding the academic year, Advanced Standing students are in the field for approximately 200 clock hours), SoWo 820: Social Work Practicum III, and SoWo 821: Social Work Practicum IV. It is required that a student’s choice of the required Advanced HBSE/Practice course correspond with the placement setting.

Concentration Students in Advanced placements are in field for approximately 360 clock hours per semester for two semesters. Typically, this amounts to three days a week for a total of 90 days. In the Advanced field curriculum, students develop expanded knowledge and skills in their chosen Concentration. Concentration Curriculum objectives are listed in this chapter and in the
Field Education Program Manual. In both Foundation and Advanced practica, ethical practice is stressed.

Assignments vary depending on the concentration requirements, level of student skill, placement opportunities, and community resources. Specific assignments must be consistent with the chosen Concentration. All placements must enable students to work with disadvantaged, vulnerable, and oppressed populations.

Students who would like to be considered for the Self-Directed concentration should schedule an appointment with the Associate Dean for Academic Affairs. If it is determined that the Self-Directed concentration may be a good fit for a student, the student should then talk with the Field Office to determine if a placement in their area of interest with an even blend of direct and macro learning activities is available.

Professional Development as a Supra-Curricular Theme

To prepare students for making the transition from student to professional, the School provides numerous professional development opportunities each year. During the fall and spring semesters, the School hosts several professional development workshops for students related to topics such as conducting a job search, interviewing for a position, and negotiating a job offer. The School also provides several networking opportunities each year such as Direct Practice Networking Night and Management and Community Practice Networking Night. At these events, students are able to engage with graduates of the School who are working in the field and share similar areas of interest. Further, the School hosts a Career Day/Job Fair each year that typically brings over 50 agencies from North Carolina and beyond to the School to discuss employment opportunities with students. Students are strongly encouraged but not required to attend these workshops and events.

In addition, students will have the opportunity to attend a number of workshops focused on leadership in social work throughout their MSW study. First year students will be expected to attend at least one of these leadership workshops per semester.
Chapter 2 - MSW Program Policies and Procedures

In accordance with CSWE standards, the School has established a number of policies and procedures related directly to the MSW curriculum. Familiarity with this material will help students plan their course of study and navigate difficulties, should they occur. For more information about items in this section, contact the Associate Dean for Student Affairs.

Academic Advising

Advising is provided to assist students in the development of meaningful educational plans that are compatible with their professional goals. On admission, each student is assigned both a faculty advisor and a plan of study advisor. Depending on the student’s program the same advisors may serve for the entirety of the student’s enrollment.

The academic advising system at the School of Social Work is guided by the following principles:

1. Each student will have a plan of study advisor and a faculty advisor.
2. Student advising offers a continuing relationship between the advisors and the student. This relationship is based on knowledge both of the MSW program and of the student’s educational needs, career goals, personal strengths, areas of potential difficulty, and preferred learning patterns.

The academic advising system is based on the following roles and responsibilities:

Faculty Advisor Responsibilities

1. The faculty advisor should guide the academic and professional development of advisees.
2. The faculty advisor should orient advisees to the School’s mission and curriculum.
3. The faculty advisor should assist advisees in integrating field and class work and decision making about concentration and course selection.
4. The faculty advisor should review and discuss advisees’ leadership self-assessment with them, helping advisees identify opportunities for leadership development.
5. The faculty advisor should review and approve the plan of study for each advisee.
6. The faculty advisor should meet with each advisee at least once per semester, remain abreast of the advisee’s progress, work the with advisee to revise the Plan of Study as needed, and be available to counsel advisees regarding any concerns.

Plan of Study Advisor Responsibilities

1. The plan of study advisor should communicate with students regarding MSW curriculum policies and procedures.
2. The plan of study advisor should review and approve the plan of study for each student to ensure it is consistent with curriculum requirements.
3. The plan of study advisor clears students for registration each semester.
**Student Responsibilities**

1. Students should initiate contact with their advisors as needs arise, and bring to their attention issues and circumstances in which they need information, assistance, or clarification. Students should identify areas of concern regarding any aspect of the educational experience.

2. Students should view their advisors as resources who can make appropriate referrals to other services as needed.

3. Students should consult with their faculty advisor to design the Educational Plan of Study and their plan of study advisor to ensure its accuracy. However, the ultimate responsibility for assuring completion of course and field work in the proper sequence and in a timely manner lies with students.

4. Students should consult with their faculty advisor regarding the leadership self-assessment and discuss leadership and professional development opportunities.

5. Students should register for classes in accordance with their approved Educational Plan of Study, or notify their advisors if revisions to the Plan are needed.

**Reassignment**

Students frequently develop relationships with faculty who serve as informal mentors and advisors for curricular, field, career, and personal needs and may wish to change faculty advisors to strengthen and maintain these relationships. To change faculty advisors, students should complete a change of advisor form that is available from the plan of study advisor or the SSW web site. Prior to reassignment, students must obtain written agreement from the original faculty advisor as well as the new faculty advisor.

**Educational Plan of Study**

The Educational Plan of Study helps students plan a cohesive MSW curriculum that meets their learning goals as well as academic requirements for graduation. As part of the plan of study, each student will provide a narrative that delineates his or her career goals, populations with which the student would like to work, issues the student would like to address, and settings in which the student is interested in providing services. In addition, on the plan of study each student will indicate his or her course choices and outline how these courses move the student toward his or her defined career goals.

Students will design their Educational Plan of Study with help from their faculty advisor and plan of study advisor. Approval of the Educational Plan of Study must be attained from both the Faculty Advisor and the Plan of Study Advisor. After the Educational Plan of Study has been approved, students will meet with their plan of study advisor each semester to update it and gain clearance for registration.

Occasionally, students encounter personal or family situations that prohibit them from completing the course of study as planned. Students who cannot complete the program as it is designed should consult with their advisors and the Associate Dean for Student Affairs. A revised Plan of Study indicating how the student proposes to complete the requirements for
the degree should be submitted to the Faculty Advisor and the Plan of Study advisor for approval.

**Foundation Course Exemption Policy**

Some students enter the MSW program and have taken identical or similar courses to those offered in the foundation year of the MSW curriculum. To prevent students from repeating content mastered in other courses, the School of Social Work offers students an opportunity to exempt four foundation courses: Human Development in Context I: Infancy to Adolescence (SoWo 500), Human Development in Context II: Adulthood to Older Adulthood (SoWo 505), Foundations for Evidence-Based Practice and Program Evaluation (SoWo 510), and Foundations of Social Welfare Policy (SoWo 530). Identical or similar courses must have been taken in the last five years, and grades earned for those courses must be equivalent to a “B” or better. Students interested in seeking an exemption should request a Foundation Course Exemption Form from the Plan of study advisor and attach the following supplemental documents:

- Course Syllabi
- Course objectives and description
- Reading list
- Course assignments
- At least one example of work done for the course such as a paper or exam
- Transcript with pertinent courses highlighted or circled
- Narrative relating proposed course(s) to the specific learning objectives of the course for which the student seeks exemption. Narrative should explain how the proposed course(s) meet each individual learning objective.

In addition, the Foundation course faculty and/or the Associate Dean for Student Affairs may request an interview with students applying for such exemptions to further discuss and assess students’ exemption applications.

Once the Foundation Course Exemption Form is received, the Associate Dean for Student Affairs and Foundation course faculty will review the material to determine whether the requested course exemption is comparable to the foundation course. The Associate Dean for Student Affairs and Foundation course faculty may consult with the Associate Dean for Academic Affairs when assessing and making decisions about students’ exemption application. If approved, the student will be exempt from the foundation course and must substitute a course from the advanced curriculum in social work. If the Associate Dean for Student Affairs or the Foundation course faculty considers the course to be substantially different from the foundation course objectives, the request for exemption will be denied and the student must enroll in the foundation course. The decision of the Associate Dean for Student Affairs and/or foundation course faculty is final.
Student Matriculation

Registration
Students taking classes on the Chapel Hill campus receive the necessary information to register for courses from the Office of the University Registrar and the Registrar of the School of Social Work. Students enrolled in the distance education programs are automatically registered for classes by the School of Social Work Registrar during semesters in which they are taking courses at the distance education program sites. Once students enter the concentration curriculum, they must have an approved plan of study in order to receive clearance for registration.

Students should complete their registration in ConnectCarolina (connectcarolina.unc.edu) using their ONYEN and password. In ConnectCarolina, students are able to:

- Engage in Registration activities
- Search the Schedule of Classes
- View enrollment appointments
- View Registration Holds
- Use the Planner and Shopping Cart in self-service to prepare for enrollment
- Engage in Financial Aid activities

Courses may be added only during the add period listed in the Directory of Classes. The maximum course load for graduate students is 16 credit hours per semester; however, students may take 16.5 or more hours with the permission of their faculty advisor and the Associate Dean for Student Affairs by requesting an overload approval using the requisite form.

Students who do not register for a fall or spring semester will be considered as having withdrawn. Students should consult with the Associate Dean for Student Affairs and the School Registrar about policy and procedures on Official Withdrawal and Leave of Absence.

A student’s registration will also be cancelled if 1) tuition and fees are not paid; 2) there is a “Registration Cancellation, University Hold;” or 3) no courses are recorded on a student’s schedule.

Payment of Tuition and Fees
All students will be notified by email to their UNC email account when their bills are ready to be viewed. Students who register after the billing date must estimate their own bill and pay it before registering for courses. See <cashier.unc.edu> for more information. Registration is cancelled if a student neither pays registration fees nor files a tax or financial aid request for tuition and fee deferment with the University cashier by the deadline.

The last day to drop a course and receive credit on a student’s financial account is approximately ten days after classes begin; the actual date is listed in the Directory of Classes. In cases of withdrawal from the University, tuition and fees are prorated over a period of nine
weeks at a rate of one-tenth of the semester’s bill for each week, after deduction of an administrative charge. For more information, call the Cashier’s Office at 919/962-1368.

Graduation Information

Application for Graduation
Formal application for graduation is required by the deadlines established by the Graduate School for each semester. Students should check the School calendar to determine the date that applications are due for the semester they expect to graduate. Normally, the deadline for graduation in May is the second Friday in February; for graduation in August, early July; and for graduation in December, the last Friday in September. The School’s Registrar will send information about the graduation application process in mid-June for August graduates, in early October for December graduates and at the beginning of the spring semester for students planning to graduate in May. Students apply to graduate through Connect Carolina. The School Registrar can answer questions about graduation. Students are responsible for removing, in advance, any conditions attached to the application for graduation, such as the transfer of course credits.

Commencement
Master’s and doctoral degrees are awarded at the end of the fall and spring semesters and at the end of the second summer session. Formal University commencement exercises are held in May and December. The School holds a formal hooding ceremony on the Saturday before the University Commencement in May. Each graduate is individually recognized on stage and “hooded” with the master’s cape. Social Work graduates, their families, and their friends are invited to attend the ceremony and reception.

For the ceremony, students are required to wear caps, gowns, and hoods, which can be obtained at Student Stores. A few donated gowns are available from the School. To reserve donated academic garb, contact the School Registrar in the Academic and Student Affairs Suite.

The University commencement is held in Kenan Stadium (or at the Smith Center, in inclement weather). The service begins with a formal academic procession. MSW graduates are recognized as a group when presented by the Dean to the Chancellor for the official awarding of the degrees; PhD graduates are recognized individually.

Students who have not completed all requirements at the end of the spring semester, but who will have fulfilled all requirements by the end of the following summer sessions, may participate in commencement activities and the School of Social Work graduation ceremony. Any students planning to participate in the commencement exercises in this manner must request approval from the Associate Dean for Student Affairs in writing.

Since the University officially grants the degree, diplomas are not available until the day after the School of Social Work ceremony. Please note that if students have any charge on a
University account, no matter how small, they will not receive diplomas until the amount owed is paid and cleared by the University Cashier. Students who still owe money may go through the graduation ceremonies but will receive a form from the Cashier instead of a diploma; the diploma will be held until the account is cleared.

**Student Rights and Responsibilities**

**Committee on Students**

**Background**
The Committee on Students (CoS) was formed in 2001 to address issues and concerns that could jeopardize a student’s continued enrollment in the MSW program. The committee is comprised of 12 faculty members (2 of whom are ex officio members), and 1-2 student representatives. Committee members are appointed by the Dean of the School of Social Work, and each member typically serves a 2-year term. The Associate Dean for Student Affairs and the Director of Field Education serve as standing members of the CoS.

**Responsibilities of the CoS**
The CoS serves in an advisory capacity to the Dean of the School of Social Work and often reviews student referrals related to impairment in professional behavior, ethical behavior, and/or academic performance. As a part of this work, the CoS reviews written referral information, formulates corrective action measures, and advises the Dean of the School of Social Work regarding proposed plans of action. Additionally, the CoS hears requests for reinstatement and readmission to the MSW program.

**CoS Referrals**
Prior to a referral to the CoS, faculty members complete the Student Concern Form and confer with the Associate Dean for Student Affairs at the School of Social Work. Students may be referred to the CoS for a multitude of reasons including but not limited to:

- Failure to meet the standards for continued enrollment in the School of Social Work
- Failure to meet or maintain academic requirements as established by the University of North Carolina School of Social Work
- Difficulties in or loss of field placement
- Behavior judged to be in violation of the NASW *Code of Ethics*
- Violation of the University Honor Code (violations of the Honor Code will be referred to the University of North Carolina Honor Court. Please note, however, that the processes within the University and the School of Social Work are not mutually exclusive.)
- Requests for reinstatement and readmission
The following flow chart outlines the CoS student process:

**COMMITTEE ON STUDENTS PROCESS**

1. Faculty member identifies student concern
2. Faculty completes Student Concern form
3. Review form with Assoc. Dean for Student Affairs
4. Consult with Dir. of Field Education on field placement issues
5. Develop and implement action plan to address concern
6. Is a referral to CoS warranted?
7. Refer to CoS
8. Data Collection by Assoc. Dean of Student Affairs
9. Information distributed to CoS members and student
10. CoS Meeting
11. CoS members recommend course of action
12. Review by Dean of School of Social Work
13. The Dean of the School of Social Work will approve the plan or require modifications
14. Implementation and monitoring of corrective action plan

**Guidelines for referral to CoS:**
- Requests for reinstatement and readmission
- Failure to meet educational standards in classroom or field education
- Violations of NASW Code of Ethics
- Conduct that is in violation of the CSWE competencies
- Previous action plans have failed to adequately address the issue

**The Assoc. Dean for Student Affairs will assist designated faculty to develop, implement, and monitor the student action plan. A referral to CoS may be warranted if the student continues to struggle.**
Submission of Materials
Materials pertaining to a student’s field and classroom records while enrolled at the School shall be assembled and made available to the committee.

Written material will be prepared and submitted to the CoS chair by the student, faculty advisor, and when appropriate, the field instructor or other appropriate parties.

Copies of written materials will be distributed to the student and committee members no later than 5 working days before the CoS meeting. Following receipt of the information, the student may submit a response statement within 4 working days if desired.

In order to protect confidentiality, all participants, including the student, must return materials to the Chair for disposal. The Chair will retain one set of all material used as a confidential file.

Meeting Schedule
The CoS meets two times per month during the academic year. The Associate Dean for Student Affairs may convene additional meetings as needed. The CoS does not meet during summer sessions. While the committee makes every effort to hear cases expeditiously, referrals made at the end of the academic year or during the summer may be delayed until the beginning of the next academic year.

Courses of Action
The following are examples of CoS recommendations and not intended to be an exhaustive list:

- Continue the student in the program with no new conditions. In these situations, the concern has been addressed and no further action by the student or program is required.

- Continue the student in the program without condition, but with one or more of the following:
  - Student participation in supports or services to address identified issue(s)
  - Notation of misconduct in student’s record
  - Administration of any other sanctions tailored to prevent and/or avoid the recurrence of the prohibited conduct

- Establish a plan for formal conditions for the student’s continuance in the program. In these situations, the student must meet specific conditions to remain in the program. The plan may include:
  - Development of goals, strategies, a timeline, and appropriate accountability
  - Mentorship and support
  - Student participation in counseling and/or advising services
  - Student participation in academic support services
  - Reduction in course load or delayed entry to the field practicum
  - Require additional field hours be completed
  - Withdrawal from the program with the option of reapplying
  - Termination from the program.
CoS Ethical Standards
1. The chair of the CoS will practice discretion when gathering and sharing information about a student’s referral to and status with the CoS.
2. Members of the CoS will preserve confidential information and will not discuss the case with other faculty unless it is necessary for disposition.
3. When talking with a student, CoS members will remain impartial and refrain from making statements which cannot be supported.
4. CoS members who feel they are unable to be fair and impartial shall recuse themselves from participating in that meeting.

Rights of Students
The CoS shall ensure students referred to the committee are accorded the following rights:
1. Receive written/e-mail notification of the concern being addressed.
2. Receive timely consideration.
3. Bring a personal advisor to the hearing; such advisors must be a student, faculty, or staff member who is not a party to the case. The advisor may not serve as a witness, verbally represent the student, or question witnesses.
4. Question the documentation of the concern.
5. Present information on his/her behalf.
6. Receive written notification of a decision within seven (7) business days.
7. Students have the right to appeal. Appeals should be made in writing to the Dean of the School of Social Work.

Student Rights
MSW students have the right to join and form organizations, and they are strongly encouraged to exercise this right by participating in established caucuses or by creating new ones. Information about existing student groups can be found at <ssw.unc.edu>. The Social Work Student Organization works with the School’s administrators to recruit and appoint students to all standing committees and Faculty Senate. Students are also encouraged to contact the Dean and/or Associate Dean for Academic Affairs if they are interested in serving on any of these committees or to provide feedback about their experience at the School. Information about the structure of the school can be found at <ssw.unc.edu>.

The Commission of Accreditation of the Council on Social Work Education (CSWE) addresses student rights and articulates many of the elements required of MSW programs by CSWE. A complete statement of standards and interpretive guidelines can be found at <www.cswe.org>. Questions about Student Rights and Responsibilities can be addressed to the Associate Dean of Academic Affairs as well as to the Associate Dean of Student Affairs at any time.
Student Concerns and Grievances

A number of avenues are available to facilitate resolution of student concerns, complaints, and grievances. Students who need assistance in formulating and addressing concerns may initially consult with their faculty advisor, field faculty, or the Associate Dean for Academic Affairs. Once students are able to articulate their concerns, the first level of redress is an informal process that involves addressing concerns directly with the person(s) involved, such as the classroom instructor, field instructor, plan of study advisor, faculty advisor, or field faculty. If concerns are not resolved at this level, most problems can be brought directly to the Associate Dean for Academic Affairs. Problems related to field education should be presented to the field instructor and field faculty and, if unresolved, to the Director of Field Education followed by the Associate Dean for Academic Affairs.

Students who wish to file formal grievances should notify the Associate Dean for Academic Affairs. The Associate Dean will then appoint a special grievance committee. Students who file formal grievances should submit their concerns in writing. The formal grievance should relate to issues not resolved during the informal process, and a summary of that process should be included. The petition should be given to the Associate Dean for Academic Affairs as well as to those other persons involved. The Grievance Committee shall meet as soon as possible to examine the petition. A meeting of all parties involved will be held so that the committee can examine the issues and attempt to facilitate resolution. This meeting will involve only the concerned parties and the committee members.

If the committee’s efforts do not result in resolution, the committee shall submit to the Associate Dean of Academic Affairs a report that summarizes the problems, the efforts at resolution, and the recommended action of the committee. Based on the report, the Associate Dean of Academic Affairs will make a final determination to resolve the situation. However, either or both parties may appeal to the Dean for further consideration. Throughout this procedure, it is the intention of the School to allow for expression of conflict in a manner that facilitates resolution and minimizes the negative consequences of such conflicts. No punitive action will be taken against students for initiating such a procedure.

The University’s Policy on Prohibited Discrimination, Harassment and Related Misconduct (http://policies.unc.edu/files/2013/04/PPDHRM.pdf) prohibits discrimination, harassment, or retaliation on the basis of an individual’s age, color, disability, gender, gender expression, gender identity, genetic information, national origin, race, religion, sex, sexual orientation, or veteran’s status.

Students who want additional information regarding the University’s process for investigating allegations of discrimination or harassment should contact the Equal Opportunity and Compliance Office for assistance:

Equal Opportunity and Compliance Office
The University of North Carolina at Chapel Hill
Any administrator or supervisor, including a department chair, associate dean or other administrator, who receives a student’s complaint about prohibited harassment or discrimination must notify the Equal Opportunity and Compliance Office within five (5) calendar days of receiving the complaint. If a student raises a claim of prohibited harassment or discrimination during an academic appeal, an investigation of the student’s claim must be performed under the direction of the Equal Opportunity and Compliance Office. The school or department must await the results of the harassment or discrimination investigation before deciding the student’s academic appeal.

University Policies and Procedures
University policies and procedures related to potential student concerns are included in The 2015-2016 Graduate School Record. All entering graduate students have online access to this Manual and should review these policies and procedures. They address topics including but not limited to:

- Amorous relationships
- The Family Educational Rights and Privacy Act
- Illegal Drugs
- Non-Discrimination
- Prohibited Discrimination, Harassment and Related Misconduct
- Student Alcohol Policy
- Student Judicial Governance and the Honor Code

Updates will be posted on the University website at <www.unc.edu/depts/grad/Policies.pdf> and <www.unc.edu/campus/admin/policies.html>.

The Honor Code of the University
Students enrolled in the Graduate School are members of the student body of UNC-Chapel Hill and are subject to the regulations of the Instrument of Student Judicial Governance (Honor Code). The Honor Code is also available online at https://studentconduct.unc.edu/sites/studentconduct.unc.edu/files/documents/Instrument.pdf and is included in The Graduate School Record (see http://www.unc.edu/gradrecord/front/univregulations.html).

Academic work and assuring its integrity is a joint enterprise involving faculty and students. It is incumbent upon graduate students to familiarize themselves with both the specific student and
faculty responsibilities listed below, which is extracted from The Instrument of Student Judicial Governance:

Student Responsibilities

- To conduct all academic work within the letter and spirit of the Honor Code, which prohibits the giving or receiving of unauthorized aid in all academic processes;
- To consult with faculty and other sources to clarify the meaning of plagiarism; to learn the recognized techniques of proper attribution of sources used in the preparation of written work; and to identify allowable resource materials or aid to be used during examination or in completion of any graded work;
- To sign a pledge on all graded academic work certifying that no unauthorized assistance has been received or given in the completion of the work;
- To comply with faculty regulations designed to reduce the possibility of cheating—such as removing unauthorized materials or aids from the room and protecting one’s own examination paper from view of others;
- To maintain the confidentiality of examinations by divulging no information concerning an examination, directly or indirectly, to another student yet to write that same examination;
- To treat all members of the University community with respect and fairness;
- To report any instance in which reasonable grounds exist to believe that a student has given or received unauthorized aid in graded work. Such report should be made to the Office of the Student Attorney General or the Office of the Dean of Students; and
- To cooperate with the Office of the Student Attorney General and the defense counsel in the investigation and trial of any incident of alleged violation, including the giving of testimony when called upon. Nothing herein shall be construed to contravene a student’s rights enumerated in Section V.A.2.b. of The Instrument of Student Judicial Governance.

Sharing Student Information

The School of Social Work takes a collaborative approach to student learning. In the educational interest of the student, it is sometimes necessary to confer with faculty, staff, field instructors, and other agents of the University regarding the student’s academic progress and professional development. The purpose of these consultations is to support and assist the student in his/her educational endeavors. For more information, please refer to the UNC-Chapel Hill Policies and Procedures under the Family Educational Rights and Privacy Act at <http://registrar.unc.edu/academic-services/policies-procedures/student-rights/student-privacy-rights/>.

Student Files

Student Review

The Family Education Rights and Privacy Act (FERPA) affords students the right to access and review their education record. Students wishing to see the portions of their education record
maintained by the School of Social Work should complete a request form obtained from the Associate Dean for Student Affairs. The student’s request to access education record information maintained by the School of Social Work will be honored within 45 days following the request. The Associate Dean for Student Affairs will work to secure the file as quickly as possible. Any reference letters that have been waived for student review will be omitted from the file. The student should review the folder within the office area; if the student wishes to obtain copies of any parts of the folder (excluding any letters of recommendation), the Associate Dean for Student Affairs and her staff can reproduce the documents at the student’s expense. Upon returning the file, the student should sign the review request stating that the file has been reviewed.

Permanent File
After a five-year period, the copy of the transcript and a student summary sheet (showing demographic data such as age, work experience, undergraduate education, and field placements) will be retained as the School’s permanent file. Graduates wishing to review their permanent file should make a written request to the Associate Dean for Student Affairs.

Academic Guidelines

The Grading System
The School of Social Work follows the grading system described in the Graduate School Handbook (http://handbook.unc.edu/grading.html). This system applies to all academic courses offered by the School. Only three grades, Pass (P), Low Pass (L) or Fail (F), are given for field practica, SoWo 520, SoWo 521, SoWo 522, SoWo 720, SoWo 820, and SoWo 821.

The criteria for grading vary according to each individual faculty member and should be clarified at the beginning of each course. Within the School of Social Work, pluses and minuses are sometimes used to provide students with more specific feedback. Only the letter grades appear on the official transcript. Grades for each course must carry one of the following grades:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Significance</th>
<th>Numerical Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>H</td>
<td>Clear excellence</td>
<td>94-100</td>
</tr>
<tr>
<td>P</td>
<td>Entirely satisfactory</td>
<td>80-93</td>
</tr>
<tr>
<td>L</td>
<td>Low pass</td>
<td>70-79</td>
</tr>
<tr>
<td>F</td>
<td>Failing</td>
<td>&lt;70</td>
</tr>
<tr>
<td>IN</td>
<td>Work incomplete</td>
<td></td>
</tr>
<tr>
<td>AB</td>
<td>Absent from final examination</td>
<td></td>
</tr>
</tbody>
</table>
Grades of Incomplete

Only a small number of students receive a grade of incomplete in any given year. An Incomplete (IN) grade results from the instructor’s determination that exceptional circumstances warrant extending the time for completion of course work by the student. If a student is requesting an IN the instructor will contact the Associate Dean for Student Affairs prior to granting the IN to see if there is a larger pattern or problem that must be addressed. When a student and instructor agree that a grade of IN is appropriate, the instructor and the student should negotiate a realistic time frame for completion of outstanding assignments – one year is the maximum time, but the negotiated time can, and most often should, be much more limited. All outstanding course work and dates for completion should be documented on the Contract for Completion of Grade of Incomplete form found on the School website or from the plan of study advisor. This contract is dated, signed, and sent to the Associate Dean for Student Affairs.

Students should not be allowed to take an advanced course if they have a grade of IN for one of its specific foundation course pre-requisites (e.g. no advanced policy courses if the student has a grade of incomplete in SOWO 530). This may be appealed to the Associate Dean for Student Affairs in consultation with the instructor and exceptions may be made on a case by case basis. The Field Office should be informed of any Foundation grades of IN to determine the possible impact on student performance in a Concentration field placement.

If a grade change request for a grade of IN has not been submitted by the instructor within twelve months (the last day of classes in the following academic year), the IN grade automatically converts to an F*. Under very rare and extenuating circumstances, students should see the instructor and the Associate Dean for Student Affairs to request an extension of an IN grade. Failure to remove the temporary grade of IN before the end of the semester in which the student plans to graduate will prevent graduation except when a petition to waive this requirement is submitted in ample time, approved by the Associate Dean for Student Affairs, and approved by the Dean of the Graduate School.

An instructor may not excuse an absence from the final examination. An AB grade must be excused by the UNC Chapel Hill Student Health Director or the Graduate School and presented to the office of the University Registrar within 30 days following the missed examination. If the absence is officially excused, the student must take the final examination at a reasonable time designated by the course instructor. If the AB is not removed within one year, it will revert to an F* (Graduate School Handbook, http://handbook.unc.edu/grading.html).

Grades of L

Students who receive an L are in academic jeopardy and may need additional supports. Also, students become academically ineligible upon receiving 9 credit hours of L. To ensure that students understand their academic risk, and to offer supports and services to maximize their successful completion of the program, the following will occur at the end of each semester:
1. The Registrar will notify the Associate Dean for Student Affairs of any students receiving a grade of L, and the total number of credit hours of L received.

2. The Associate Dean for Student Affairs will send the student a letter. For the first L the letter will inform the student about available supports, encourage him/her to speak with an advisor, and offer to meet as well. The letter will also inform the student of the University policy regarding L’s and academic ineligibility. For students with a total of more than 3 credit hours of L the Associate Dean for Student Affairs will send a letter informing the student of University policy regarding Ls and academic ineligibility, emphasizing the student’s level of academic risk, and requiring a meeting. All letters will be copied to the student’s faculty advisor.

3. At a meeting between a student at academic risk and the Associate Dean for Student Affairs, the following will occur:
   a. Student and Associate Dean for Student Affairs will discuss the prior semester and the factors leading up to the grade(s) of L.
   b. Associate Dean for Student Affairs will offer the student the opportunity to discuss any underlying problems or stressors exacerbating academic problems.
   c. Student and Associate Dean for Student Affairs will create a plan so the student will have additional supports as needed to maximize successful completion of the program. This can be as simple as a referral to Counseling and Wellness, or a more formal plan including regular visits with writing support editors, structured meetings with advisors, and the like. Formal plans will be put in writing, with a copy to the student, the faculty advisor, and the Associate Dean for Student Affairs.

Residency Requirements
The Graduate School requires that master’s students complete a minimum program residence credit of two full semesters either by full-time registration or by part-time registration over several semesters. By completing the MSW program within five years, each MSW student meets the University requirement for residency (http://handbook.unc.edu/masters.html).

Academic Ineligibility
If students receive a grade of F for any course or if they receive an L on nine or more hours of course work, they are ineligible to continue in the MSW program. When students become academically ineligible, their registration is automatically cancelled.

Also, students shall not be allowed to continue in the Graduate School if they fail to make satisfactory progress toward completion of the degree or to demonstrate sufficient promise in the discipline, regardless of grades (Graduate School Handbook, http://handbook.unc.edu/eligibility.html).
**Reinstatement**
When special circumstances warrant, students designated as ineligible may be reinstated. To attain reinstatement, students should petition the Associate Dean for Student Affairs using the form available on the SSW web site. The Associate Dean for Student Affairs will review the case and forward the request to the Committee on Students for review. Following Committee on Students review and recommendation, the Associate Dean for Student Affairs will forward the petition to the Graduate School with a letter either endorsing or declining to endorse the student’s request. Reinstatement is provisional in that students who receive a subsequent grade below P are ineligible to continue.

**Written Assignments**
The ability to communicate effectively and accurately in writing is an essential skill for every social worker. The School requires all written assignments to conform to accepted rules and conventions established by the Publication Manual of the American Psychological Association (2009). To help students with their writing skills the School will provide an initial writing assessment during the orientation period, with subsequent feedback and suggestions for areas of growth. Resources to improve student writing include workshops offered at the School, individual consultation with one of the School’s writing consultants, on-line writing tools for MSW students (http://ssw.unc.edu/students/writing) or support through the University’s Writing Center (http://writingcenter.unc.edu/about/).

**Attendance**
Attendance policies are set at the discretion of the instructor. If students will be absent for religious holy days, they should inform their instructor. These requests will be flexibly accommodated whenever feasible. A student who misses an examination to observe a religious holy day must take the examination at a reasonable time designated by the course instructor. For information about absences from practica, consult the *Field Education Program Manual*.

**Transferring Courses to UNC Chapel Hill**
Requests for transfer of course work are reviewed by the Graduate School after recommendation by the School of Social Work. Transferred courses must be taken within the last six years, relevant to the MSW degree, related to the student’s professional goals, and course content and level of instruction must be commensurate with that offered by the School. For more information, consult the Graduate School Handbook (http://handbook.unc.edu/coursecredit.html).

Full-time and distance education students may transfer a maximum of nine semester hours of credit into the MSW program from another accredited institution or from another graduate program at UNC Chapel Hill. Transfer credits will substitute for elective credits only. Students may not transfer credits for a required foundation or concentration course. Advanced standing students may transfer a maximum of three semester hours of credit into the MSW program and must complete 37 hours for the program in residence. PhD students who are also completing
requirements for the MSW degree may transfer up to 12 hours of credit from that program to meet MSW requirements.

**Three criteria must be met:**
1. Grades earned on transferred work must be the equivalent of B or better; courses taken on a pass/fail or satisfactory/unsatisfactory basis cannot be used for transfer credit;
2. The course must have been taken at the graduate level, for graduate credit; and
3. Although the transferred course may be used as an elective, it must be relevant to the MSW degree and the student’s Plan of Study.

To have courses reviewed for possible transfer, a student must first consult with the faculty advisor to be certain that the course is relevant to the MSW degree, pertinent to the student’s learning and career goals, and commensurate with similar courses offered by UNC Chapel Hill. If these conditions are satisfied, the students may submit the following materials to the Associate Dean for Student Affairs:

- A copy of the published course description;
- The course reading list;
- A list of course requirements, including assignments and grading criteria;
- Information about the types of tools and methods used to engage students in learning;
- A statement justifying the request;
- An official transcript; and
- A completed Transfer of Credit form.

The Associate Dean for Student Affairs will review the request and supporting documentation in consultation with the Associate Dean for Academic Affairs and, if the course transfer is approved, will make a recommendation to the Graduate School.

Transfer of Credit forms are available from the plan of study advisor, who can answer questions about the process, and on the SSW web site. Because the process requires several steps, students should initiate their requests as early as possible—well in advance of the anticipated graduation date.

The School does not award academic credit for life experience or previous employment experience. Similarly, the School does not accept life experience or previous employment as a replacement for academic courses or field practica.

**Course Exceptions**
Exceptions to Advanced Concentration courses are granted when students can demonstrate that courses taken elsewhere closely replicate required course content. Exceptions make it possible for students to customize their Plans of Study by substituting courses not listed as an option to meet Advanced Curriculum requirements. No exceptions are offered for foundation courses or field requirements in either the Foundation or Concentration Curricula.
The student should first discuss the request for a course exception and the basis on which the exception might be granted with the faculty advisor. If the advisor concurs, the student may complete a Request for Course Exception form, available from the plan of study advisor or on the SSW web site. The student should state the specific request and the rationale for the request and obtain a statement from the faculty advisor. This information is recorded on the Request for Course Exception form. Requests for exceptions to Advanced Curriculum requirements are submitted to the chair of the student’s chosen concentration for review. If approved, the request is sent to the Associate Dean for Academic Affairs for consideration. A request for an exception cannot be granted until the responsible parties at each level of approval have formally concurred with the request.

Directed Independent Study
Occasionally students have a very specific interest they wish to pursue as part of their professional development plan, but there is no course at the School or University that they are able to take that covers the content. In such a case the student may wish to create a Directed Independent Study (DIS) as a way to explore the topic. Students wishing to create a DIS should develop an idea, and then seek out a faculty member to be their instructor for the study. There is no guarantee that a student will be able to create any DIS they wish; students must identify a faculty instructor, obtain the approval for their DIS plan from that faculty member, and obtain the approval of the Associate Dean for Academic Affairs. Instructions for doing this are outlined below.

Students should have their DIS written and approved as early as possible, and always at least one week prior to the close of registration for the semester when the DIS will be completed.

A Directed Independent Study is designed for Advanced rather than Foundation Study; the credits are usually used in place of an elective.

To obtain permission to complete a DIS, students should complete the following steps:
1. Consult with the faculty advisor about plans for the DIS. The individualized study must be compatible with both concentration and learning goals;
2. Reach an agreement with a faculty member on the direction, content, outcomes, reading list, activities, products, and evaluation plan for the proposed course;
3. Obtain a DIS form from the SSW web site;
4. Prepare the DIS form, obtain the required signatures, and submit the packet to the Associate Dean for Academic Affairs for approval.

Dropping a Course
To drop a course after the close of the normal drop/add period and before the last two weeks of a semester, a student must complete a Registration Drop/Add Form (available from the School Registrar) and obtain required signatures. After mid-term examinations, a student must
obtain permission to drop a class from the instructor and the Graduate School (Graduate School Handbook, http://handbook.unc.edu/registration.html).

If the instructor judges the student’s performance to be failing at the time of the request to drop a course, a grade of F will be assigned to the student’s permanent record, and the student will be ineligible to continue in Graduate School.

No courses may be dropped during the last two weeks of classes during the fall and spring semesters or during the last week of a summer session. Official withdrawal is required if a student wishes to drop all courses.

Requesting a Leave of Absence
After consulting with their advisors and the Associate Dean for Student Affairs, a graduate student in good standing who desires to interrupt a program of study may request a leave of absence from graduate study for a defined time period (up to one year). In advance of the leave period, the student should present a written request to the Dean of the Graduate School prepared on the appropriate School of Social Work form. The request should include the rationale for the request and must be accompanied by written approval of the request from the Associate Dean for Student Affairs at the School of Social Work. Forms for processing a request for a leave of absence are available from the Registrar of the School or on the SSW web site.

If the request is approved, the time of leave will not count against the total time allowable for the degree for which the student is studying. The Dean of the Graduate School or a duly appointed deputy may grant this first leave of absence upon receipt of both the request and the School endorsement or seek approval or disapproval by the Administrative Board of the Graduate School. No progress toward the completion of the degree may be made during the period of leave. Consequently, students may not transfer courses taken at other institutions during a leave period. Readmission to the Graduate School after an approved leave of absence is generally only a formality (Graduate School Handbook, http://handbook.unc.edu/admission.html).

Ordinarily, a leave of absence may not be renewed. However, in the event that the student wishes to continue the leave of absence beyond the date stated in the original application, the student’s record shall be reviewed by the School. A recommendation as to whether an additional leave of absence shall be granted should be made by the School. If this recommendation is favorable, the Dean of the Graduate School or a deputy shall take the request for a second leave of absence to the Administrative Board for action. It is understood that if this second leave of absence is not granted, the elapsed time from the end of the approved leave until the student’s re-entry in Graduate School counts as though the student were regularly enrolled and working toward the degree.
Withdrawing from School
An official withdrawal from the University is required for a registered student who has attended as much as one class meeting and for any student advised to leave the University by the Student Health Service. Students will make either a medical or academic request to withdraw from the University. If a student decides to withdraw for reasons of illness, the student should contact the Student Health Service, whether the treatment was received there or elsewhere. If a medical withdrawal is authorized, the official withdrawal will be handled through the Office of the Director of Student Health Service. If a student decides to withdraw for reasons other than illness, or if a medical withdrawal cannot be authorized, the withdrawal process will be handled by the Associate Dean for Student Affairs at the School and the Dean of the Graduate School.
To initiate academic withdrawal, the student should meet with the faculty advisor and then contact the Associate Dean for Student Affairs at the School.

To proceed with withdrawal, a student should follow the electronic process outlined at http://registrar.unc.edu/academic-services/withdrawals-cancellations/. Withdrawing students must obtain clearance signatures from course instructors and certain University offices as determined by the Dean of the Graduate School. Students in field placement must consult with their field advisors and the Director of Field Education. When the steps for requesting withdrawal are completed, the formal request is submitted to the Dean of the Graduate School with the recommendation of the Associate Dean for Student Affairs at the School.

Failure to register for a semester (even if the student is involved in a field placement) constitutes a complete withdrawal from the University.

Failure to withdraw officially results in the assignment of IN or AB course grades, which later compute as F grades in establishing grade point averages and academic eligibility.

Readmission
Students who withdraw during a semester, take a leave of absence, or fail to register for a semester must submit applications for readmission if they wish to continue work toward a graduate degree. In addition, students who were academically ineligible and whose request for reinstatement has been approved by the Committee on Students and the Associate Dean for Student Affairs must also complete a readmission form. Students who have withdrawn from the School of Social Work and wish to request readmission to the School of Social Work should contact the Associate Dean for Student Affairs and who will forward the request to the Committee on Students for review. Based on the Committee on Students review, the Associate Dean for Student Affairs will either endorse or decline the student’s request for readmission and forward this recommendation to the Graduate School.

Applications for readmission are available from the Registrar or on the School web site. Applications for readmission must be received by the Graduate School by July 1 for the fall semester, by December 1 for the spring semester, by April 1 for Summer Session I, and by June 1 for Summer Session II. To ensure adequate processing time, applications for readmission
should be received at the School of Social Work at least two weeks before these Graduate School deadlines.

**Termination from School**

Students in the MSW program are expected to maintain the standards established by the School of Social Work and the Graduate School. Under ordinary circumstances, failure to meet these standards shall result in termination from the program. In considering whether to recommend termination, many aspects of performance are reviewed, including academic problems, professional conduct, and suitability for the profession.

Termination can occur at any time, including during the final semester. The Committee on Students will make all termination decisions.

**Criteria for Termination**

- A grade of F (Failing) on any one course, including a field practicum.
- Grades of L (Low Pass) on nine or more credit hours of work.
- Failure to complete requirements for the MSW degree within the five-year time limit.
- Recommendation from Committee on Students for violation of field or classroom concerns regarding professional skills, self-management, professional behavior, and scholastic performance.

Other reasons for termination not related to grades and professional behavior may include, but are not limited to, violations of the University Honor Code or NASW Code of Ethics and failure to pay tuition or fees.

**Readmission after Termination**

Requests for readmission after termination should be addressed to the Associate Dean for Student Affairs. Students should follow the steps outlined above in the section on Readmission.

The decision to support readmission will be based on the nature of the difficulties leading to termination, the steps taken to ameliorate these difficulties, and the likelihood of future academic success and professional competence. The Committee on Students will review and make recommendations on all requests for readmission after a student has withdrawn or been terminated.

**Transfer Students**

The School of Social Work does not accept transfer students.

**Procedure for Appeal of a Grade**

Criteria and procedures for appealing a grade are recorded in the Graduate School Handbook ([http://handbook.unc.edu/grading.html#appeals](http://handbook.unc.edu/grading.html#appeals)). Before filing any appeal of a course grade, students should first address concerns with the instructor who assigned the grade. If the
instructor detects an arithmetic or clerical error that influenced the grade assignment, the instructor should complete a Change of Grade form for the approval of the Dean and the Graduate School. An instructor may not change a grade because of a reevaluation of the student’s performance nor because of additional work performed by the student.

For an appeal of a course grade to be considered, it must be based on one or more of the following grounds and upon the allegation that the ground or grounds cited influenced the grade assignment to the student’s detriment: (1) arithmetic or clerical error; (2) arbitrariness, possibly including discrimination based upon race, gender, religion, or national origin of the student; (3) personal malice; and/or (4) student conduct cognizable under the Instrument of Student Government.

An appeal of a course grade must be lodged by the student in writing with the Dean of the School. The student must provide the instructor with a copy of the appeal. The appeal should cite the evidence by which the student judges that an impermissible element existed in the instructor’s evaluation of the student’s course work and that it influenced the grade assignment to the detriment of the student. No appeal may be made after the last day of class of the next succeeding regular semester.

When an appeal of a course grade has been properly lodged, the Dean of the School determines if the evidence cited warrants further investigation of the charges. Appeals with sufficient evidence will be referred to the Committee on Students, which will consider the evidence and seek a reply to the charges from the instructor. The Committee on Students will submit a written set of findings and recommendations to the Dean. The Dean transmits the recommendations to the student with a copy to the Dean of the Graduate School.

Should a change of a permanent course grade be recommended, the Dean of the Graduate School presents that recommendation for action by the Administrative Board of the Graduate School. Should no change of grade be recommended, the student retains the right to appeal in writing to the Administrative Board of the Graduate School. To effect a change of grade following these procedures for appeal of grade requires a vote of not less than two-thirds of those Administrative Board members who are present and voting.

**Inter-Institutional Study**

If particular courses are not offered at UNC Chapel Hill, a student registered for at least three hours on the UNC Chapel Hill campus may take a maximum of two additional graduate courses through the inter-institutional program. This program is offered in conjunction with North Carolina State University, the University of North Carolina at Greensboro, the University of North Carolina at Charlotte, North Carolina Central University, and Duke University. The student should follow the following steps:

1. Complete a Request for Inter-Institutional Study form, available from the University Registrar;
2. Consult with the faculty advisor to ensure the course is consistent with the student’s learning and professional goals;
3. Obtain the signature of the Associate Dean for Student Affairs who certifies that a) the requested course is appropriate for the MSW program and b) an equivalent course is not available at UNC Chapel Hill;
4. Submit the request to the University Registrar, who will prepare an Inter-Institutional Form; and
5. Submit the Inter-Institutional Form to the institution at which the student is seeking enrollment.

Tuition for inter-institutional study is charged as if the registration were for a course offered by UNC Chapel Hill. Pass/Fail courses may not be taken by inter-institutional registration. Courses taken by inter-institutional registration earn residence credit as if they were taken on the UNC Chapel Hill campus.

International Studies
The School of Social Work is committed to international study. Faculty often organize Summer Study Abroad courses. These courses are open to undergraduate, graduate, non-degree-seeking, and Continuing Education students. Recent study abroad courses have focused on health and social welfare issues in South Africa, Kenya, and China. Announcements pertaining to upcoming international studies are generally made in the fall.

Substitute for the Master’s Thesis
MSW students are not required to complete a master’s thesis. The advanced research courses, SoWo 810: Evaluation of Social Interventions, has been approved by the Graduate School to serve in lieu of a thesis requirement. This course provides students with knowledge of the purposes, technology, and methodology to evaluate social interventions.

Local Pre-Institutional Review Board Human Subjects Committee
The local Pre-Institutional Review Board (Pre-IRB) Committee, appointed by the Dean, reviews formal applications for human subject review and materials of any research project. Proposals are entered into the online IRBIS system found at irbis.unc.edu. After the proposal is completed and electronically approved by the PI (and faculty advisor when the PI is a student) it will be automatically routed to the Pre-IRB chair who, along with one other committee member, will review it for clarity, consistency, and appropriate handling of risk. If modifications are needed, the chair will “not accept” the proposal temporarily which will unlock the online system for further editing. After corrections are made the PI (and faculty advisor) will electronically submit, the Pre-IRB chair will approve, and the proposal will be electronically routed to the University Non-Biomedical Institutional Review Board for further review and final approval.

In general, all social or behavioral research requiring the use of voluntary or paid human subjects, including the analysis of secondary data, must be approved by the Behavioral IRB. However, there are some categories of student research, including many class projects, that do
not require approval. The student and faculty advisor or teacher of the class for which a project is assigned, should consult “IRB Guidance for Student Research and Class Projects” found at http://www.unc.edu/depts/our/pdfs/student_research_irb_guidance_16_Feb_2012.pdf.

Outside of those guidelines, individuals and departments are not allowed to decide for themselves whether or not a project needs IRB approval. However, there are two sets of screening questions in the online IRBIS application for (1) determination whether research or similar activities require IRB approval (for example a survey conducted at the school to inform school policy rather than to advance social science knowledge) and (2) for determining if research can be exempt from further review, eliminating the need for annual renewals or approval for minor changes (for example secondary analysis of de-identified data or an anonymous survey with low risk questions). To access either of these reviews, select “new study” from the menu. You will need to complete the first three pages of the regular IRB application (brief project description, personnel, funding sources) before you reach the screening questions. You will then be taken directly to the screening questions, of which the first is, “Does your project involve a systematic investigation, including research development, testing and evaluation, which is designed to develop or contribute to generalizable knowledge? PLEASE NOTE: You should only answer yes if your activity meets all the above.” If you are using the information for in-house purposes only and do not intend to publish or do presentations about the findings except to the people directly involved (e.g. an SSW alumni survey presented to the school and included in the accreditation materials) you should answer “no” to this question.

Similarly, answering the exemption question “Would you like your application evaluated for a possible exemption?” will lead you to screening questions for exemption.

Further information about IRBIS, helpful videos and handouts, as well as CITI training requirements for all faculty and students engaged in research, can be found at the UNC website of the Office of Human Research Ethics (OHRE), at ohre.unc.edu.

Reviews by the Non-Biomedical IRB usually take one or two weeks but may require more time if the research involves investigation of sensitive material. In the unusual case that an application needs the review of the full board (e.g., research with prisoners, or other very vulnerable populations or highly sensitive research with minors), reviews are only conducted once a month and applications must be submitted online a minimum of two weeks before the submission deadline that appears on the OHRE website to allow time for the pre-IRB review.

Specific questions about IRB requirements can be discussed with the chair of the Local IRB Committee of the School.
Chapter 3 - Dual Degree, Certificate, and Licensure Programs

Dual Degree Programs
The School of Social Work offers four dual degree programs to students: Social Work with Duke Divinity, Social Work and Law, Social Work and Public Administration, and Social Work and Public Health. Due to the complexity of dual degree plans of study, students should contact their program’s faculty liaison as soon as they become interested in pursuing a dual degree program. Additional information about the available dual degree programs is provided below.

Social Work and Duke Divinity
The dual degree program in Social Work and Divinity from Duke University prepares students for service roles in church communities, public service agencies, faith based agencies, and a variety of human service agencies. A total of 110 credit hours is required: 50 hours in Social Work and 60 hours in Divinity. Twelve credits are shared by both schools, which enables students to complete the degrees in four years instead of five. The advisor in each program must approve the candidate’s plan of study. Candidates for the dual degree must be accepted by both schools. Once accepted, students must begin the dual degree program at Duke Divinity School. Applications and acceptances are separate for each program. Admission to one program does not necessarily mean that admission to the other will be granted.

To provide opportunity to integrate perspectives from both disciplines, an integrative class is required for year one of the dual degree program and a capstone integrative class is required in the final year. In addition, students will be assigned to an integrative field placement during their second year in the School of Social Work. Additional field opportunities are required while at Duke.

Social Work and Law
The dual degree program Social Work and Law prepares students for leadership roles in advocacy, policy, management, and social justice in a specialized area of human services practice. Candidates in the MSW/JD dual degree program may count certain courses toward both degrees. Each candidate’s plan of study must be approved by the advisor in each program. For all candidates, 12 of the 86 hours for the JD (Juris Doctor) may be counted from the social work curriculum; and 12 of the 62 credit hours for the MSW may be counted from the law curriculum.

The MSW/JD may be earned in four years of study. A total of 124 credit hours is required: 50 hours in social work and 74 hours in law. Students may apply to both programs concurrently or apply to the other after admission to the first. The most straightforward approach, if not applying concurrently, is to begin law school and apply to the School of Social Work during the first year of law school. Applications and separate testing scores for the GRE and LSAT are
required, The GRE can not suffice for the LSAT and vice versa. Acceptances are separate for each school, and admission to one program does not necessarily mean that admission to the other will be granted.

Students usually begin in the School of Law, complete two years of law school, and then begin full-time course work in the School of Social Work. During their third and fourth years, they complete the requirements remaining in both programs. Students can select either concentration in social work for the MSW/JD dual degree.

**Social Work and Public Administration**

The dual degree program in Social Work and Public Administration prepares students for public service leadership roles in human services. The MSW/MPA can be earned in three years. A total of 92 credit hours is required: 50 hours in Social Work and 42 in Public Administration. The advisor in each program must approve the candidate’s plan of study. Candidates in the MSW/MPA dual degree program may count certain courses toward both degrees. For all candidates, 12 of the 54 credit hours required for the MPA degree may be counted from the Social Work curriculum; and 12 of the 62 hours required for the MSW may be counted from the Public Administration curriculum.

Most students apply first to the School of Social Work and later to the School of Government. Applications and acceptances are separate for each program. Admission to one program does not necessarily mean that admission to the other will be granted.

**Social Work and Public Health**

The dual degree program with Public Health focuses on macro practice as it prepares social work students for program planning, management, and evaluation, policy development, and advocacy in maternal and child health. The program offers students two degree options: the MSW/MSPH or the MSW/MPH. The MSW/MSPH dual degree requires completion of 79 credit hours: 44 hours in the School of Social Work in the Foundation Curriculum and the Advanced Curriculum, and 35 hours in the School of Public Health. The MSW/MPH dual degree requires completion of 87 credit hours: 44 hours in the School of Social Work in the Foundation Curriculum and the Advanced Curriculum, and 43 hours in the School of Public Health. Students who exempt courses in the MSW Foundation Curriculum by proficiency exam must substitute other social work courses for the exempted credit hours. Students enrolled in this program register for courses through the School of Social Work in their first year and through the School of Public Health in their second year. During their final summer, students complete their second year field placement in public health social work. They enroll in the School of Public Health for first summer session and in the School of Social Work for the second summer session. Students work with the Maternal and Child Health Department of the School of Public Health and the School of Social Work Field Office to plan the field experience.

Simultaneous applications to both the School of Public Health and the School of Social Work are welcome for applicants who have had at least a year of social work or public health related
work experience following their bachelor's degree. With that in mind, applicants who are interested in the Dual Degree program but do not have the post-bachelor's experience are encouraged to apply only to the School of Social Work and then apply to MCH in the first year of social work training. Decisions on admissions are made separately by the School of Social Work's and the Department of Maternal and Child Health’s admissions committees. Each fall the schools hold an information session to provide more details about the program and the application process.

**Certificate Programs**

The University of North Carolina at Chapel Hill offers a number of certificate programs. Two are administered by the School of Social Work: Global Transmigration and Nonprofit Leadership. The School also participates in the interdisciplinary Certificate Program in International Development and Social Change and the International Peace and Conflict Resolution certificate program. For all certificate programs, a maximum of 40% of the certificate program course work can count toward the MSW degree requirements. Sixty percent of the certificate program course work must be taken above and beyond the credit hours required for the MSW degree. Additional information about these programs is presented below.

**Nonprofit Leadership Certificate Program**

The School of Social Work offers an interdisciplinary Nonprofit Leadership Certificate that is open to UNC-CH graduate students and working nonprofit professionals. Created to develop leadership and managerial skills for persons interested in human services, education, arts, and other nonprofit organizations, the certificate is awarded upon completion of (9) credit hours. Core courses focus on leadership, financial management, fundraising and marketing, and legal compliance and incorporate contemporary themes such as social innovation and financial sustainability. Students must also complete a field practicum in a nonprofit organization. For more information, visit [http://uncnonprofit.web.unc.edu/](http://uncnonprofit.web.unc.edu/).

**Certificate in International Development**

The Graduate Certificate in International Development is available to graduate students in all schools and departments. It is sponsored by the University’s Global Education Center. The certificate meets the growing need for trained social work professionals with the knowledge of international development issues and skills to work successfully in international environments. The certificate is designed for those working or planning to work in the areas of Global community practice, or international social development. The certificate provides a vehicle for students taking advanced degrees in a variety of fields to demonstrate their interest and develop knowledge and skills in international practice and international development issues. All certificate students take a required non-credit international development seminar facilitated by Niklaus Steiner of the Global Education Center.

This interdisciplinary certificate requires four graduate courses and a major paper on a topic related to international development and social change. Students design their own plan of study in cooperation with a faculty advisor from the certificate Steering Committee. The plan
must demonstrate thematic integrity and coherence; and it must be approved by a member of
the Steering committee, who also approves or waives the language or technical training
requirement. Independent study courses cannot count toward the certificate. Certificates are
issued twice a year, January and June. The certificate is noted on the student’s transcript.

Advanced courses within the School of Social Work recommended to fulfill part of the
requirements for the certificate include: SoWo 881 Community Practice: Global Perspectives;
SoWo 732 International Comparative Policy; and SoWo 880 Sustainable Development. At least
two courses must be taken outside the student’s department. Frequently MSW students select
relevant courses in the School of Public Health or specific courses related to their certificate
theme and major paper in other schools across campus. Language or technical training is
strongly encouraged if it is appropriate to the student’s field. The School of Social Work counts
advanced research as the technical training component for the certificate.

Assistant Professor Gina Chowa is the School of Social Work’s representative to the
International Certificate Steering Committee and faculty advisor. Interested students should
contact her with regard to developing their plan of study for the certificate and their overall
MSW plan of study. For general information about the certificate, you may contact Niklaus
Steiner, Director, Center for Global initiatives at the Global Education Center,
nsteiner@unc.edu or visit http://cgi.unc.edu/programs/certificate-dev/index.html

Certificate in International Peace and Conflict Resolution
The Graduate Certificate in International Peace and Conflict Resolution is available to graduate
students in all departments. The certificate may be awarded at either the master’s or doctoral
level and is noted on the student’s transcript.

Five approved courses related to international peace and conflict resolution are required. One
course must be taken in each of two thematic areas: war and conflict, and mediation,
negotiation and conflict resolution. At least two of the five courses must be taken outside the
student’s home department. In addition to the five courses, participation is required in at least
six of eight bi-weekly discussion sessions, a major seminar paper, and participation in at least 24
hours of practical service in a UCIS-approved volunteer organization that works to promote
peace, social justice, sustainable development and/or conflict resolution is required.

Students interested in pursuing the Certificate should design a course plan in consultation with
a member of the Steering Committee. For more information, visit
http://cgi.unc.edu/programs/cipcr.

Certificate in Global Transmigration

The Graduate Certificate in Global Transmigration is available to UNC-CH graduate students in
all schools who wish to acquire a specialization in issues of human migration, immigration,
transnational migration, or refugee work, whether internationally or domestically focused. The
The Global Transmigration Certificate is administered by the UNC-CH School of Social Work and is a collaboration between the School of Social Work and the Center for Global Initiatives. It may be awarded to students at either the master’s or doctoral level.

Students who successfully complete the certificate will achieve core competencies necessary for serving those most affected by transmigration. Course work will pay attention to current academic research on social, political, and economic trends of worldwide human migration, including such human consequences as effects on health, mental health, behavior, and individual and family development. As part of their research and partnership with organizations that serve transmigrants, students will disseminate evidence based practices for serving these populations in health, human services, and policy settings. Finally, students will develop an individual professional development plan for achieving additional competencies with a specific migrant, immigrant, transmigrant, or refugee population or area of practice.

Requirements for completion of the certificate include:

1. Completing 9 credit hours of course work on topics related to human migration, including the core course, “SOWO 709: Human Migration – Implications for Policy, Practice, and Research”, which is offered each fall.
2. Engaging with an organization that is currently addressing issues of human migration. As part of the core course assignments, students will work with the organization to conduct a needs assessment and develop an intervention, program, or research plan to address identified needs.
3. Over the course of the spring semester following the core course, students will participate in a seminar series and will work with the organization to begin implementing the intervention, program, or research plan.
4. Students will produce a written document of their research and their progress towards implementing the proposed project. Students will present their work at a setting to be determined in conjunction with the partnering organization and the Global Transmigration Certificate Program Director.

For more information about the certificate, visit our website at http://ssw.unc.edu/programs/Global_Transmigration_Certificate, or contact Josh Hinson, Program Director at QHinson@email.unc.edu.

Licensure Programs

Students who attain the MSW may be eligible for state licensure and for certification by other organizations. Generally, students seeking certification or licensure must meet established qualifications related to academic courses and field practica. Guidelines for North Carolina Social Work Licensure, the State School Social Work License, and the Licensed Clinical Addictions Specialist are listed below; however, the final decision regarding official recognition resides solely with the organization that grants the certification. Study in the Direct Practice Concentration can lead to state licensure in Clinical Social Work and School Social Work. Information about these programs is listed below.
State Licensure for School Social Work
The goals of the school social work program are (1) to prepare master’s level social workers to help children and their families overcome barriers to learning through interventions in the home, school, and community; (2) to help matriculating students, graduates, and other qualified MSWs to meet the State Department of Public Instruction’s (SDPI) requirements for School Social Work Licensure; and (3) to encourage communities throughout the state to develop and maintain effective social work services in schools.

The SDPI will license eligible MSW graduates at the “masters” and “specialty” level. A written examination is not required. Students and practitioners seeking a state license in school social work must complete the following:

1. An MSW level practicum as a school social worker; equivalent MSW-supervised work experience (400 clock hours) in public school social work; or demonstrate school social work competencies in a closely related area;
2. An approved graduate-level course in school social work practice (SoWo 850 or the equivalent) from a CSWE accredited and DPI approved program;
3. An approved graduate-level course in educational supervision, consultation, policy, or legal issues; services to special needs children and their families; or testing and measurement;
4. An MSW from a CSWE accredited institution with courses that emphasize services to families, children, and youth or a closely related area; or be a candidate for such a degree; and
5. A complete application for state licensure by the SDPI or evidence of a provisional licensure at the MSW or specialty level.

For additional information about School Social Work licensure, please contact Tauchiana Vanderbilt at tjv@email.unc.edu and visit http://ssw.unc.edu/programs/other.

State Certification and Licensure for Clinical Social Work
Multi-level social work certification and licensure was enacted by the North Carolina State Legislature in 1983 to establish a standard of practice for the social work profession. Licensure is mandatory at Level C and Level C-Associate (described below) for clinical social work practice. Certification at other levels is voluntary for non-clinical social work practice. State certification and licensure is granted by the North Carolina Social Work Certification and Licensure Board (NCSWCLB), a regulatory agency of the State, comprised of a group of professionals and community representatives appointed by the Governor.
The Board affirms professional competency after reviewing an applicant’s credentials, scores on a written examination, practice record, professional references, and participation in continuing education. Licensure and certification provide greater standards of protection for the public and enhanced professional standing for practicing social workers.

**Certification and Licensure Levels**

Level A: CSW (Certified Social Worker) requires a BSW from a program accredited by the Council on Social Work Education, three references, a transcript, and a bachelor level examination. This level of certification is voluntary.

Level B: CMSW (Certified Master Social Worker) requires either an MSW, DSW, or a PhD in social work from a program accredited by the Council on Social Work Education, plus three references, a transcript, and a masters level examination. This level is also voluntary.

Level C: LCSW (Licensed Clinical Social Worker) requires either an MSW, a DSW, or a PhD in social work from a program accredited by the Council on Social Work Education, plus evidence of two years post-master’s supervised clinical experience, three references, a transcript, and a clinical examination. Two years is defined as requires a minimum of 3000 hours of paid employment in a clinical setting with a minimum of 100 hours of clinical supervision. This is not a voluntary certification; individuals who practice clinical social work in North Carolina must hold either the LCSW or the LCSWA, described below.

Level C: LCSWA (Licensed Clinical Social Worker Associate) requires either an MSW, a DSW, or a PhD in social work from a program accredited by the Council on Social Work Education, plus three references, and a transcript. The clinical examination must be taken and passed within two years of receiving LCSWA status.

Level H—CSWM (Certified Social Work Manager) requires qualification for the CSW, plus two years of supervised administrative experience, three references, a transcript, and an advanced generalist examination. This certification is voluntary.

The faculty endorses the policies of NASW and the National Federation of Societies for Clinical Social Work, both of which establish two years of supervised practice beyond the MSW degree as the minimum preparation necessary for the independent practice of social work. These standards have been adopted by almost all states that license or certify social workers.

For more information on state licensure and certification, contact the North Carolina Certification and Licensure Board at 800/550-7009, write North Carolina Social Work Certification and Licensure Board at P.O. Box 1043, Asheboro, NC 27204, or visit www.ncswboard.org.
Licensed Clinical Addictions Specialist

The Licensed Clinical Addictions Specialist (LCAS) is a credential that is experience-based in its approach to substance abuse credentialing but which also recognized academic achievement as part of that process. All persons are required to hold a master’s degree in a human services field with a clinical application from a regionally accredited college or university in order to apply for and hold this credential. The LCAS was enacted in 1997.

The Application Process

There are several ways persons may apply to be licensed as a clinical addictions specialist. Listed below are the criteria for applying to become a Licensed Clinical Addictions Specialist. In order to obtain this credential, the applicant must meet one of the following two criteria.

Criteria for MSW Students (Criteria “C” of NCSAPPB):

- A minimum of a master’s degree in a human services field with a substance abuse specialty from a regionally accredited college or university that includes 180 hours of substance abuse specific training/education as defined in the statute, administrative rules and in policy statements of the Board and the current Performance Domains as defined by the IC&RC/AODA, Inc.;
- One year (2000 hours) of post-graduate supervised substance abuse counseling experience;
- Achieves a passing score on an IC&RC/AODA, Inc. written examination administered by the Board;
- Three letters of reference form licensed clinical addictions specialists, or certified substance abuse professionals who hold master’s degrees;
- Signed statement attesting to the intention to adhere fully to the Code of Ethical Conduct of the Board;
- The applicant is not and has not engaged in any practice or conduct that would be grounds for disciplinary actions under this statute;
- Complete criminal history background check;
- Payment of fees; and
- Application Packet and $25.00.

(Application under this criteria does not qualify for reciprocity through the IC&RC/AODA, INC. but may qualify upon documentation of 300 hour practicum as defined above and passing of written examination.)

Criteria for SW Practitioners (Criteria “A” of NCSAPPB):

- A minimum of a master’s degree in a clinical application in a human services field from a regionally accredited college or university;
- Two years (4000 hours) post-graduate supervised substance abuse counseling experience;
- Three letters of reference from licensed clinical addictions specialists, or certified substance abuse professionals who hold master’s degrees;
• Documentation of a 300 hour practicum in the Twelve Core Functions of Substance Abuse Counseling with at least one hour of supervision for ten (10) hours of practice in each core function;
• Achieves a passing score on a master’s level IC and RC/AODA, Inc. written exam administered by the NCSAPPB;
• 180 hours of substance abuse specific training as defined in the statute, administrative rules and in policy statements of the Board and the current Performance Domains as defined by the IC&RC/AODA, Inc.;
• Signed statement attesting to the intention to adhere fully to the Code of Ethical Conduct of the board;
• The applicant is not and has not engaged in any practice or conduct that would be grounds for disciplinary action under this statute;
• Complete criminal history background check;
• Payment of fees; and
• Application packet and $25.00.
• Application under this criteria qualifies for reciprocity through the IC&RC/AODA, Inc.

Additional Programs

North Carolina Child Welfare Education Collaborative
The NC Child Welfare Education Collaborative seeks to strengthen public child welfare services in North Carolina by increasing the number and diversity of well-trained and highly committed MSWs in local Departments of Social Services. Offering special educational opportunities emphasizing public child welfare practice, the Collaborative partners with the social work program to provide an educational process for selected social work students who want to seek employment in child welfare in a North Carolina county department of social services.

Collaborative students must attend a Child Welfare Pre-Placement Institute and attend monthly Collaborative meetings. In addition, students are required to take SoWo 860: Child Welfare Perspectives and Practice as one of their electives. Collaborative students must also take SOWO 739: Child Welfare Policy, an advanced HBSE/Practice course that matches their area of interest and field practicum, choose electives from a list of recommended courses for Collaborative students, complete field placement requirements in a child welfare services unit in a County Department of Social Services, and integrate child welfare into course work by selecting topics on child welfare for assignments, projects, papers, etc.

For additional information about the Collaborative, please contact Wanda Reives at wreives@email.unc.edu and visit http://ssw.unc.edu/cwec/.

Program in Substance Abuse Studies
Substance abuse and dependency create public health challenges linked to poverty, violence, and family stress. Social workers provide direct services to individuals, groups, families, and communities suffering from the effects of addictions to alcohol and other drugs.
The School offers a certificate program in Substance Abuse Studies that meets the educational requirements for the Licensed Clinical Addictions Specialist (LCAS), the relevant credential administered by the North Carolina Substance Abuse Professional Practice Board (NCSAPPB). The program is designed for MSW graduate students in good standing and for practitioners who hold the MSW degree.

The following courses have been developed to meet the 180 hours of substance-abuse-specific education required for the LCAS.

SoWo 700    Alcohol, Tobacco & Other Drugs: Abuse and Dependency
SoWo 701    Alcohol, Tobacco & Other Drugs: Biomedical Basis
SoWo 760    Alcohol, Tobacco & Other Drugs: Clinical Practice
SoWo 761    Alcohol, Tobacco & Other Drugs: Social Work Practice with Culturally Diverse Populations

MSW students are required to complete the concentration placement, SoWo 820 and SoWo 821, in a substance abuse treatment setting under the supervision of a Certified Clinical Supervisor. With this combination of course work and field placement, the NCSAPPB will consider the MSW student to have a “substance abuse specialty” upon graduation (“Category C” of the NCSAPPB, www.ncsappb.org).

MSW practitioners may also register directly through the Behavioral Healthcare Resource Program. Each course offers up to 45 contact hours of continuing education credits. Practitioners do not receive formal grades on an official University record; however, attendance in class is mandatory and participants must complete the entire course with a passing grade of 70% to receive the full number of contact hours. Practitioners completing contact hours under this provision will be eligible for the LCAS credential under “Category A” of the NCSAPPB criteria (www.ncsappb.org).

Both social work students and practitioners will receive certificates of completion at the end of each course. The certificate confirms that the recipient has completed 45 substance abuse-specific credit hours approved by the NCSAPPB. The certificate of completion is submitted with LCAS application materials to the NCSAPPB.

Students and practitioners interested in pursuing the LCAS credential are encouraged to contact the NCSAPPB at 919/832-0975 for an application packet outlining all the requirements necessary to obtain this credential. Students and practitioners who want more information should contact the Behavioral Healthcare Resource Program at 919/843-3010. The earlier in your graduate education you apply, the better your possibilities to complete the Certificate in Substance Abuse Studies program.