

Eastern Michigan University School of Social Work

Graduate Program Student Policy Manual 18th
Edition
2025-2026

PLEASE NOTE: Current, updated policies apply to all MSW students regardless of year they entered into the MSW Program

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WELCOME TO EASTERN MICHIGAN UNIVERSITY'S SCHOOL OF SOCIAL WORK MASTER'S PROGRAM

We are thrilled to have you join our community of passionate, purpose-driven learners. As you take this important step toward becoming a master's level social worker and future leader in the field, know that we are fully committed to your growth, success, and professional journey. This is more than just an academic program—it's a partnership. And we're here to support you every step of the way and we're excited to see all that you will accomplish!

Faculty

At the School of Social Work, our faculty are the foundation of everything we do. With diverse expertise, deep commitment, and a shared passion for the profession, our faculty bring real-world experience and academic excellence into every classroom.

To learn more about faculty backgrounds, areas of interest, and professional achievements, visit our School of Social Work website at: <https://www.emich.edu/chhs/sw/faculty/index.php>.

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MISSION OF THE SCHOOL OF SOCIAL WORK

The Eastern Michigan University School of Social Work is age-friendly and student-supportive. It is founded on a commitment to social and economic justice and dedicated to advancing practices that are culturally responsive, anti-racist, and inclusive of all identities. Through the creation of strengths-based connections with individuals, families, groups, communities, and organizations, we:

- Attend to the vital roles of empowerment and interprofessional collaboration in combatting oppression and engaging communities to promote systemic change.
- Value, honor, and advance diversity, equity, inclusion, and justice in all aspects of social work practice, including direct service, advocacy for equitable social welfare policies, and the fostering of community-based partnerships
- Align our teaching, scholarship, and service with the core values of the profession.

The MSW program aligns with the School's mission of empowerment-oriented practice, is centered on collaboration, and is driven by the needs, strengths, and priorities of vulnerable, oppressed, underserved, and marginalized populations. Grounded in the social work profession's values and ethics, graduates of our program advance:

- Critical thinking skills to respond to the increasingly complex challenges that impact our communities and promote social and economic justice
- Equitable practices that are culturally responsive, anti-racist, and inclusive of all identities
- Leadership skills in pursuit of social change

MSW students focus on one of 3 specialized areas of practice (Child & Family, Health and Aging, and Mental Health and Substance Use Recovery) as they enhance their skills, knowledge, and values to be leaders committed to the advancement of social justice-based practice through micro, mezzo, and macro prevention and intervention methods.

ADMISSIONS

The Eastern Michigan University's Master of Social Work program is open to all individuals committed to deepening their knowledge and skills in supporting individuals, groups, and communities facing systemic barriers and marginalization. We offer both full-time and part-time study options to meet diverse needs and schedules. Classes are held in the evenings, with select courses also available on Saturdays.

We encourage you to attend an [MSW Information Session](#) for more information about our program and the admissions process.

Admissions Requirements

Full Program

The School of Social Work offers a full program for individuals who hold a bachelor's degree (in any field other than social work) from an accredited college or university. You may apply while your undergraduate degree is still in progress; however, an official transcript confirming degree completion is required before you begin MSW coursework.

Advanced Standing

The School of Social Work offers an Advanced Standing option for individuals who have earned a Bachelor of Social Work (BSW) degree from a program accredited by the Council on Social Work Education (CSWE). This option recognizes the generalist knowledge gained at the undergraduate level, allowing students to move directly into advanced MSW coursework. Applicants may apply while their BSW degree is still in progress, but an official transcript confirming degree completion is required before starting MSW courses.

Condition 2 Admission

The Graduate School offers Conditional Admission (Condition 2) to applicants who are in the process of completing a four-year bachelor's degree from a regionally accredited U.S. institution or an equivalent degree from an internationally recognized institution. See the [Graduate School Policy handbook](#) for more information on this conditional admission category.

Grade Point Average

Full Program

A minimum GPA of 2.75 is required at the time of application. This may be based on either your cumulative undergraduate GPA or a completed graduate degree. The cumulative undergraduate GPA includes all college-level coursework completed prior to earning your bachelor's degree.

Advanced Standing

To be eligible for advanced standing admission, applicants must have a minimum cumulative undergraduate GPA of 2.75. This includes all college-level coursework completed prior to earning a bachelor's degree. In addition, a GPA of 3.0 is required for the final 60 credits of the undergraduate social work program.

Conditional Status

With approval from both the MSW Program and the Graduate School, applicants may be admitted with conditional status. This status is granted to students who must meet specific requirements in order to continue their enrollment in the program. The conditions for admission are outlined below:

Full Program – Condition 4:

In select cases, some applicants may be admitted on a conditional basis (Condition 4) to the Full Program if they do not have the minimum overall GPA of 2.75. This condition is removed once you have completed nine credit hours of graduate work with a 3.0 or higher grade point average. This policy is consistent with the university-wide graduate school policy.

Advanced Standing - Condition 4:

In select cases, some applicants with a conferred BSW may be admitted on a conditional basis (Condition 4) to the Advanced Standing program if they do not have the minimum overall GPA of 2.75 and/or a GPA of less than 3.0 in their last 60 credit hours. This condition is removed after you complete nine credit hours of graduate courses at EMU. If a cumulative GPA of 3.0 or higher is not earned within the first nine graduate credit hours, admission to the program will be withdrawn, and there will be no opportunity for appeal.

Fresh Start Program (Condition 5):

The Fresh Start Program is available to students who desire to return to Graduate School but have a GPA too low for a conditional admission. Applicants should contact the MSW advisor or director for more information about the Fresh Start Policy requirements. A student admitted under this condition must achieve a graduate GPA of at least 3.0 at the end of the semester in which they complete their first 9 credit hours at EMU. If this requirement is not met, admission to the program will be withdrawn, and there will be no opportunity for appeal.

Graduate Record Examinations (GRE)

The GRE is not required for admission.

Personal Statement

As part of the application process, applicants are required to submit a personal statement that reflects their readiness for graduate study and alignment with the mission and values of our MSW program. Your statement should thoughtfully address the following:

- Reflect on how your personal, academic, and professional experiences have prepared you for graduate-level study and for empowerment-based practice with individuals, communities, and organizations that experience marginalization, oppression, and underrepresentation. Please connect your response to your chosen area of concentration.
- Our MSW program, grounded in the core values and ethics of the social work profession, prepares students to: 1) develop and apply critical thinking skills to address complex social challenges and advance social and economic justice; 2) engage in equitable, culturally responsive, anti-racist, and inclusive practices that honor all identities; and, 3) lead efforts that contribute to transformative social

change. Describe how you envision connecting with this mission - both as a student and as a future social work professional.

- Share an experience in which your attitudes or assumptions about a stigmatized group were challenged. What did you take away from that experience? How prepared are you to further examine and confront your own biases and social stereotypes in an academic setting?

Recommendation Letters

Three professional letters of recommendation are required. Strong letters should come from individuals who can speak to your academic abilities, professional conduct, and overall readiness for graduate-level social work education.

Experience

Both paid and unpaid professional and personal experience are considered during the decision-making process. This includes employment, volunteer work, and internships in human services as well as all other experiences outside of human services. All relevant experiences must be documented in the 'Experience' section of the application.

Admissions Process

1. All applications to the MSW Program in the College of Health and Human Services, are submitted through the School of Social Work CAS system:
<https://socialworkcas.liaisoncas.com/applicant-ux/#/login>
2. Once an application is complete (a complete application includes all transcripts, your personal statement, a listing of all your experiences in the experiences tab, and three completed professional letters of recommendation. Please note, the recommendation form and letters must be in your CAS application to be considered complete – a listing of recommenders without these documents upload is not considered complete), the School of Social Work verifies, processes, and reviews the application. The following describes the review process in the School of Social Work:
3. Your overall GPA is verified and calculated.
4. Your GPA in the last 60 credits of your undergraduate program is calculated.
5. You work and volunteer experience is verified and calculated.
6. Each application undergoes two independent reviews by members of the School of Social Work. Reviewers assess the application using a standardized rubric that evaluates three equally weighted areas: (a) alignment with the School's mission, (b) personal and professional qualities and experiences, and (c) academic potential. These evaluations collectively inform our admissions decisions. If the point spread between the two reviews is more than ten points, the application may be sent out for a third review.
7. Once the reviews are complete, the application is sent to the Admissions committee for an admission recommendation. The committee reviews the rubrics and full application to arrive at their decision.
8. Students being considered for a Condition 4 (low GPA) admissions will also be interviewed by the admissions team as a part of the review process.
9. Applicants are notified by the Graduate School if the School of Social work recommends admission; decisions are not open for appeal.

Notification of Decision

All applicants are notified of an admissions decision through email from the Graduate School. No decisions are given by phone or direct email. Any admission conditions, along with the steps required to fulfill them, will be clearly outlined in the decision notification.

Transfer Applicants

Applicants currently enrolled in another EMU graduate program who wish to pursue the MSW must complete the formal application process as outlined above. If admitted, select courses may be eligible for transfer as electives, depending on when they were completed and their relevance to the social work curriculum. The MSW Program Director has final discretion over the approval of transfer credits.

Applicants who have previously attended another MSW program must complete the formal application process as outlined above to be considered for admission to the MSW Program. Those seeking to transfer graduate coursework from their prior institution must meet the following criteria: the course must be approved by the MSW Program Director, completed with a grade of 'B' or higher, and taken within six years of the anticipated graduation date. Once admitted, approved transfer requests will be submitted to the University Registrar. Additionally, applicants must provide a letter from their previous MSW program confirming they left in 'good standing.' Only applicants in good standing will be considered for admission.

Background Checks

The School of Social Work does not require background checks as part of the admissions process. Applicants with a history of criminal convictions are welcome to apply and will be considered for admission. However, individuals with a legal or criminal background are strongly encouraged to contact the MSW Program Director to discuss potential challenges related to field placement and future licensure as a social work practitioner.

Due to the nature of certain offenses, applicants may be advised to consult the Michigan Licensing and Regulatory Affairs (LARA) website (<https://www.michigan.gov/lara/>) to determine whether their criminal history may impact their eligibility for licensure.

While the School does not request or discriminate based on criminal history, many field placement sites are governed by laws or policies that may restrict the involvement of individuals with specific convictions. Students with a criminal background are encouraged to contact the Field Office early to explore placement options aligned with their concentration and circumstances.

Appeal of Decision of Acceptance/Denial into the EMU MSW Program

Admissions decisions are final and not subject to appeal. Applicants who wish to be considered in a future admissions cycle are welcome to reapply to the Master of Social Work program and should ensure that all application materials are updated accordingly.

CURRICULUM

Overview

The Master of Social Work (MSW) program equips students with the knowledge and skills necessary to become effective leaders and practitioners in the field of social work. The curriculum emphasizes working with individuals, families, groups, communities, and organizations to prepare students to address complex social issues across diverse settings. As an advanced generalist program, the MSW program integrates both theoretical and practical components that can be applied across various systems. Students develop competencies to advocate for and support society's most marginalized and vulnerable populations, including (but not limited to) families experiencing poverty, children facing neglect or abuse, individuals with severe mental illness or chronic substance use disorders, and older adults at risk of institutionalization, poverty, or illness.

The MSW program is accredited by the Council on Social Work Education (CSWE) and grounded in an empowerment-based approach to working with clients and communities.

Specializations

The MSW Program is designed as a field of practice program. At the advanced level, both coursework and field placements are aligned with the student's chosen specialization. Currently, the program offers the following three specializations:

Child and Family Services: This specialization focuses on preparing students to work with infant through adolescent age individuals in settings such as: community prevention programs; child and family agencies (including CMH agencies delivering infant and children's mental health services); protective services; foster care and adoptions; juvenile outreach; youth residential facilities; domestic violence prevention programs; homeless shelters; schools; and, family court settings.

Health and Aging Services: This specialization prepares graduates in developing skills and expertise for working in collaborative, interdisciplinary health and/or aging-related settings. Graduates work with individuals and their families across the lifespan in a variety of settings, including: hospital and other health care settings; community-based clinics, hospice and home care; long term care facilities; integrative health settings; veterans facilities; human service settings; caregiver support settings; and, community and policy settings.

Mental Health/Substance Use Recovery Services: This specialization prepares students to work with youth in transition and adults in a variety of community mental health settings, residential treatment agencies, psychosocial rehabilitation, substance abuse treatment programs, group homes, consumer-run programs and clubhouses, advocacy groups, and family support services.

Length of the Program

The EMU Graduate School policy states that all MSW requirements must be completed within six years from the first course taken to meet requirements of the Program of Study. Exceptions to this requirement may be requested by students who need an extension (please see the Graduate School policy). Please seek advising from the School of Social Work in the event that you

receive an incomplete, must withdraw from a course, or need to stop-out from the program for any length of time.

The length of time required to complete the MSW degree depends upon undergraduate preparation, as outlined below:

Full Program Students: This program is intended for students who do not hold a Bachelor of Social Work (BSW) degree. Additionally, BSW graduates admitted as conditional non-degree students are also required to complete the full program. The full program consists of 61 credit hours, encompassing both foundation and advanced-level coursework. It can be completed on either a full-time or part-time basis.

Advanced Standing Students: Students are eligible for the Advanced Standing Program if they meet the following criteria:

1. Hold a Bachelor of Social Work (BSW) degree from a Council on Social Work Education (CSWE)-accredited program;
2. Have a minimum cumulative undergraduate GPA of 2.75; and/or
3. Have a GPA of at least 3.0 in their final 60 undergraduate credit hours.

The Advanced Standing Program consists of 35 credit hours of advanced-level coursework and can be completed on either a full-time or part-time basis.

Plan of Study (POS)

The School of Social Work provides each student with a personalized Plan of Study (POS). This document outlines all required courses and specifies the semester and year in which each course should be completed. The POS serves as a roadmap to help students understand and meet the degree requirements for the MSW program.

Students receive their POS during the mandatory MSW New Student Orientation. Before beginning their coursework, students are expected to review and sign the POS to confirm their understanding and agreement with the academic plan.

Students are fully responsible for adhering to their approved Plan of Study (POS). Any unauthorized or undocumented changes to the course sequence may result in administrative complications, delays in program completion, or issues with graduation. Students who wish to modify their POS must first consult with the MSW Student Services Coordinator and/or the MSW Program Director to ensure an informed decision is made.

The MSW Program follows a fixed course sequence, with all core courses offered only once per academic year. As such, courses must be taken in the order outlined in the POS. Deviating from this sequence without proper approval can disrupt academic progress and may require additional coursework or extend the time to graduation.

It is the student's responsibility to register for the correct courses in the designated semester as specified in the POS. If a student chooses to take a leave of absence, withdraws from a course, receives an "Incomplete" or a grade below the required minimum, or makes any changes

to their academic plan, they are strongly encouraged to meet with the MSW Student Services Coordinator and/or Program Director. Failure to follow the course requirements as outlined in the Graduate Catalog may result in delayed graduation and/or the need for additional coursework.

Coursework

The Graduate School requires that all MSW degree requirements be completed within six years of a student's initial enrollment in the program. The Full Program consists of 61 graduate credit hours, while the Advanced Standing Program requires 35 credit hours.

Foundation Level Courses (32 credit hours)

All foundation courses must be completed prior to taking advanced level courses

SWRK 505 Generalist Social Work Practice with Individuals (2 credits)
SWRK 506 Theoretical Bases for Generalist Practice I (2 credits)
SWRK 507 Theoretical Bases for Generalist Practice II (2 credits)
SWRK 515 Generalist Social Work Practice with Families (2 credits)
SWRK 525 Social Work Practice with Women and Girls (2 credits)
SWRK 533 Introduction to Research Methods for Social Work (4 credits)
SWRK 535 Social Work Practice with People of Color: A Strengths Perspective (2 credits)
SWRK 545 Generalist Social Work Practice with Groups (2 credits)
SWRK 565 Generalist Social Work Practice with Communities (2 credits)
SWRK 571 Social Work Policy Analysis and Change (2 credits)
SWRK 595/596 Generalist Field Experience I and II (8 credits)

Advanced Level Courses (13 Credits)

SWRK 610 Empowerment: Social Justice and Social Change (2 credits)
SWRK 633 Research Methods for Agency Based Practice (3 credits)
SWRK 695/696 Advanced Field Experience I and II (8 credits)

Advanced Specialization courses (9 Credits) - (Choose ONE Specialization Only)

Child and Family Services

SWRK 640 Policies and Issues: Children and Families (3 credits)
SWRK 645 Child & Family Engagement/Assessment (2 credits)
SWRK 646 Social Work Practice I: Children & Families (2 credits)
SWRK 647 Social Work Practice II: Youth & Families (2 credits)
SWRK 648 Advanced Practice with Organizations & Communities (2 credits)

Health and Aging Services

AGIN 570 Biomedical Aspects of Aging (2 credits)
SWRK 620 Policy Issues: Health and Aging (3 credits)
SWRK 625/GERT 512 Applied Psychosocial Aspects across the Life Course (2 credits)
SWRK 626 SW practice in integrated Health Care (2 credits)
SWRK 627 SW practice with older adults (2 credits)

Mental Health/Substance Use Recovery Services

SWRK 650 Policy Issues in Mental Health and Substance Use Recovery (3 credits)

SWRK 655 Assessment, Diagnosis, and Treatment Planning (2 credits)

SWRK 657 SW Advanced Practice: Substance Use Disorders (2 credits)

SWRK 659 Mental Health Interventions in Social Work Practice (2 credits)

Required Elective credits according to your specialization:

Full Program: 7-9 elective credits.

Advanced Standing: 11-13 elective credits.

Independent Study

Independent studies are available through collaboration with full-time faculty or lecturers in the School of Social Work. Students may enroll in 1-, 2-, or 3-credit independent study courses by developing a proposal in partnership with a faculty member. While enrollment is permitted at any point during the semester without financial penalty, proposals must be submitted and approved by the end of the first month of the semester. Exceptions require approval from the MSW Program Director.

Independent studies are intended for in-depth exploration of topics not covered—or not covered in sufficient depth—by existing courses. They may also support empirical research or specialized training projects. These studies are not intended to duplicate content from current course offerings.

Students are responsible for designing their own proposals, with faculty guidance as needed. Because each independent study is equivalent to a formal course, careful planning is essential.

Independent Study Proposal Requirements

Each proposal must include the following:

1. **Project Description:** A detailed explanation of the work to be completed.
2. **Learning Objectives:** Clear goals and the steps required to achieve them by the end of the semester.
3. **Timeline:** A schedule outlining key milestones and due dates for final deliverables.
4. **Supplemental Materials:** Supporting documents such as a bibliography, activity schedule, or sample materials, if applicable.
5. **Agency Approval:** If the project involves agency participation or use of agency resources, written approval from the agency must be included.

Credit and Limitations

The scope of the project must reflect the number of credits requested. Typically, one credit equals 15 hours of instruction plus additional academic work. The Graduate School limits MSW students to a maximum of **six independent study credits** toward their degree.

Steps needed for Independent Study Approval:

1. Prepare, share, and get approval for the Independent Study Proposal from the faculty mentor.

2. Obtain and complete the cover sheet for Independent Study Proposals. The cover sheet must be signed by the supervising instructor and approved by the MSW Program Director.
3. Email the completed proposal and cover sheet to the social work administrator and/or MSW program director who will then issue a section number and give the student permission to register.

Field Placement

The professional practicum is a critical component of graduate education in the MSW Program. Social service agencies and the School of Social Work have joined together in designing and providing opportunities for students to learn and practice in supervised field placement settings. In the field placement setting, students have the opportunity to make appropriate connections between practice, ethics, and their knowledge base. The field placement experience is intended to assist students in integrating knowledge and skills from all areas of the curriculum.

PLEASE NOTE: The Council of Social Work Education (CSWE) mandates that students cannot substitute work experience for required field placement courses.

To enter and remain in field placement, students must maintain a minimum cumulative GPA of “B” (3.0) in their program. The MSW Program requires students to have a “C” or better in all required courses. Please note that all elective and other courses are included in this requirement.

The field placement for Full Program students consists of 900 hours of supervised field work in a social service setting designated by the Field Placement Director or Coordinator. Students complete 400 hours of field work in their first placement in an agency setting able to provide opportunities for learning generalist social work practice skills. In their second placement, students complete 500 hours of field work in an agency which can provide specialized experiences in the student’s area of specialization.

The first field placement for Full Program students are completed during the Winter and Summer semesters and the second field placement hours are completed during the Fall and Winter semesters of the program. Field placement hours for Advanced Standing students are completed during the Fall and Winter semesters of the program. Specific arrangements regarding field hours are to be negotiated between the Field Instructor and students in the field placement contract, and must be approved by the Faculty Liaison. However, students cannot complete fewer than 12 hours or more than 20 hours per week in field placement without previous arrangement with the field director and course instructor.

To receive a passing grade of “B” or higher, students must satisfactorily fulfill all requirements and responsibilities in both the field placement and the field seminar course. Failure to attend the seminar course and/or to be in placement without proper notification and approval from the Field Instructor and Faculty Liaison will be grounds for dismissal from field placement and/or for a failing grade.

Students should review EMU policies concerning eligibility to receive an “Incomplete” grade. However, “Incomplete” grades are not normally awarded in field courses since seminar

participation and field work must be performed concurrently. In the *exceptional* case where an “Incomplete” grade is awarded, students may need to repeat both their field placement as well as the accompanying field seminar in order to receive a grade. ***Note: Field hours accumulated in the Field Experience course where the “Incomplete” grade was received, will not be counted or rolled over when the course is repeated.***

Students who have repeated absences in the field seminar course and/or field placement setting without a valid reason or without informing and receiving approval from the Field Instructor and Faculty Liaison may be terminated from placement and/or receive a failing grade. Please review “Student Performance and/or Conduct Dismissal Policy” for actions taken when serious concerns about student performance arise during the course of their field placement and seminar course.

See the MSW Field Manual for a more complete explanation of Field Placement policies.

Immunizations

Students are not required to provide proof of immunizations for admission to or progression through the Master of Social Work (MSW) Program. However, many field placement sites do require immunization verification. If a placement site mandates proof of immunization or additional vaccinations, students must comply in order to participate in that placement. This process is managed directly between the student and the field site; the School of Social Work and the Field Office do not coordinate or facilitate immunization documentation. The IHA at EMU Health Center provides immunizations for students and is a resource if needed.

School Social Worker Approval Process

The Michigan Department of Education outlines specific skills and competencies required for social workers to practice in public school settings as School Social Workers. MSW students may pursue preliminary certification by enrolling in two designated elective courses - SWKE 676 and SWKE 686. In addition, students must complete a field placement focused on work with children or youth to be eligible for School Social Work certification. This combination of coursework and field experience is essential to meet state certification requirements.

In order to obtain preliminary certification to work as a School Social Worker, the applicant must:

1. Complete a MSW degree
2. Complete coursework in the following: SWRK 676 Social Work Services in Schools (3 credits). Fall Term elective at EMU and pre-requisite for the next course; SWRK 686 School Based Social Work Assessment & Intervention (3 credits). Winter Term elective at EMU
3. Complete a 500-hour field placement in a *setting with children and families* where you are supervised by a social worker with two years post-MSW practice experience.

When these criteria are met, the graduate applies for their preliminary certification through the Michigan Department of Education’s Michigan Online Educator Certification System (MOECS). The entity that grants preliminary and permanent approval to work as a School Social Worker is the Michigan Department of Education and **not** Eastern Michigan University.

Graduate Certificates (Dual Enrollment)

Below is a list of graduate certificate programs that may be of interest to MSW students. Students have the option to apply to a certificate program while pursuing their MSW degree. With approval from the MSW Program Director, some certificate courses may count as MSW electives; however, certificate coursework is in addition to the required MSW curriculum and may present scheduling challenges. Students are responsible for ensuring their MSW Plan of Study remains on track.

Please note: Students pursuing both an MSW and a graduate certificate must submit a separate application and pay an additional fee through the Office of Admissions. Certificates are awarded as a second diploma.

Gerontology: This certificate focuses on the strengths and opportunities of aging, while exploring both the realities and common misconceptions of growing older. It is designed to enhance students' knowledge and skills for working with older adults in a compassionate and effective manner. The program consists of 18 credit hours and includes interdisciplinary coursework.

Health Administration: This certificate program prepares graduates to compete for health administration jobs in nursing homes, home health agencies, outpatient facilities, hospitals, public health agencies, health maintenance organizations and many other health care settings. This is a 12-credit hour program.

Nonprofit Management: This certificate is designed to develop competencies and practical skills for working professionals in public and nonprofit organizations, building management capacity of a nonprofit organization in the areas of: (1) financial management, accountability, and legal and ethical issues; (2) fundraising, budgeting, and resource management; and (3) human resource management. This is a 14-15 credit hour program with coursework in multiple disciplines.

Women's and Gender Studies: This 12-credit hour graduate certificate offers an interdisciplinary and transnational exploration of gender as a social and cultural construct. It examines how gender intersects with other systems of power, including sexuality, race, class, ability, and age.

GRADUATE ADVISING

Academic advising is provided by the MSW Student Services Coordinator and the MSW Program Director. The advising process begins with the MSW Program Orientation, held in the spring and summer prior to the start of the fall semester. The Coordinator and/or Director are also available for consultation regarding complex situations and can assist with Graduate School processes, including petitions, transfer of credit from other institutions, and other required forms. Students experiencing challenges in the program, or considering a withdrawal, temporary leave ("stop out"), or changes to their Plan of Study, are encouraged to reach out as early as possible to ensure appropriate support and guidance.

MSW Program Office/MSW Program Director
Provides approval and completes forms to transfer credits from another university and to waive any foundation courses based on prior credits.
Orients students and faculty to MSW and Graduate School policies, procedures, curriculum, and other program information.
Assists with petitions to waive EMU Graduate School policies regarding length of time to complete the program, # of special topic number courses, and other matters.
Provide support and problem-solving, if necessary, regarding current options related to managing course and school responsibilities.
Assists with forms needed to re-enter the program after an interruption of enrollment, major revision of POS, and any other matters.
Discusses with student any major program-related decisions (stopping out of school, changes in POS, taking electives at other Departments/Universities, changing to full-time or part-time enrollment).
Signs off on graduate audit forms, and resolves any outstanding issues blocking graduation.
Provides information regarding state social work licensing and processes paperwork to verify student status in the program.
Supports re-entry into the program after stopping-out.
Provides information about campus resources, job postings, and events through the online listserv and the MSW bulletin board.
Performs all Academic Reviews.

Academic Review: Students needing representation for an Academic Review shall: (1) review the specific policy in the MSW Student Handbook; and, (2) request attendance by their advisor. In the event that the advisor cannot attend, the student can select an alternate faculty member or the MSW Faculty Grievance Representative.

Grade Grievance: Students needing advising for a Grade Grievance shall review the University Policy on Grade Grievance process and procedures. Access to an adviser may occur, however the grievance procedure allows the student to choose an adviser from within the faculty, from outside of the School of Social Work, or from the Ombuds Office. Students should consult University policies directly for guidelines.

Listserv

The MSW Program maintains an official listserv, [MSW_advising], to facilitate communication with all MSW students. Participation in this listserv is required, as it serves as a primary channel for sharing important information from the MSW Office—such as course registration details, program updates, and graduation procedures.

Students are expected to treat communications from [MSW_advising] as an essential component of academic advising and are strongly encouraged to read all messages carefully.

REGISTRATION

Graduate students must register online for all courses using their my.emich.edu accounts. Registration will be blocked if students have past due accounts with the University. Instructions for registration are provided at: <https://www.emich.edu/registrar/registration/index.php>.

Courses **MUST BE** taken in the order in which they appear on the Plan of Study. Students are not allowed to take courses out of sequence due to pre-requisite requirements. **If students register for classes outside their Plan of Study, they may be required to drop the course and may be subject to non-refundable charges/tuition. Further, moving out of sequence in the Plan or Study may interfere with the graduation process and may result in administrative problems. If you need to alter your Plan of Study, see the Student Services Coordinator and/or the MSW Program Director.**

Tuition is assessed for all credit hours for which a student is registered. Graduate tuition is assessed for all 500-900 level courses. Tuition rates per credit hour are subject to review at each Board of Regents meeting in June. The most current information regarding tuition and fees can be found online at: <https://www.emich.edu/sbs/basics/calculator.php>.

Transfer of Credit

Many MSW students have taken courses from other universities. To be eligible for transfer of these courses to this program, graduate courses must meet the following requirements:

1. Course(s) must not have been taken more than six years prior to the student's graduation date. Courses over 6 years need to be recommended for approval by the MSW director, School director, and approved by the Graduate School.
2. Course(s) must have been completed with a grade of a "B" or better
3. Course(s) must be from an accredited social work program
4. Course(s) must be approved by EMU's MSW office as relevant to the MSW Program
5. Student must be in good standing at their previous university
6. Students cannot receive course credit for life experience or previous work experience.

All transfer of course credits is solely at the discretion of the MSW Program Director and MSW Student Services Coordinator. Request for Transfer of Credit forms can be obtained from the Graduate School office or online at: https://www.emich.edu/graduate/policies/trans_credit.php.

Academic Load

Four hours of graduate credit per semester constitutes part-time status and eight hours constitutes full-time status. Since financial aid may require a certain number of credits each semester, students are responsible for ensuring compliance with their requirements. Please contact Financial Aid for specifications and requirements for aid (<https://www.emich.edu/finaid/>).

Course Registration

Courses are offered on weeknights and/or on Saturdays. Some courses are offered in "non-traditional" formats including hybrid, weekend (all day Friday/Saturday), or every other week formats. Some course may be offered back-to-back so that students can take required classes on

the same day; however, students should not anticipate this format in each semester of their program.

Overrides and Waitlists

Students are strongly encouraged to register as soon as the registration period opens to maximize their scheduling options. Class sizes are intentionally limited to support meaningful learning experiences, and enrollment overrides are not routinely granted.

If a preferred course section is full, students should select the "waitlist" option while also registering for an alternative section. It is common for course availability to shift during the registration period, as students make schedule adjustments or additional sections are added. Students on a waitlist will be contacted by the School of Social Work if a spot becomes available in their desired course.

Auditing Courses

Core courses cannot be audited. Electives may be audited (but they will not post to a transcript) provided the student submits a Request to Audit a Course form by the university deadline. Check <https://www.emich.edu/registrar/calendars/> for dates.

PROGRAM AND COURSE REQUIREMENTS

Time Limitation

The Council on Social Work Education (CSWE) requires that all MSW program requirements be completed in a timely manner. In alignment with University policy, the School of Social Work mandates that coursework be finished within six years from the start date of the initial course applied toward meeting program requirements. Students facing extenuating circumstances may submit a written petition to the Graduate School, supported by the MSW Program Director, to request an extension of this timeline. Such extensions will only be considered for students with a consistent record of strong academic performance.

Students who wish to take a temporary leave of absence (stop-out) from the program must notify the MSW Office in writing. This request should be submitted directly to the MSW Program Director, following the guidelines outlined in the "Stop-out" policy.

Course Schedules

Students are expected to follow their approved Plan of Study when completing coursework. Any changes to this plan must receive prior approval from the MSW Program Office. Depending on enrollment, multiple sections of a course may be offered.

Part-time students should anticipate being on campus approximately two days per week, while full-time students can expect to be on campus three to four days per week to fulfill course requirements. While some courses may occasionally be scheduled back-to-back, this should not be assumed throughout the program.

Course delivery is offered in a variety of formats, including in-person, hybrid, and online modalities.

Class Attendance

Students are expected to attend all scheduled classes and follow the guidelines outlined in each instructor's course syllabus. Instructors will communicate their specific attendance and participation policies at the beginning of the term.

Students who need to miss class in observance of major religious holidays are encouraged to speak with their instructors in advance to arrange for any make-up work, including exams. If a satisfactory arrangement cannot be reached, students are advised to contact the Director of the School of Social Work for additional support.

Grades

Each instructor establishes their grading criteria. It is critical for students to know that in order to remain in the Master's program they must meet both the Graduate School and the School of Social Work requirements as outlined below:

- Letter grades are awarded from "A" through "F," with a "C" as the lowest passing grade in the MSW Program.
- Students are expected to maintain a minimum cumulative GPA of 3.0 (B average) during their entire MSW Program. Students not maintaining a GPA of 3.0 are placed on probation. Additional information on the specific probation policies can be found on the [Graduate School Policies website](#).
- Students must achieve a "C" or better in all courses. Students receiving grades lower than a "C" in *any course meeting their credit requirement* for graduation must repeat each course *in the required sequence* prior to entering (or continuing) Field Placement and in order to graduate from the program. Graduate level courses cannot be taken on a pass/fail basis.

Course Repeat

Eastern Michigan University Graduate School's policy on repeating courses permits students who receive grades of "B-, C+, C, C-, and F," to repeat a course if they desire or if needed to improve their GPA. Courses in the MSW curriculum may only be repeated once, and students may repeat no more than two different Social Work courses in which they achieve less than a "C" grade. Students receiving less than "C" in a repeated required social work course or in a third required social work course will be dismissed from the program.

A course should be repeated if it is out of date (more than six years old and cannot be validated). Students should seek the support of the MSW program director when courses exceed six years.

Incomplete Course Work

An Incomplete grade ("I") may be assigned at the instructor's discretion when a student is unable to complete a course due to illness or other unavoidable extenuating circumstances, provided that at least 50% of the coursework has been completed at a B level or higher.

In such cases, the instructor must:

- Provide the student and department head with a written explanation for the "I" grade.

- Outline the specific work required to complete the course.
- Set a deadline by which the work must be finished.

An Incomplete should not be given for poor performance or unexcused absences.

The department will keep a record of the required work to remove the Incomplete. The student is responsible for initiating and completing the remaining work. The “I” grade must be resolved within one calendar year from the end of the term in which it was assigned. If not resolved, it will remain permanently on the student’s record.

Extensions beyond the one-year limit require written approval. For graduate students, this also requires the recommendation of the instructor and department head, along with approval from the Graduate School. The incomplete grade policies can be found at:

https://www.emich.edu/graduate/policies/inc_course.php.

Withdrawal

Graduate students are expected to follow University policy and procedures for withdrawal, both from individual classes and from the University. Nonattendance or nonpayment of tuition *does* not constitute withdrawal or absolve a student of academic or financial responsibility.

Students considering withdrawal should consult with their instructor(s) and should not stop attending class before receiving official notification that their withdrawal has been approved. If a student stops attending class without officially withdrawing and/or does not take the final examination, University policy requires that the instructor assign a grade of “F” for the course.

Students who believe they have received an unearned “F” grade and who wish to appeal must do so during the following semester; no later appeals will be heard. Policies governing the refund of tuition and fees are to be found in the Tuition and Fees section of the Graduate Catalog. The class schedule should be consulted for the calendar regulating withdrawals.

Withdrawal from All Classes: Students may withdraw from all classes (withdraw from the University) and receive a grade of W for all courses. This transaction is handled by the Office of Records and Registration. Such withdrawal may necessitate the updating of a student’s admission status and students in their first semester must notify their academic department and the Office of Admissions before re-enrolling. For University policy regarding withdrawal, please refer to: <https://www.emich.edu/registrar/registration/dropwithdrawl.php>.

NOTE: Students who withdraw from one or more courses must meet with the MSW Student Services Coordinator to revise their Plan of Study.

Stop-out Policy

If a student needs to stop-out of the program for any reason, they are strongly encouraged to meet with the MSW program director to discuss needed support and/or a timeline for re-entry.

A student may stop-out for up to two years and reenter the program by re-enrolling in classes. After a two-year stop-out, students need to reapply to the program.

Academic Probation

Graduate students at EMU are placed on academic probation at the end of any semester in which their cumulative GPA for graduate-level coursework falls below 3.0. This policy applies only after a student has completed at least six graduate credit hours at EMU.

Students are notified of their academic standing each semester via their EMU email (NetID/my.emich). Those placed on probation are strongly encouraged to consult their program advisor for guidance on returning to good academic standing.

To avoid dismissal, a student on probation must earn a semester GPA of at least 3.0 during their first probationary term. Failure to meet this requirement will result in academic dismissal.

If the student achieves a 3.0 or higher GPA during the probationary semester but their cumulative GPA remains below 3.0, they will be granted one additional semester to raise their overall GPA to the required level. Failure to do so will also result in dismissal.

All official notifications regarding probation and dismissal are sent to the student's EMU email account.

Conditional Students: BSW with Low GPA

Students admitted with an undergraduate GPA below 2.7 are placed on Condition 4 status. These students must complete 9 credit hours of graduate coursework with a minimum GPA of 3.0 to demonstrate academic readiness.

Failure to meet this requirement will result in the revocation of admission.

STUDENT PERFORMANCE AND CONDUCT DISMISSAL POLICY RIGHTS, RESPONSIBILITIES, AND EXPECTATIONS OF GRADUATE SOCIAL WORK STUDENTS

In situations where the School of Social Work policy is more stringent from the EMU Graduate School policy, the School of Social Work policy supersedes the Graduate School policy.

The University and the School of Social Work expect performance and conduct of all students which is consistent with the law and all relevant University policies and rules, including the University Student Code of Conduct and the National Association of Social Workers (NASW) Code of Ethics. Any single violation to the Code of Ethics can lead to dismissal from the School of Social Work.

Definitions

Non-Academic Behaviors Resulting in University Disciplinary Action

In addition to any actions taken by the School of Social Work, any conduct by a social work student that reflects an alleged violation of the University Student Code of Conduct will be referred to the appropriate University Offices. Any disciplinary action taken by the University is separate from any action taken by the School of Social Work. The Conduct Code outlines the kinds of student behaviors that will result in disciplinary action, which may include dismissal from the University. Conduct violations by a student off campus in University-related activities

(e.g. online activities, field placement, international field placement and course work) will be handled the same as if the violation had occurred on campus.

Academic Behaviors and/or Performance Resulting in Action by the School of Social Work

The EMU School of Social Work believes that student performance and/or behavior provides relevant information regarding that student's likely performance and success as a social worker, and, therefore, considers such performance or behavior as an academic student progress matter. Certain behaviors or performance will be considered grounds for academic discipline, in accordance with the procedures outlined in this document, when the student's behavior or performance raises concerns about the student's ability to perform satisfactorily in the profession of social work.

Academic disciplinary action may be initiated when a student exhibits the following behavior and/or performance in one discrete episode that is a violation of the law, the NASW Code of Ethics and/or standards for the practice of social work OR when a student exhibits a pattern of recurring behavior which may include, but is not limited to the following:

- Performance and/or behaviors that demonstrate poor interpersonal skills and an inability to effectively communicate with others, often evidenced by repeated complaints from the field supervisor, other students, or Social Work faculty
- Unethical, threatening or unprofessional conduct
- Performance and/or behaviors that place clients at risk during field placement, including current substance abuse; exploitation of clients; emotional, physical, sexual, or verbal abuse; vindictive action toward clients; or, stealing from clients
- Performance and/or behavioral displays of mental or emotional difficulties that represent a risk to others
- Consistent inability or unwillingness to carry out academic or field placement responsibilities
- Frequent excuse making when tasks, assignments, tests, and appointments are not completed in a timely manner or require rescheduling
- Consistent non-attendance in classes, at field placement and other required program functions
- Lack of insight into negative consequences of own behavior and frequent blame of others or external factors for failures and difficulties in the academic or field placement environment
- Inability to tolerate different points of view, constructive feedback, or supervision
- Dishonest academic practices, including but not limited to: plagiarism (including not citing AI generated work); cheating; fabrication; aiding and abetting deception or dishonesty; and, the falsification of records or official documents
- Verbal or physical aggression or threatening behavior
- Sexual or racial harassment or harassment concerning sexual orientation or gender identity
- Demonstrated inability to work effectively and collaboratively with peers and/or other professionals

This is inclusive of all behavior related to the status of students in the School of Social Work, interactions with clients, agency staff, faculty/staff, and students.

PROCESS FOR HANDLING ACADEMIC BEHAVIOR AND/OR PROFESSIONAL PERFORMANCE ISSUES

Academic Review

Students needing representation for an Academic Review shall: (1) Review the specific policy in the *MSW Student Handbook*; and, (2) Request attendance by a faculty person of their choosing to serve as their advisor. In the event that the faculty chosen by the student is unable to support the process, the student may request the MSW Faculty Grievance Representative as their advisor.

Academic Review Process

All concerns should first be discussed between the student and faculty member with the goal of reaching an understanding and/or resolution. Any concern about a particular student's academic behavior and/or professional performance is brought to the attention of the MSW Program Director. The MSW Program Director will consult with the faculty member on the presenting concern(s). After consulting, the student will either be granted a Preliminary Review or a Full Academic Review.

STEP 1: Preliminary Review

The MSW Program Director will notify the student and schedule a formal meeting with the student, the student's advisor of choice, and the person raising the concern about the student's behavior and/or professional performance. It must be noted that a substitute will be assigned by the Director of the School of Social Work when the person(s) raising the concern(s) about the student's behavior and/or performance is/are unable to attend this meeting. The purpose of this meeting is an effort to assist the student in receiving due process.

Process of Meeting:

The MSW Program Director will facilitate this meeting. During this meeting, the person(s) bringing forth the concern will present the concern and any supporting documentation/evidence. The student will also present their perspective of the concern and any documentation/evidence. All parties will have the opportunity to ask clarifying questions.

Outcome:

At the completion of the meeting, the MSW Program Director and Advisor will review the concern and other pertinent information about the student's performance throughout their course of study and arrive at a decision. They may: (1) decide that the concern does not rise to the level of an "Academic Review" requiring any further action; (2) set up a plan for remediation of the problem(s) with the student's input; (3) decide that a formal Academic Review is necessary; and/or, (4) counsel the student out of the program.

A student who does not agree with the recommendation given can request a Full Academic Review within 10 days of the Preliminary Review decision. The request must be received in writing or by email.

In the event that the student fails to attend this scheduled formal meeting, those attending may go forward with the suggestion to perform a full "Academic Program Review" and will inform the student, in writing, of this decision.

STEP 2: Full Academic Review:

A Full Academic Review is warranted in the following circumstances: 1) a student rejects the recommendation made from the Preliminary Review; 2) it is deemed the next step by the MSW Program Director and Advisor at the completion of the Preliminary Review; and, 3) the seriousness of the concerns and initial evidence indicates that the First Step of Preliminary Review is not appropriate.

Notice to Student:

The MSW Program Director will notify the student, in writing, at least one week before the review date, that there will be a formal Academic Review by the Review Committee. The notice will be sent via email to the student's last known email address registered with the University and will set forth the following:

1. The date, time and place of the review meeting
2. The allegations against the student, stated with specificity and detailed particulars
3. The student's rights during the review meeting
4. The possible evidence to be presented and witnesses likely to be called during the review

Composition of Review Committee:

The MSW Program Director will convene the Review Committee, consisting of the MSW Program Director, the faculty Advisor, one additional social work faculty representative plus a faculty alternate, and two representatives plus an alternate from the Social Work student body. The review committee, by majority vote, will elect one member to serve as chair of the committee. A review committee member must have no prior involvement in the case (with the exception of the MSW Program Director and Advisor), must be impartial and able to render a just and fair decision. A member not able to do so should disqualify themselves from the review. In addition, the student undergoing review may challenge any member of the review committee on grounds of prejudice or impartiality and request the removal of that particular member from the review meeting. If this occurs, the review committee shall deliberate in private to determine, by majority vote (excluding the member being challenged), whether the member should be removed from that particular case. If the vote is to remove the member, the review will continue with a committee of the remaining members.

Process of Meeting:

During the review, the individual/s (or substitute) who raised concerns about the student's behavior or performance will summarize the concerns. The student and/or their Advocate will have the right, within reason, to question anyone presenting information to the committee during the review. In addition, the student will have the opportunity to speak on their behalf, bring witnesses to testify at the review, and present any written or other type of evidence to be considered by the Review Committee. Once this process is completed, the student, their advocates, and the individual(s) and/or their representatives who raised the concerns about the student's behavior or performance will be dismissed.

Outcome:

The committee will determine whether or not the allegations have been substantiated by "clear and convincing" evidence. If the committee determines that the evidence is lacking, the case will be dismissed. If the evidence is sufficient, the committee will make a recommendation about the

student, which can include, but *is not limited to*: (1) requiring that a course be satisfactorily repeated; (2) suspending a student for a specified or unspecified length of time with or without stipulated conditions for re-admission to the Social Work program; or, (3) permanently dismissing the student with no opportunity to return to the program.

The MSW Program Director will notify the student, in writing, of the decision within five calendar days of the review by email.

Right to Appeal:

Within ten days of the date that the committee's notification is sent to the student, the student may appeal, in writing, to the Director of the School of Social Work. The Director may accept, reject or modify the decision of the committee. The Director's decision is final.

Office of the Ombuds

It is recommended that students secure the support of the Office of the Ombuds if they:

- Feel their concerns are not being heard.
- Believe their rights have been violated or they have not been given due process.
- Need help to resolve or mediate a dispute.
- Feel they have been treated unfairly or insensitively.

It is the student's decision to use the services of the Ombuds and arrangements are made by the student. For more information about the Ombuds and their services, please call 734.487.0074 or visit: <https://www.emich.edu/ombuds/>.

Procedures for Handling Scholastic Performance Issues

Students will be notified in writing by the MSW Program Director of their academic status as it pertains to "School academic probation" or "dismissal." Students placed on School academic probation must set up a meeting with the MSW Student Services Coordinator to develop a remediation plan that is submitted to the MSW Program Director and placed in the student's file.

Students dismissed from the program may request reinstatement by submitting a Request for Reinstatement packet to the Office of Records and Registration. The deadline for submission of a request will be included in the notice of dismissal.

GRADE GRIEVANCE POLICY AND PROCEDURE

Grade Grievance

Grading standards and expectations for social work courses are determined by the individual course instructor and are clearly outlined in the course syllabus.

According to University policy, students may file a grade grievance if they believe a final grade was assigned capriciously or unfairly. However, a grievance **cannot** be based on disagreement with the instructor's assignments or grading policies as stated in the syllabus.

Please note: Grade grievances are not handled through the MSW Program Office.

Students are encouraged to review the “Policies Affecting You at EMU” section in the [online Graduate Catalog](#), which includes detailed information on student conduct and the grade grievance process.

PART-TIME / FULL-TIME STATUS

The EMU MSW Program offers both full-time and part-time enrollment options. All admitted students must indicate their intended enrollment status upon acceptance into the program. Both Advanced Standing and Full Program students may complete their MSW degree on either a full-time or part-time basis.

Students who wish to change their enrollment status must schedule a meeting with the MSW Program Director. To ensure timely processing, the following deadlines apply:

- February 1 for continuing students
- June 1 for newly admitted students

To request a meeting, students should contact the MSW Program Director via email.

STUDENT ORGANIZATIONS

Social Welfare Action Alliance (SWAA)

SWAA is a student organization dedicated to improving the quality of life for all through active campus and community service. The alliance provides members additional experience that will be an asset to their professional careers. This organization includes MSW students as well as BSW students.

Association of Black Social Workers (ABSW)

The School of Social Work hosts a student chapter of the Association of Black Social Workers (ABSW) which is committed to enhancing the quality of life and empowering people of African ancestry through advocacy human services delivery, and research. Student members and supporters participate in leadership development and community service activities.

AFU @ EMU Student Organization

AFU @ EMU is a group of students and professionals who strive to be age-inclusive in all aspects of the university. With a focus on non-traditional students, this group works to provide community for students of all ages at EMU through activities, support services, and advocacy.

Alumni Association

Upon graduation, students are encouraged to join the EMU Alumni Association. There are no dues required for membership.

The Association’s primary focus is to support professional networking and development, helping graduates stay connected and grow in their careers.

GRADUATION

Applying for Graduation

It is each student's responsibility to ensure that all the requirements for graduation have been met. To be eligible for graduation, each student must:

- Remain in good academic standing,
- Have a "C" or better in all their courses used to meet credit requirements,
- Maintain a 3.0 cumulative GPA in all graduate-level courses taken at EMU to meet the requirements outlined in the catalog (UAchieve).
- Complete all the coursework required for graduation

Graduation Audit - U.achieve

Students who wish to receive information about progress toward graduation should consult with a Social Work advisor or the University's online degree audit system, U.achieve, available through my.emich. Please go to the following website for more information:

<https://www.emich.edu/registrar/graduation/uachieve.php>.

Candidates for a degree and/or certificate must submit a formal application for graduation in the final semester in which you will complete all requirements before a degree/certificate can be awarded. Applications are accepted online via my.emich.edu under the Student Services tab. If you are applying for more than one degree and/or certificate, you must complete an application for each. The application fee for each degree and/or certificate will be applied to your student account.

Information on graduation is available at: <https://www.emich.edu/registrar/graduation/>.

Students should expect to receive their degree verification letter within three to four weeks after the close of the semester in which their degree is conferred. If students need verification (for work or job search purposes) that they have completed all of their MSW requirements before they actually receive their transcript and degree in the mail, the MSW Office, upon request, will issue a letter that confirms that the student has completed all requirements for the degree.

Graduation Ceremonies

After applying for graduation, students will receive important information from the Office of Records and Registration regarding:

- Commencement tickets
- Event logistics
- Ordering caps and gowns (available for purchase at the EMU Bookstore in the Student Center)

Commencement Ceremonies are held in December and April each academic year. Students completing their degree requirements during the summer term will have their diploma dated August. Since there is no August ceremony, their name will appear in the December commencement program, and they are welcome to return and participate in that ceremony. If summer graduates prefer to walk in the April ceremony, they must notify the Office of Records and Registration. As long as they have six or fewer credit hours remaining, they may

participate. While their name will not appear in the April program, they will still be able to walk across the stage and celebrate with family and friends.

Diplomas

Diplomas are mailed to the diploma mailing address on file with the University approximately 8 to 9 weeks after the degree is officially conferred.

Each diploma is professionally printed off-site on parchment-style paper with raised ink and measures 11 x 14 inches. It includes the student's legal name (as listed on the Application for Graduation), the degree earned, and any honors awarded, if applicable.

Unclaimed original diplomas are retained at the Office of the Registrar, located in 303 Pierce Hall. For more information, contact the Office of the Registrar at 734.487.4111 or by email at: records@emich.edu.

Ordering an Additional Diploma

Students may request a duplicate diploma or a replacement diploma due to a name change by completing the Request for Replacement Diploma form. The completed form must be submitted to the Cashier's Office in 201 Pierce Hall, along with the required fee.

(Please check the current fee for graduate diplomas before submitting your request.)

Please allow 8 to 9 weeks for processing and delivery. The form can be obtained at:

<https://www.emich.edu/registrar/forms/index.php>.

Transcripts

Students may request an official transcript in person, by mail, or online. Please refer to the University's website for the current transcript fee.

Transcript requests are processed in the order received. Please allow up to five business days from the time the request is received by the Transcript Department for processing and mailing.

For an additional fee, transcripts can be sent via overnight delivery through the United States Postal Service once processing is complete. *(Please check the current fee for this service.)*

Transcripts are not mailed on University holidays or closures, so plan accordingly.

Important: Transcript requests will not be processed for students with outstanding financial obligations to the University. To access more specific instructions and obtain the Transcript Request form, please visit: <https://www.emich.edu/registrar/transcripts/>.

AMERICAN WITH DISABILITIES ACT

Eastern Michigan University complies with Americans with Disabilities Act provisions through the Disability Resource Center (DRC). The DRC provides academic accommodations for

students in both classroom and testing situations and serves as a resource for faculty and staff regarding accommodations.

Students with disabilities must register with EMU's DRC, and provide their class instructor(s) with official disability documentation prior to or at the beginning of the course. Students are encouraged to take an active role as their own advocate and to make use of the services available to them on campus. For additional information contact the DRC Office (<https://www.emich.edu/drc/>).

ACADEMIC DISHONESTY/PLAGIARISM: DEFINITION AND GUIDELINES

Academic dishonesty/plagiarism occurs when someone takes credit for work produced by another and includes, but is not limited to:

- Representing any work of another person or AI generated material, including materials from professional literature, as one's own product and achievement.
- Quoting from another work without indicating the fact by quotation marks or indentation and acknowledging the source
- Paraphrasing without proper acknowledgment of the source
- Using the work of another student
- Giving or receiving unauthorized aid in any assignment or examination
- Submitting a written assignment prepared for one class as original work for any other class without prior knowledge and permission of the instructor
- Representing interactions of clients in written case materials that did not in fact happen or presenting untrue statements in such materials
- Fabricating data that are claimed to be real

Academic dishonesty/plagiarism is a serious ethical violation. Students who violate these provisions may receive a failing grade and the violation may be grounds for dismissal (see Dismissal Policy section of this manual). Academic dishonesty/plagiarism and the appearance of dishonesty/plagiarism are avoided if proper bibliographic citations are included whenever the work of another is used.

FINANCIAL AID

Various types of financial aid are available to graduate students. Information about these programs can be found online through the Office of Financial Aid at: <https://www.emich.edu/finaid/>.

To apply for need-based aid, graduate students must file the Free Application for Federal Student Aid (FAFSA). The FAFSA should be filed in January of each year, prior to fall enrollment. Graduate students who are admitted to a graduate degree program will be notified of their eligibility for financial aid from the financial aid office. Need-based aid is automatically awarded for fall and winter semesters.

Students who need financial aid for the summer semester must file an additional application (available in the Office of Financial Aid or its website) beginning February 15 of each year. For

further information or to apply for federal and state need-based aid, please visit FAFSA online at: <https://studentaid.gov>.

Please contact the financial aid office for all your financial aid questions.

BILLING

Students can access their billing information online from their my.emich.edu account via e-bill. E-bill is a 24x7 service offered to students and their families for viewing bills, making payments, setting up payment plans, and managing student accounts. To access the e-bill login webpage, please visit the website below and have your University ID and PIN available at:

https://ebill.emich.edu/C20704_tsa/web/login.jsp

CAREER SERVICES

The University Advising & Career Development Center provides a variety of services to enrolled students and alumni to assist with planning careers, developing job search skills, and securing employment upon graduation. You are encouraged to visit the UACDC throughout your time at EMU to take advantage of its numerous services and programs. For further information, please visit: <https://www.emich.edu/uacdc/index.php>.

HARASSMENT POLICY

All students must complete a yearly Title IX training in the Fall semester. Failure to do so will place a hold on their account and students will not be able to enroll for the Winter semester. Should students have questions regarding situations involving harassment, they may contact the Director of the School of Social Work at 734.487.7676.

Eastern Michigan University has a policy on equal employment opportunity and non-discrimination. In addition, the School of Social Work adheres to the NASW Code of Ethics, a link to which can be found at the end of this handbook. Harassment based on age, sex, race, color, religion, national origin, sexual orientation, or disability is regarded as a violation of the EMU policy on harassment as well as the NASW Code of Ethics. All students and employees are expected to interact respectfully and honestly with one another to ensure a work and educational environment that is free from intimidation and harassment. The complete EMU policy on sexual harassment is found at: <https://www.emich.edu/policies/policy.php?id=181>.

UNIVERSITY AND GRADUATE SCHOOL POLICIES

All Graduate Students must also abide by University Policy and Graduate School Policies, found here:

<https://www.emich.edu/studenthandbook/>

<https://www.emich.edu/graduate/about/policies/index.php>

MICHIGAN LICENSING

You must have a LLBSW (limited licensed bachelor of Social Work) or LLMSW (limited license Master of Social Work) to practice social work in the State of Michigan.

You can obtain licensing applications at the following website:

https://www.michigan.gov/lara/0,4601,7-154-72600_72603_27529_27554---,00.html

Download, print and thoroughly **READ** all the information provided on this website. Complete all steps as outlined in the application and pay the application fee.

You are strongly encouraged to start the application packet prior to graduation. The State Board cannot process your application until they have received the necessary paperwork. It usually takes 6-8 weeks for your application to be processed.

The application process requires the final official transcripts of your MSW degree to be sent directly from EMU. If you request your transcripts prior to graduation please check the *Hold Until Degree is Posted on Record* box of the Transcript Request form. The link to transcript request at Eastern is available at: <https://www.emich.edu/registrar/transcripts/>.

The Application for a MSW License must be completed and sent to the **State of Michigan** along with the applicable fees. Please do not send any documents to the School of Social Work.

NASW CODE OF ETHICS

The National Association of Social Workers Code of Ethics provides the core values and ethics of the profession. It gives guidance to the design of our curriculum and to the field work that confirms a social worker's place as a professional.

We have included a link to the Code here as a resource and a reminder of our responsibilities and our principles:

[NASW Code of Ethics](#)

NASW National website: <https://www.socialworkers.org/>

NASW Michigan Chapter: <http://www.nasw-michigan.org/>