



EASTERN MICHIGAN UNIVERSITY  
**School of Social Work**

## Eastern Michigan University

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### Bachelor of Social Work Student Handbook

2021-2022 Edition

#### Important Contact Information

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## BSW Program Curriculum

<b>Liberal Arts Requirements</b>	<b>Title</b>	<b>Credits</b>
PSY 101	General Psychology	3
SOCL 105	Introduction to Sociology	3
PLSC 112	American Government	3
ANTH 135	Introduction to Cultural Anthropology	3
EDPS 325 or IHHS 260	Human Life Span OR Aging to Infancy	4/3
PSY 360	Abnormal Psychology	3
A Cross Cultural Course	Any course under “Perspectives on a Diverse World” area of Gen Ed (Diverse World)	3
A Cross Cultural Course	Any course under “Perspectives on a Diverse World” area of Gen Ed (Diverse World)	3
<b>Pre-Admission Requirements</b>		
SWRK 120	Intro to SW Services & Professional Roles	3
SWRK 200	Human Diversity & Social Justice	3
SWRK 222	Social Welfare Policies & Services	3
SWRK 251	Self-Assessment for the Profession of Social Work	1
<b>School of SW Requirements</b>		
SWRK 315	Theoretical Basis for Generalist Social Work Practice	3
SWRK 317	Foundations of SW Practice	3
SWRK 318	Skills Integration Seminar (Practice I)	1
SWRK 319W	Writing for Agency Practice	3
SWRK 350L2	Generalist SW Practice Organizations & Communities	3
SWRK 405	Analysis & Change of Social Welfare Policies	3
SWRK 408	Generalist SW Practice with Individuals & Families	3
SWRK 409	Generalist SW Practice with Groups	3
SWRK 430	Introduction to Research Methods for Social Work Evaluation & Research: Qualitative & Statistical Methods	4
SWRK 450	Social Work Practice with Women and Girls	3
SWRK 451	Social Work Practice with People of Color	3
SWRK 488L4	Field Experience I	6
SWRK 489L4	Field Experience II	6
3 Credit Social Work Elective		3

**Note:** Students must earn a C or higher in all classes with a SWRK prefix and maintain a 2.3 GPA.

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## Welcome to the Eastern Michigan University BSW Program

Greetings future colleagues!

You have made a wise choice to join the Social Work profession; I am happy that you have selected EMU for this part of your educational journey as you prepare for a career in the field of Social Work.

The EMU BSW program will help you learn to think critically, to expand your sensitivities and values as you embrace the NASW Code of Ethics, and to look at individuals, groups, and communities in new ways. You will develop the knowledge, skills, attitudes, and beliefs that are necessary for success in the profession. You will learn to express yourself more effectively, to advocate powerfully, to be successful as both a leader, colleague, and team member. You are entering a profession that promotes solving problems, advancing equity, advocacy, and championing social justice issues in thoughtful ways.

Your professors and advisors are ready to assist you in supporting your educational growth and development as you prepare to meet the challenge inherent in transitioning from student to professional.

If we can do anything to support you on this journey, please let us know.

Welcome!

Celeste Hawkins, PhD, LMSW  
Associate Professor & Director  
BSW Program School of Social Work  
Eastern Michigan University

## School of Social Work and BSW Program Mission and Statement

The Eastern Michigan University School of Social Work is committed to the empowerment of poor, oppressed, vulnerable, and underserved populations; the creation of social welfare policy based on a strengths perspective; the advancement of community problem solving; and leadership in organizations and communities.

Graduates of the Bachelor of Social Work (BSW) Program will be committed and able practitioners who can work to alleviate social problems and enhance the competence of individuals, groups, and communities by engaging their environments to improve social functioning and to provide opportunities. The BSW Program prepares students for engaging in and advancing culturally competent, gender sensitive, anti-racist, and equitable practices.

The School of Social Work's grassroots mission of empowerment-oriented practice guides the curriculum of our CSWE-accredited BSW and MSW programs. We stand behind [our School's mission](#) as we fight against discrimination of any kind and advance anti-racist conversations and action in the classroom, throughout our University and within our local communities. The School of Social Work educates a diverse student body and believes social workers impact change through direct service, the creation of equitable social welfare policies and laws, and community-based partnerships. We are committed to espousing equity, diversity, and inclusion as values we honor, advance, and practice.

The BSW Program prepares students for entry-level generalist practice in agency settings. Upon completion of their baccalaureate degree, students will have the knowledge, skills, and an integration of professional and personal values to enable them to provide direct Social Work services to varying size client systems, ranging from individuals and families to organizations and communities. The undergraduate Social Work program also prepares students to enter graduate Social Work education.

Our mission is consistent with the NASW Code of Ethics (<https://www.socialworkers.org/about/ethics>), which defines the mission and core values of the Social Work profession, and guides Social Workers' conduct

## Accreditation Statement

Eastern Michigan University (EMU) is a non-profit public institution accredited by the Higher Learning Commission of the North Central Association of Colleges and Universities.

The BSW Program has been fully accredited since 1974 by the Council on Social Work Education (CSWE). At that time, it was one of the first undergraduate programs in the state of Michigan, and it is now the largest program in the state. The BSW Program undergoes reaccreditation every eight years; the most recent reaccreditation was in 2015.

EMU's MSW Program has been fully accredited since February 1992 by the CSWE.

## BSW Program Goals and Objectives

The School of Social Work faculty have developed the Foundation Program Goals that apply to the BSW Program and directly flow from the School's Mission Statement. These goals establish a framework for providing an integrated and coherent undergraduate curriculum that prepares students:

1. To actively promote social justice and empowerment of poor, oppressed, vulnerable and underserved populations.
2. To advance and engage in anti-racist and equitable practices
3. To integrate knowledge, practice skills, and field experience to engage in generalist practice with diverse population groups and people who are vulnerable due to poverty, oppression and/or social apathy and exclusion.
4. To reflect on personal and professional ethics and values, and engage in ongoing personal and professional development.
5. To be able and reflective practitioners who can work to alleviate social problems, and enhance competence of individuals, groups, and communities to engage their environment and improve social functioning.
6. To engage in career-long professional development to improve risk-taking and leadership skills in pursuit of social and economic justice.

The undergraduate program of study is grounded in the liberal arts as a foundation for Social Work knowledge. The BSW Program provides students with opportunities to develop the core competencies articulated by the CSWE and adopted by the EMU BSW program as a framework.

The core competencies are to:

- 1. Demonstrate ethical and professional behavior**
- 2. Engage diversity and difference in practice**
- 3. Advance human rights and social, economic, and environmental justice**
- 4. Engage in practice-informed research and research-informed practice**

5. Engage in policy practice
6. Engage with individuals, families, groups, organizations, and communities
7. Assess Individuals, families, groups, organizations, and communities
8. Intervene with individuals, families, groups, organizations, and communities
9. Evaluate practice with individuals, families, groups, organizations, and communities

## Admission Requirements

The EMU BSW program welcomes students who are committed to the mission of our School, including its emphasis on work with poor, oppressed, vulnerable, and underserved clients, and to Social Work as a profession. Applicants must show the potential to succeed in Social Work practice by demonstrating interest, commitment, compatible personal values, interpersonal skills, and academic ability. All admitted students must be willing to adhere to the National Association of Social Workers' *Code of Ethics*.

In addition to completing the University's General Education requirements, Social Work students complete a series of six specific liberal arts courses to build a foundation for their Social Work studies. BSW Program intent students complete four pre-major Social Work courses prior to admission to the major. Students apply for admission to the BSW Program while taking SWRK 251, *Self-Assessment and Development for Social Work*.

### **Admission requirements are:**

- Students must complete a BSW Program Admissions application. Students receive applications in SWRK 251.
- Students must earn a grade of C or higher in the following pre-major Social Work classes:
  1. SWRK 120: Introduction to Social Work Services and Professional Roles  
**Note:** SWRK 120 should be taken **concurrently with or prior to** the other pre-major courses.
  2. SWRK 200: Human Diversity and Social Justice
  3. SWRK 222: Social Welfare Policies and Services
  4. SWRK 251: Self-Assessment and Development for Social Work

**Note:** SWRK 251 should be taken **concurrently with or after** the other pre-major courses.

- Students are required to complete a reflective essay as one of their assignments in SWRK 251. The essay requires students to evaluate their own "goodness of fit" with the values and ethics of the Social Work profession.
- While enrolled in SWRK 251, students meet with a BSW advisor to develop a Plan of Study for the major. Advisors are available to meet with students at any point during

their studies to answer questions, revise or update a Plan of Study, and discuss career goals. Ideally, students meet with a BSW advisor every semester.

- Students are required to have a cumulative GPA of 2.3 or higher at the time of admission into the BSW Program.
- Students are required to complete forty (40) hours of volunteer service, internship experience, or employment within a *human service setting*. We believe that this experience helps students make an informed decision about entering the BSW Program, and eventually joining the Social Work profession. In keeping with the mission of the School of Social Work, students must complete the 40 hours in a setting that works with or on behalf of vulnerable, under-served people who are the targets of discrimination, stigma, disempowerment, oppression, and other forms of injustice.

All volunteer, internship, and work experiences counted towards this admission requirement must be part of an **organized effort by a human service provider**. Working with other professionals and community members to provide services is a key facet of professional Social Work. The BSW Program does not consider work done individually (e.g., being a nanny) or with a non-vulnerable population (e.g., coaching your child's Little League team) to simulate professional Social Work. Although these can be valuable experiences, they do not fulfill the purpose of the BSW Program's 40-hour human service requirement. In contrast, engaging in civil rights work on behalf of lesbian, gay, bisexual, and transgender people; coaching a team for underprivileged youth; facilitating an art group for people living with serious mental illness; and participating in a nutrition program for seniors (such as Meals on Wheels) would meet the School's criteria. These examples involve work with vulnerable populations.

If you have questions about the volunteer/work requirement, please contact David Evoy ([devoy@emich.edu](mailto:devoy@emich.edu)), the Student Services Coordinator and BSW program advisor. Mr. Evoy has extensive professional Social Work experience and can help you decide how to meet this requirement.

Once you have successfully completed your 40 hours of service, please ask a supervisor to document your service/work at that agency. A letter written on agency letterhead constitutes the documentation. Please ask the supervisor to include the following:

- Your name
- Number of hours of service you completed at the agency
- Summary of the work that you did
- Supervisor's signature
- Supervisor's job title

Submit the letter to the Student Services Coordinator in room 315 Marshall as soon as possible after you have completed your service work. Make a copy of the letter prior to submitting it to the BSW Program.

**Students will not be formally admitted to the major until they have completed these hours along with the other entrance requirements outlined in this *Handbook*.**



**Note:** Students who have not completed the 40-hour volunteer work requirement by the end of the semester in which they are eligible to move into the BSW major will not be admitted to the major and thus will not be eligible to register for 300 and 400 level SWRK courses.

## Transfer of Credits

Eastern Michigan University welcomes transfer students. We value the rich diversity, experiences, skills, and unique perspectives that transfer students bring to our BSW program. We are committed and dedicated to supporting students in this process. Transfer students need to have official transcripts sent to EMU. All classes are evaluated by both Records and Registration and the Social Work Department to determine if the class is transferable to EMU and how it can be used towards the BSW plan of study.

## Evaluation and Notification of Admissions Decision

At EMU, our SWRK 251 course (“Self Evaluation and Development for Social Work”) is a key element in the program application and admissions notification process.

The BSW Advising Team (BSW Program Director; Student Services Coordinator/Student Advisor; CHHS Advisor) visits each section of this course each semester. During these visits, the team distributes BSW Student Handbooks, program application forms, program brochures, and a statement that the student has received and will read the Handbook. They explain the program admissions requirements, major requirements, and EMU graduation requirements, then schedule advising appointments with all students and collect completed applications and signed Handbook statements.

Each student in SWRK 251 meets with a member of the Advising Team over the next 2-4 weeks. Advisors discuss career options and answer students’ career-related questions, and guide the student in developing a written Plan of Study. Advisors also verify that students have completed (or are completing in the current semester) the pre-major social work courses and liberal arts courses, that they have fulfilled (or will fulfill in the current semester) the 40-hour volunteer service requirement, and that their GPA is above a 2.3.

Following the advising meeting, students are conditionally admitted to the major. The conditions for admission are that the student completes any in-progress SWRK pre-major and liberal arts courses, that they complete a satisfactory reflective essay in SWRK 251, and that they provide documentation of their 40 hours of volunteer service prior to the beginning of the subsequent semester. If a student has a single liberal arts course outstanding at this point, they will be admitted to the major provided that the course in question will be completed during the subsequent semester.

The Student Services Coordinator notifies students of their acceptance into the Social Work program via email, and notifies the University Advising Center that the student’s major should be changed from “undeclared” to social work. Students are then able to register for their 300-level and beyond social work classes.

**All admissions requirements must be completed prior to taking any required 300 level Social Work course.**

## Criminal History

A BSW student who has a legal/criminal history is encouraged to contact the BSW Program Director or Student Services Coordinator to discuss potential barriers to becoming a fully licensed BSW. The Director will probably advise the applicant to contact the State of Michigan Licensing Board to determine whether the history of legal/criminal behavior will preclude the applicant from becoming licensed. Additionally, the Director or Student Services Coordinator will consult with the Field Placement Office about whether the nature of the offense could prevent the student from being placed in an agency to complete field placement. The Director will inform the student about any known limitations in placing him/her for their field placement. However, each agency establishes their own protocols related to criminal background checks, drug testing, etc., and agencies have the right to require students to meet these expectations.

## University Graduation Requirements

The minimum number of credits hours required for graduation is 124. To earn a degree, students must complete:

1. University General Education requirements
2. A major of 30 to 36 hours and a minor of 20 to 24 hours (as specified in fields of study) or complete a self-contained program of 50-60 hours, (the BSW degree does NOT require a minor)
3. Electives to equal the minimum total of 124 hours
4. All other university requirements
5. A major of 30 to 36 hours and a minor of 20 to 24 hours (as specified in fields of study) or complete a self-contained program of 50-60 hours, (the BSW degree does NOT require a minor)
6. Electives to equal the minimum total of 124 hours
7. All other university requirements

The catalog requirements in effect at the time of the student's initial registration at EMU or the requirements of a subsequent catalog may be used to complete graduation requirements.

If you do not complete degree requirements within seven years of the date of your original registration, you may be required to have your credits re-evaluated by the Office of Records and Registration in keeping with more recent catalog requirements.

For further information on University graduation requirements please go to <http://www.emich.edu/registrar/graduation/undergraduate.php>

## BSW Major Requirements

### **Liberal Arts Requirements:**

ANTH 135 - Introduction to Cultural Anthropology Credit Hours: 3 hrs

PLSC 112 - American Government Credit Hours: 3 hrs

PSY 101 - General Psychology Lecture Credit Hours: 3 hrs

PSY 360 - Abnormal Psychology Credit Hours: 3 hrs

SOCL 105 - Introductory Sociology Credit Hours: 3 hrs

### **One course from the following:**

EDPS 325 - Life Span Human Growth and Development Credit Hours: 4 hrs *or*

IHHS 260 - Aging to Infancy: A Life Course Retrospective Credit Hours: 3 hrs

### **Pre-Admission Courses:**

SWRK 120 - Introduction to Social Work Services and Professional Roles Credit Hours: 3 hrs

SWRK 200 - Human Diversity and Social Justice Credit Hours: 3 hrs

SWRK 222 - Social Welfare Policies and Services Credit Hours: 3 hrs

SWRK 251 – Self-Assessment for the Profession of Social Work Credit Hours: 1 hr

**Required Social Work Courses: All 300- & 400- level required Social Work courses must be completed within 10 years of the student's graduation date. *It is possible that the BSW program will require students to repeat required Social Work courses if the student has an extended break (6 years or more) in their enrollment.***

SWRK 315 - Theoretical Bases for Social Work Practice Credit Hours: 3 hrs

SWRK 317 - Foundations of Social Work Practice Credit Hours: 4 hrs

SWRK 318 - Skills Integration Seminar Credit Hours: 1 hr

SWRK 319W - Writing for Agency Practice Credit Hours: 3 hrs

SWRK 350L2 - Generalist Social Work Practice with Organizations and Communities Credit Hours: 3 hrs

SWRK 405 - Analysis and Change of Social Welfare Policies Credit Hours: 3 hrs

SWRK 408 - Generalist Social Work Practice with Individuals and Families Credit Hours: 3 hrs

SWRK 409 - Generalist Social Work Practice with Groups Credit Hours: 3 hrs

SWRK 430 – Introduction to Research Methods for Social Work Evaluation & Research: Qualitative & Statistical Methods Credit Hours: 4 hrs

SWRK 450 – Social Work Practice with Women Credit Hours: 3 hrs

SWRK 451 – Social Work Practice with People of Color Credit Hours: 3 hrs

SWRK 488L4L4 - Field Experience I Credit Hours: 6 hrs

SWRK 489L4L4 - Field Experience II Credit Hours: 6 hrs

### **Restricted Elective Courses: 6 hours**

Students are required to take six credit hours in cross-cultural related courses. Completing both sections of the EMU General Education “Perspectives on a Diverse World” area (with the exception of ANTH 135) will meet this requirement. Other courses outside of “Perspectives on a Diverse World” may also count towards this requirement with departmental permission.

**Please note: The BSW program major does not require a minor. The CSWE precludes any BSW program from awarding academic credit for life experience or work history. Students may elect to complete a BSW Minor and those requirements can be found listed below.**

## BSW Minor Requirements

Minor Requirements: 20-21 hours

Required Courses: 9 hours

SWRK 120 - Introduction to Social Work Services and Professional Roles Credit Hours: 3 hrs

SWRK 200 - Human Diversity and Social Justice Credit Hours: 3 hrs

SWRK 222 - Social Welfare Policies and Services Credit Hours: 3 hrs

Elective Courses: 11-12 hours

11 to 12 hours selected in consultation with a Social Work advisor from Social Work elective courses.

## Field Placement

Social Work majors are required to complete two consecutive semesters (either fall and winter OR winter and summer) of field placement during the final semesters of their program.

### Eligibility for Field Placement

1. A 2.3 overall grade point average at the time of entering and during field placement is required.
2. Students must have completed all required Social Work classes through the 300 level with at least a grade of 'C' before beginning field placement. (They must have met all prerequisites for these courses)
3. Any student who has a C- or lower in any 400 level Social Work classes needs special permission from the field office to begin or to continue with field placement.
4. Students need at last a C in 488L4L4 to continue into 489L4L4. Students who receive a C- or lower in 488L4 or 489L4 must repeat the course.
5. The field placement application must be accompanied by a current resume. If a student wishes to do their placement at their place of work, the student must include a request to do a work site placement with the field placement application form.
6. SWRK 488L4L4 and 489L4L4 each involve 16 hours in a field agency plus a two hour a week seminar taught by the faculty member who will serve as a liaison to the placement agency.
7. All practice Social Work courses (408, 409, 450, & 451) must be taken prior to or concurrently with SWRK 488L4L4 and 489L4L4.

The field supervisor evaluates students; the field supervisor's evaluation is one component of the student's final grades in SWRK 488L4 and 489L4. ***Students should keep a copy of their field supervisor's evaluation for SWRK 488L4 and 489L4; these documents are sometimes useful when applying to MSW programs or jobs.***

## Liability

Eastern Michigan University provides general liability insurance for students while they are performing activities that are a part of their fieldwork assignment. If the field agency does not have insurance that covers interns, students may consider purchasing additional liability coverage through the National Association of Social Workers (NASW).

## Health Insurance

The University does not carry any health insurance for students while in field placement. However, all students are advised to have health insurance coverage. Students should consult with the EMU Student Government for information on their group policy if no other insurance is available. All inoculations should be current. In some agencies, students are required to provide health information and proof of health insurance prior to acceptance in placement.

## Optional Child Welfare Specialization

Michigan Schools of Social Work and the Michigan Department of Health and Human Services (DHHS) formed an agreement guiding Social Work students' educational preparation so they can assume a child welfare caseload in a timely manner. Students who complete the requirements outlined in the agreement build competency, knowledge, and skills comparable to a significant portion of the Child Welfare Training Institute (CWTI) pre-service training, allowing these students to waive portions of CWTI. BSW graduates who have this specialized education, who are employed by either DHHS or a DHHS contract agency, and who pass the DHHS competency exam with a 70% or higher score will be able to begin a caseload earlier than if they must complete the full pre-service training program.

Students who complete this specialization must take SWKE 442 (Contemporary Child Welfare), take an additional elective Social Work course that focuses on child welfare, receive a "B" or better in all required Social Work courses, and complete their field placement at DHHS or a DHHS contract agency. For further information regarding Field Placement, please contact the Field Office or go to the School of Social Work BSW web site under Field Placement (<https://www.emich.edu/chhs/social-work/fieldwork/index.php>).

## Independent Study

The Independent Study is designed for students who wish to study a specialized topic in greater depth than it is covered in existing courses, or material that is not currently covered in existing courses. An Independent Study may also be used for empirical research or special training projects. *An Independent Study cannot be used to replace existing SWRK courses.* However, the Independent Study course can be used to fulfill the BSW Program elective requirement. Students design their own study proposals; they may obtain advice and assistance from faculty members. Since each Independent Study is a course for which credit is requested, students must devote time and thought to the proposal and the project.

To develop an Independent Study proposal and register, students must:

1. The student contracts with a School of Social Work faculty member or lecturer to take a one, two, or three credit independent study course; the student will prepare a proposal for the Independent Study with the instructor's guidance. University guidelines are that students spend three hours weekly working on their project throughout the semester for every credit hour.
2. The student completes the cover sheet for Independent Study Proposal in the Social Work Office, 317 Marshall and attaches it to the full proposal. The supervising instructor and the BSW Program Director sign the cover sheet, indicating their approval of the project.
3. The student submits the proposal and cover sheet to the School of Social Work secretary, who will then issue a section number and give the student permission to register.

The Independent Study Proposal must include a detailed description of the work the student is proposing, including:

1. The learning goals of the project and an overview of the final product;
2. A detailed project timeline indicating when steps of the project will be accomplished and when final assignments/products are due.
3. Supplemental materials such as a bibliography, an activities schedule, and the like, if appropriate.
4. If the project involves the use of agency facilities, documentation of agency approval must be included in the proposal.

**Note:** The scope of the proposal will be commensurate with the amount of credit sought. A regular course entails fifteen hours of class attendance for each hour of credit, in addition to time spent on readings, preparation for quizzes and examinations, and term papers or field project.

## Social Work Honors

Many rewards and opportunities arise from being a Social Work honors student. Rewards include relationships with faculty mentors; developing writing, research, and oral presentation skills; and early registration. In addition, Social Work employers often interview graduates who were Honors students first. EMU Honors College requirements enhance the student's ability to succeed in graduate programs by providing opportunities for scholarly presentations and publications, research experience, and/or community service.

Students who have completed their General Education credits, been admitted formally to the Honors College, and achieved at least a B in SWRK 251 (Self-Assessment and Development for Social Work) are eligible for admission into the School of Social Work Honors Program. As in the University Honors Program, students must maintain at least a 3.3 overall GPA to continue in Social Work Honors.

### **Students wishing to pursue Social Work Departmental Honors should:**

1. Have a meeting with the School of Social Work Honors Program Advisor.
2. Complete the *Intent to Pursue Departmental Honors* form and submit to the Honors College.
3. Complete 12 Social Work Honors contract hours. Contract hours involve negotiating enrichment assignments in Social Work courses with individual instructors. This is a two- step process:
  - a) the student discusses the proposed assignment with the course instructor and completes the *Honors Contract* form, and
  - b) the student obtains signatures from course instructor and Social Work Honors Program Advisor. Deadlines are October 15 for fall term, February 15 for winter term, and end of the first full week of summer classes.
4. Attend a Senior Thesis Workshop.
5. Secure a Social Work Faculty Supervisor/Thesis Mentor, and submit a Senior Thesis Proposal by the beginning of final year of enrollment.
6. Complete a Senior Honors Thesis (40-60 pages), and demonstrate progress during each semester of enrollment.
7. Submit an application to one of the following in last year of enrollment: Undergraduate Research Symposium, Honors Fellowship, or Social Work International Program.
8. Attend workshops/events and complete other assignments as required by the Honors College.

To find out more about the Social Work Honors Program please contact current Honors Advisor, Dr. Angie Mann-Williams ([amannwil@emich.edu](mailto:amannwil@emich.edu); 734.487.6632). You can also contact the Honors College at [www.emich.edu/honors](http://www.emich.edu/honors), 487-0341.



## Advising

Academic advising is conducted by the BSW Program Advising Team, which consists of the Student Services Coordinator/BSW Advisor, the CHHS Academic Advisor, and the BSW Director. The academic advising process is:

- Students are advised prior to BSW Program admission to ensure that they are taking the required prerequisite courses while completing their General Education requirements. Students may also discuss questions about Social Work as a profession during these advising sessions.
- While completing SWRK 251 (Self-Assessment and Development), students must meet with the Student Services Coordinator/BSW Advisor to complete a Plan of Study. The Plan of Study is the student's guide for educational planning. If students wish to change this Plan of Study, they must meet with an advisor.
- The Advising Team helps Social Work majors with questions regarding program requirements, field placement, graduation, career paths, and graduateschool.
- Students are encouraged to meet with the BSW Program Director or Student Services Coordinator if they are experiencing extenuating academic or personal issues that are impeding their ability to meet BSW Program expectations.

## 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>

## Applying for Graduation

Please go to the following website for information on applying for graduation: <https://www.emich.edu/registrar/graduation/index.php>

## Behaviors Resulting in University or School of Social Work Action

The University and the School of Social Work expect all students to behave in accordance with the law and with all relevant University policies and rules, including the University Student Code of Conduct. In addition, the School of Social Work expects all Social Work students to behave in accordance with the National Association of Social Workers (NASW) Code of Ethics:

<http://www.socialworkers.org/pubs/code/default.asp>

## Non-Academic Behaviors Resulting in University Disciplinary Action

Any conduct by a BSW intent or major student that is a violation of the University Student Code of Conduct will be referred to the Office of Student Conduct and Community Standards for campus disciplinary action, in addition to any School of Social Work actions. The Student Conduct Code outlines student behaviors that will result in disciplinary action. Disciplinary action may include suspension or dismissal from the University. Conduct violations by a student

off-campus in university related activities (e.g. field placement) are handled as if the violation occurred on-campus. The EMU Student Handbook and Code of Conduct can be found at: <https://www.emich.edu/studenthandbook/policies/index.php>

## Academic and Professional Behaviors Resulting in School of Social Work Action

The EMU School of Social Work faculty and staff consider Social Work students' behavior predictors of their future performance as Social Workers. For that reason, certain behaviors can be grounds for discipline.

Academic disciplinary action may be initiated (1) when a student *behaves in one or more discrete episodes* that violate the law, the NASW Code of Ethics (<http://www.socialworkers.org/pubs/code/default.asp>), standards for Social Work practice, OR (2) when a student exhibits *a pattern of recurring behavior* that may include (but is not limited to) the following:

- Behaviors that demonstrate poor interpersonal and/or communication skills;
- Unethical or unprofessional conduct;
- Behaviors that place clients at risk during field placement, including: current substance abuse problems; exploitation of clients; emotional, physical or verbal abuse; vindictive action toward clients; or stealing from clients;
- Behavioral displays that make functioning academically or in field placement problematic and/or pose a risk to others;
- Consistent inability or unwillingness to carry out academic or field placement responsibilities;
- Frequent excuse making when tasks, assignments, tests, appointments are not completed in a timely manner or require rescheduling;
- Consistent non-attendance in classes and/or at field placement;
- Lack of insight into negative consequences of own behavior;
- Frequent blame of others and of 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; cheating; fabrication; aiding and abetting deception or dishonesty; and falsifying records or official documents;

- Threatening or harassing behaviors that may include verbal or physical aggressiveness toward others.

### Procedures for Handling Academic and Professional Behavior Issues

A faculty or staff member who identifies problematic academic behaviors on the part of a BSW major or intent student should discuss their concerns with the student at the earliest opportunity.

If that conversation does not resolve the problem, the faculty or staff member should bring their concern to the attention of the BSW Program Director. The Director will then set up a meeting with the student and the person raising the concern. If the person raising the concern is unable to attend the meeting, the School Director will assign a substitute. The purpose of this meeting is to provide the student with due process and to assist the student in developing a plan to change the behavior. The student will be advised of the services of the University's Office of the Ombuds and the option to involve that Office in this initial discussion.

At this meeting, the BSW Director may implement the Early Concern Note (see Appendix). The Early Concern Note provides the opportunity to resolve issues before they reach the level of Academic Review. Based on the BSW Director's evaluation of the issues, the Director may decide that the student issues do not rise to the level of an "Academic Review" and thus set up a plan to resolve the problem(s), with the student's input. Alternatively, the Director may decide that a formal Academic Review is necessary, or counsel the student out of the BSW Program.

If the student fails to attend this scheduled formal meeting, those attending may proceed to perform a full Academic Review and inform the student, in writing, of this decision. If the BSW Program Director determines that a formal review of the student's behavior or performance is necessary, she or he will convene the Academic Review Committee. This committee consists of the BSW Program Director, two additional School of Social Work faculty members, and two student representatives from the School of Social Work. The faculty committee members (and one alternate) are elected by the faculty on an annual basis. The two Social Work student representatives (and one alternate) are selected by the School of Social Work Director on an annual basis. The Academic Review Committee elects a chair by majority vote. This committee may be the same one that hears school level grade grievances.

An Academic Review Committee member must have no prior involvement in the case, be impartial, and be able to render a just and fair decision. If a member cannot be impartial, he or she will recuse him/herself from the review. In addition, the student undergoing review may challenge any member of the Committee on grounds of prejudice or impartiality, and request removal of that member from the review meeting. If a challenge occurs, the Committee shall deliberate in private and determine by majority vote (excluding the member being challenged), whether the member should be removed from the case. If the vote is to remove the member, the review will continue with a committee of the remaining members.

The BSW Director will notify the student, in writing, at least one week before the Academic Review date, that there will be a formal Academic Review by the Academic Review Committee. The notice will be sent to the student's emich.edu address and to the home address registered with the University. The notice will include:

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.

During the review, the individual who raised concerns about the student's behavior or performance will summarize the concerns to the Academic Review Committee. The student (and the Ombuds, if present) 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 his/her behalf, bring witnesses to testify at the review, and present evidence for the Committee's consideration.

After the review meeting, the committee will determine whether 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 to the BSW Program Director. Recommendations may include, but are 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 BSW Program; or (3) permanently dismissing the student from the BSW Program. The BSW Program Director will notify the student of his or her decision by email to the student's emich.edu address and by letter to the home address registered with the University within five calendar days of the review.

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.

## Scholastic Performance Resulting in Departmental Action

### Grade Point Requirements:

Once admitted into the BSW Program, a BSW major student must maintain a 2.3 overall GPA. If the GPA falls below a 2.3, the student must meet with a BSW Program academic advisor to develop a plan to raise the GPA to the required 2.3 minimum.

A student who fails to achieve the 2.3 minimum by the time he or she is to start field placement will be placed on BSW Program academic probation. Students who are on academic probation cannot start field placement. The student then has two additional semesters to raise the GPA to the 2.3 minimum. Failure to raise the GPA by the end of two semesters will result in dismissal from the BSW Program.

#### Individual Course Grade Requirements:

A BSW major must achieve a minimum grade of “C” in all required Social Work (SWRK) courses to remain in and graduate from the BSW Program. A student who receives a grade in a required Social Work course below a “C” can repeat that course one time only. A student can repeat no more than two different courses in which he/she has failed to achieve a “C” grade. A student who receives a grade below a “C” in a Social Work course he/she is repeating will be dismissed from the BSW Program.

A student who receives a grade below a “C” in a second Social Work course will be placed on BSW Program academic probation. A student will be dismissed from the BSW Program if she or he receives a grade below a “C” in a third Social Work course.

A student may be dismissed from the BSW Program without having ever been on academic probation. This would be the case if the student earned three grades of C- or lower during the same semester, or if the student received a C- or lower in the same course twice.

These individual course grade requirements apply to SWRK 488L4 and SWRK 489L4 as to all other SWRK courses.

**NOTE:** If a student’s grade deficiency stems from extenuating circumstances, the Student Services Coordinator and BSW Program Director may assist the student with a late or retroactive course withdrawal.

#### Procedures for Handling Scholastic Performance Issues:

The BSW Director will notify a BSW major (via email to the student’s emich address) of his/her academic status as it pertains to academic probation or dismissal. A student who is placed on academic probation must set up a meeting with the Student Services Coordinator or the BSW Advisor to develop a remediation plan.

A student who is dismissed from the BSW Program because of a scholastic performance deficiency will receive written notification via email and registered mail as soon as possible after final semester grades are posted.

A student who is dismissed from the BSW Program because of a scholastic performance deficiency may request that the School Director review the dismissal. The student must submit the request, in writing (email or hand delivered letter) to the Director of the School of Social

Work within 10 calendar days of being notified by email of the dismissal. This written appeal will address why the student was not successful in her or his studies and provide a description as to how the student plans to rectify these issues. The Director of the School of Social Work will schedule a meeting with the student, the Student Services Coordinator, and the BSW Program Director as soon as possible. A mutually agreed upon date for the meeting will be determined.

If the student cannot be reached and/or does not respond to the notification of dismissal, so that a meeting can be held within a reasonable length of time (within 15 working days of the letter of dismissal being sent), or if the student fails to attend a scheduled formal meeting, the School Director will determine whether the dismissal is upheld. This decision is final and may not be appealed.

The School Director may uphold or reverse the dismissal. The Director may consider extenuating circumstances that led to the student's academic dismissal (e.g., serious health concerns, family problems, financial constraints), and whether those circumstances have been resolved. The Director may also establish conditions for the student's readmission (e.g., developing an academic plan of study that includes goals, periodic review of the student's progress).

The School Director will notify the student in writing within two weeks of the review meeting regarding her/his decision. The Director of the School of Social Work's decision is final and may not be appealed.

## Grading Policies

Course grades and expectations are determined by the course instructor and outlined in the course syllabus.

As per University Policy, a student may pursue a grade grievance for any final grade that he/she believes was assigned capriciously or unfairly. For University policy regarding grade grievances, please refer to the online Undergraduate Catalog.

## Incomplete Grade Policy

In accordance with University policy an I (incomplete) grade may be awarded when illness or other unavoidable extenuating circumstances prevent completion of a course, provided that academic performance for the completed portion of the course (50% or more) merits a grade of C or better for undergraduate students. A student should never be awarded an incomplete for poor work or willful non-attendance of class. The student must inform the instructor of the reason for the requested incomplete, and the instructor may (at his or her discretion) agree to the request. Departmental offices will maintain information about the work that the student must complete in order to remove an incomplete and receive a grade for the class.

An Incomplete grade must be replaced by a grade within one calendar year from the end of the semester or session in which the grade was given. The initiative for removal of an Incomplete

grade rests with the student. ***If not converted by the end of the one-year period, the incomplete will remain as a permanent part of the student's record.*** Incomplete grades received in independent study-type courses are not governed by these regulations. The time for replacement of an Incomplete grade may be extended with written approval. Undergraduate students must have the recommendation of the instructor, department head, and dean of the college.

The incomplete grade policies can be found in the undergraduate catalog at:

<https://catalog.emich.edu/content.php?catoid=36&navoid=9536>

## Harassment Policy

Students who have questions regarding situations involving harassment may contact the Director of the School of Social Work at 734-487-0393.

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 (<http://www.socialworkers.org/pubs/code/default.asp>). Harassment based on age, race, color, religion, national origin, sexual orientation, or disability, is a violation of EMU policy and the NASW Code of Ethics. All students and employees are expected to deal fairly and honestly with one another to ensure a work and educational environment that is free from intimidation and harassment.

## Student Social Work Organizations

The School of Social Work is affiliated with several student organizations. All promote mission-based advocacy and service activities on behalf of fellow students and community members. All Social Work students are welcome to join any or all of these organizations.

**National Association of Black Social Worker Students (ABSWS).** ABSWS is a national organization that organized in 1968 to promote the interests and well-being of Black families in the Black community. EMU's NABSWS student chapter is involved in advocacy efforts to meet the needs of Black people in our community and to provide support to students at Eastern Michigan University. Any student enrolled at EMU is eligible to join the student chapter of NABSWS.

**Social Work Action Alliance (SWAA).** The mission of the Social Work Action Alliance (SWAA) is to create opportunities for Social Work students to network with each other, faculty, and community agencies. Meetings are concerned with bringing issues of social justice and the Social Work profession to the attention of members and providing an atmosphere for discussion. SWAA is committed to fostering social action and social change as well as heightening awareness on campus. These goals can empower the members of SWAA to attain their highest professional potential.

**Students for Recovery (SFR).** Students for Recovery is a student-run organization that helps students heal from addiction and emphasizes healing and wholeness through service, empowerment, and community building.

**Unmasked.** Unmasked is a grass-root, student-led movement focused on human trafficking awareness, education, person perception, and advocacy to eliminate modern day slavery. The purpose of Unmasked is to provide peer-to-peer involvement and activism, and to empower students to become involved in ending human trafficking.

### State of Michigan Licensure

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 the LLBSW and LLMSW application at the following website:

[http://www.michigan.gov/lara/0,4601,7-154-35299\\_63294\\_27529\\_27554---,00.html](http://www.michigan.gov/lara/0,4601,7-154-35299_63294_27529_27554---,00.html)

Start the application process prior to graduation. The State cannot process your application until they have received the necessary paperwork. It usually takes 6-8 weeks for your application to be processed. You must complete the license application and send it to the State of Michigan along with the applicable fees. *Please do not send any documents to the School of Social Work.*

Download, print and thoroughly **READ** all the information provided on this website. Follow the steps as outlined in the application. There is a \$40 application fee for both the LLBSW and LLMSW.

The application process also requires your final official transcripts of your BSW to be sent to the Michigan Board *directly from EMU*. The transcript must include the date your BSW degree was conferred. The link to transcript request at Eastern is

<http://www.emich.edu/registrar/transcripts/>

*If you request your transcripts prior to graduation, please check the “**Hold Until Degree is Posted on Record**” box of the Transcript Request Form.*





## **Campus Resources:**

University Advising & Career Development Center 734.487.0400  
[www.emich.edu/uacdc](http://www.emich.edu/uacdc)

Academic Projects Center 734.487.2543  
[www.emich.edu/apc](http://www.emich.edu/apc)

Academic Success Partnerships 734-487.8413  
[www.emich.edu/asp](http://www.emich.edu/asp)

Autism Collaborative Center 734.487.2890  
<https://acc.emich.edu>

Center for Adaptive Technology Education (CATE) Lab 734.487.1419  
[www.emich.edu/drc/cate-lab](http://www.emich.edu/drc/cate-lab)

The Children's Institute (Child Care) 734.487.2348  
[www.emich.edu/childrensinstitute](http://www.emich.edu/childrensinstitute)

Counseling and Psychological Services (CAPS) 734.487.1118  
[www.emich.edu/caps](http://www.emich.edu/caps)

Developmental Mathematics Program 734.487.1444  
[www.emich.edu/math/placement](http://www.emich.edu/math/placement)

Disability Resource Center (DRC) 734.487.2470  
[www.emich.edu/drc](http://www.emich.edu/drc)

Diversity & Community Involvement 734.487.3118  
[www.emich.edu/dci](http://www.emich.edu/dci)

Financial Aid 734.487.0455  
[www.emich.edu/finaid](http://www.emich.edu/finaid)

Holman Success Center 734.487.2133  
[www.emich.edu/academic-support-programs/hsc](http://www.emich.edu/academic-support-programs/hsc)

Office of the Ombuds 734.487.0074  
[www.emich.edu/ombuds](http://www.emich.edu/ombuds)

University Health Services 734.487.1122  
[www.emich.edu/uhs](http://www.emich.edu/uhs)

Office of Wellness and Community Responsibility 734.487.2157  
[www.emich.edu/responsibility](http://www.emich.edu/responsibility)

Student Business Services 734.487.3335  
[www.emich.edu/sbs](http://www.emich.edu/sbs)

Swoop's Student Food Pantry 734.487.4173  
[www.emich.edu/swoopspantry](http://www.emich.edu/swoopspantry)

Title IX Office (Sex Discrimination Reporting) 734.487.3617  
[www.emich.edu/title-nine](http://www.emich.edu/title-nine)

University Writing Center 734.487.0694  
[www.emich.edu/ccw/writing-center](http://www.emich.edu/ccw/writing-center)

Veteran's Services 734.487-3119  
[www.emich.edu/veterans](http://www.emich.edu/veterans)

**Off Campus Resources:**

Ann Arbor Center for Independent Living 734.971.0277  
<https://www.annarborcil.org>

Ann Arbor Transportation Authority (Preregister for A-Ride) 734.996.0400  
<https://www.theride.org>

Children and Adults with  
Attention Deficit/Hyperactivity Disorder (CHADD) 301.306.7070  
<https://chadd.org>

Community Housing Network 248.928.0111  
<https://communityhousingnetwork.org>

The Corner Health Center 734.484.3600  
<http://www.cornerhealth.org>

[Learning Disabilities Association of Michigan](http://ldaofmichigan.org) 888.597.7809  
<http://ldaofmichigan.org>

[Michigan Relay Service](#) 7-1-1

[Michigan Bureau of Services for Blind Persons](http://www.michigan.gov/bsbp) 800 292-4200  
[www.michigan.gov/bsbp](http://www.michigan.gov/bsbp)

[Secretary of State: Sign Language Interpreter Services](#) 7-1-1

[SOS Community Services \(Housing\)](#) 734-961-1999  
[SOS Community Services \(Resource Center\)](#) 734-484-5411  
<https://soscs.org/>

[Michigan Rehabilitation Services \(MDHHS\)](#) 734 677-1125

## APPENDIX

### BSW Program Early Concern Note

Please complete this note if you have any concerns about the professional and/or academic behavior of a Social Work student.

**Note:** *The EMU School of Social Work will consider student performance or behavior that is relevant to their likely performance as Social Workers as an academic student progress matter. This includes episodes when the student's behavior or performance raises concerns about the student's ability to perform satisfactorily in the practice of Social Work. (BSW Student Handbook)*

#### **Instructions:**

1. Meet with the student to review/discuss the academic behavior concerns described in the *Early Concern Note*.
2. Ask the student to complete the student comment section.
3. Discuss a plan for remediation, which will address the behavior(s) with the student.
4. Student will submit a plan in writing by an agreed upon date. A follow up meeting will be scheduled to determine the student's progress.
5. Student and instructor signatures are required.

Student Name: \_\_\_\_\_

Student EID: \_\_\_\_\_

Course(s): \_\_\_\_\_

Date: \_\_\_\_\_

Name, title/role of person(s) initiating the **Early Concern Note** (print):

\_\_\_\_\_  
\_\_\_\_\_

Names of persons in support of the development of this **Early Concern Note**:

\_\_\_\_\_  
\_\_\_\_\_

**This form is being completed based on:**       my direct observation(s) or encounter(s) with this student  
 information about this student provided to me by a third party  
 other: \_\_\_\_\_

A student with any of the following patterns of behavior is not meeting the professional and/or

academic standards of the profession of Social Work. Please mark the area which best describes your concerns about this student. Provide comments in the space provided.

- Performance or behaviors that demonstrate poor interpersonal skills and an inability to communicate effectively with others;
- Unethical or unprofessional conduct;
- Behaviors that place clients at risk during field placement, including current substance abuse problems; exploitation of clients; emotional, physical or verbal abuse; vindictive action toward clients; stealing from clients;
- Behavioral displays that make functioning academically or in field placement problematic and/or pose a risk to others;
- Consistent inability or unwillingness to carry out academic or field placement responsibilities;
- Frequent excuse making when tasks, assignments, tests, appointments are not completed in a timely manner or require rescheduling;
- Consistent non-attendance in classes and/or at field placement;
- Lack of insight into negative consequences of own behavior;
- Frequent blame of others and/or of 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; cheating; fabrication; aiding and abetting deception or dishonesty; and the falsification of records or official documents;
- Threatening or harassing behaviors that may include verbal or physical aggressiveness toward others.

**NOTE:** **Any information found in this form will be kept confidential to the extent possible and only shared on a strict need to know basis.** This form will not be placed in the student's file. The School's practice is to share this form only with those present at the Early Concern Note meeting and the School Director if the student successfully completes the Plan of Action. If the student does not successfully complete the Plan of Action, and it is determined that the student will undergo a formal Academic Review, the information found in this form can be used as documentation in the formal Academic Review.

**DETAILS/EXAMPLES:**

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**STUDENT COMMENTS:**

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**PLAN OF ACTION:**

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Signature(s) and Title(s) of individuals completing this **Early Concern Note**:

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Date: \_\_\_\_\_

***I have reviewed the contents of this Early Concern Note with the student: [ ] YES [ ] NO***

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**For completion by the student:**

I have read this Early Concern Note and discussed it with the course or fieldwork instructor. My signature on this form is intended only to verify that I have reviewed the Note with the course or fieldwork instructor.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# EASTERN MICHIGAN UNIVERSITY™

## Requirements for Conversion of an Incomplete ("I") Grade

The required information is necessary for the continuous legitimate business and educational operation of Eastern Michigan University. It is, and will be, maintained in compliance with applicable US law, educational accrediting body requirements, and institutional policies and procedures. Questions or concerns may be directed to the Office of Records and Registration at registrar@emich.edu.

This form must be completed by an instructor assigning an "I" grade to a student and returned to the department/school office. The department head/school director will keep a copy on file, return a copy to the instructor, and give or send a copy to the student.

Date: \_\_\_\_\_

Student's Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Student's e-mail: \_\_\_\_\_ Phone #: \_\_\_\_\_

Course Number: \_\_\_\_\_ Course Title: \_\_\_\_\_

Section CRN: \_\_\_\_\_ Semester and Year: \_\_\_\_\_

Instructor: \_\_\_\_\_ Instructor e-mail: \_\_\_\_\_

An "I" grade is awarded only when a majority of the student's work has been completed and the work has been of acceptable quality ("C" or better for an undergraduate student, "B" or better for a graduate student), but the required amount has not been completed because of illness, necessary absence or other satisfactory reasons. It is never applied to poor work or to nonattendance.

Please verify that conditions for an Incomplete grade are satisfied:

*The student has completed the majority of the work in the course*

Check if True

*The student's work in the course to date is of acceptable quality ("C" or better for an undergraduate student; "B" or better for a graduate student)*

Specify the work to be completed (attach an additional sheet as needed):

Note: This should reflect the fact that the majority of the work for the course was completed at an acceptable quality. In particular, the suggestion to sit in the course in a later semester and redo the work is not appropriate. If one or both of the verifications above are not checked or if the work to be completed appears to be inconsistent with the conditions, the department head/school director will refer forward the form to the Dean for discussion with the instructor.

The instructor may set a deadline for completion of the work. The deadline must be within one year of the end of the semester in which the course was taught. (Note, the deadline for completion may be less than a year, based on the faculty member's judgment of an appropriate timeframe for completion of the course requirements.)

*Deadline for Completion:* \_\_\_\_\_ (If no deadline is specified it is presumed to be one year.)

*Default Grade if Work is not Completed:* \_\_\_\_\_ (Must be an allowable grade under the original grading options for the course.)

The instructor may submit a change of grade at any point between the specified deadline and one year after the end of the course.

\_\_\_\_\_  
Signature of Student (if possible)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Instructor

\_\_\_\_\_  
Date

Department Use Only: Verification that a copy of this document was provided to the student

Method:  delivered in person  sent by mail  sent by e-mail  Other \_\_\_\_\_

Date Sent: \_\_\_\_\_ Signature of Department Head/School Director: \_\_\_\_\_