Master of Social Work
Academic Program Manual
2019-20

Revised-8/1/19
School of Social Work Faculty

School of Social Work Director
Dr. Schnavia Smith Hatcher, PhD, MSW, Professor

School of Social Work Assistant Director
Ms. Amy Peters, MSW, Senior Lecturer

MSW Program Director
Dr. Diana Rowan, PhD, MSW, LCSW, Professor

3-Year (Hybrid) MSW Program Coordinator
Mr. Roger Suclupe, MSW, LCSW, Clinical Assistant Professor

Field Education Director
Dr. Ticola Ross, PhD, MSW, Clinical Assistant Professor, Director of Field Education

Dr. A. Suzanne Boyd, PhD, ACSW, CMSW, Associate Professor
Dr. Dante Bryant, PhD, MSW, Assistant Professor
Dr. Tianca Crocker, PhD, MSW, Assistant Professor
Mr. Kevin Edwards-Knight, MSW, LCSW, Lecturer
Ms. Frances Ferrante, MSW, Field Education Coordinator and Clinical Assistant Professor
Dr. Yugi Guo, PhD, MSW, Assistant Professor
Dr. Travis Hales, PhD, MSW, Assistant Professor
Dr. Shanti Kulkarni, PhD, MSW, LCSW, Professor
Dr. E. Othelia Lee, PhD, MSW, Associate Professor
Dr. Susan McCarter, PhD, MSW, Associate Professor
Dr. Annelise Mennicke, PhD, MSW, Assistant Professor
Dr. Julian Montoro-Rodriguez, PhD, Professor
Ms. Sonyia Richardson, MSW, LCSW, Clinical Assistant Professor, BSW Program Director
Dr. Cheryl Waites-Spellman, EdD, MSW, LMSW, Professor

School Address and Contact Information:
The University of North Carolina at Charlotte
College of Health and Human Services
School of Social Work
9201 University City Boulevard
Charlotte, North Carolina 28223-0001
Phone: 704-687-7938; FAX: 704-687-2343
Website: https://socialwork.uncc.edu/

MSW Website: http://socialwork.uncc.edu/master-social-work

Revised-8/1/19
University of North Carolina at Charlotte Graduate Catalog:
http://graduateschool.uncc.edu/current-students/catalog

College of Health and Human Services Student Handbook:

**Common Acronyms**

MSW = Master of Social Work
BSW = Bachelor of Social Work
SSW = School of Social Work
CWEC = North Carolina Child Welfare Education Collaborative
CHHS = College of Health and Human Services
F2F = Face-to-face class or meeting
FT = Full Time
PT = Part Time
AS = Advanced Standing
Table of Contents

School of Social work Vision and Mission 6
The MSW Program 6
Educational Objectives and Curriculum 7
  Foundation Courses 7
  Advanced Courses 8
  Elective Courses 9
  Registration 11
MSW Curriculum & Plans of Study 11
  2-Year Plan of Study (Full Time) 12
  3-Year Plan of Study (Part Time) 13
  1-Year Advanced Standing Plan of Study 15
  Graduate School Catalog Descriptions of MSW Courses 16
Graduate School Academic Policies 16
  Minimum Hours and Quality 16
  Grading Policies and Grade Point Averages 16
  I (Incomplete) Grades 17
  Grades and Academic Standing 18
  Time Limits to Degree 18
  Accommodations for Disabilities 18
School of Social Work Academic Policies 19
  Course Substitution Policy 19
  Transfer of Credits 20
  Post-Baccalaureate Policies 20
  Field Practicum Grades 21
  Cohort Use of Social Media Sites 21
Academic Advising 22
University Supports 22
  Graduate & Professional Student Government (GPSG) 23
  Center for Wellness Promotion 23

Revised-8/1/19
UNC Charlotte Counseling Center
Center for Graduate Life
Speaking Resource Center
Office of Identity, Equity, and Engagement
Office of Disability Services (ODS)
Writing Resource Center
School of Social Work Special Programs
  North Carolina Child Welfare Education Collaborative
  School Social Work Certification Credits
  Early Childhood Mental Health Certificate
  Graduate Certificate in Gerontology
Post-Graduate Licensure Eligibility
Student Participation in Academic Governance
  Graduate and Professional Student Government
Student Organizations
  Graduate Social Work Association
  Advocates For Change
  Phi Alpha Honor Society
Student Academic Performance and Conduct Grievance Procedures
  University Level Policies and Procedures
  School of Social Work Policies Regarding Student Conduct
  School of Social Work Multi-Step Resolution Process
Student Termination by the University
MSW Student Reinstatement after Suspension
Student-Initiated Grievance Procedures
  Student Concerns about a Course Instructor
  Special Note about Sexual Harassment
Other Important University and School of Social Work Policies
  Nondiscrimination Policy
  Gender-Neutral Bathrooms
  Religious Accommodation

Revised-8/1/19
There are two important manuals that you need to review as a Master of Social Work Student: 1) MSW Academic Program Handbook; and 2) MSW Field Education Handbook.

**School of Social Work Vision and Mission**

*Vision Statement*

To foster optimal health and well-being, equal human rights, and a just society.

*Mission Statement*

To prepare future social work professionals for leadership in areas of culturally-informed, community-engaged practice, policy, and research, with a particular emphasis on persistent and emerging social problems in rapidly diversifying urban areas locally, nationally, and globally.

**The MSW Program**

The MSW program carries out the School’s vision and mission by grounding students in social work’s ecological framework. The program educates future social workers to think and work *multisystemically* – to keep a simultaneous focus on people, their social environments, and their reciprocal relationships, while actively influencing organizations, communities, and social policy to bring about a more just society. Students in the program also have an opportunity to develop areas of specialization through elective courses in the School of Social Work and other departments at UNC Charlotte.

*Program Accreditation*

UNC Charlotte’s MSW program was re-accredited by the Council on Social Work Education (CSWE) in 2016. The program is re-accredited through 2024.

*History of the MSW Program*

The University of North Carolina at Charlotte is North Carolina’s urban research university. It leverages its location in the state’s largest city to offer competitive programs of research and creative activity, exemplary undergraduate,
graduate, and professional programs, and a focused set of community engagement initiatives.

UNC Charlotte’s MSW program began in 2000. In its first decade, the MSW program has begun to achieve national prominence. In 2014, UNC Charlotte’s Department of Social Work conducted an analysis of its program in comparison to UNC Charlotte peer institutions and other BSW and MSW programs in North Carolina. The analysis found that faculty research productivity outranked departments in peer institutions. Based on its findings, the Department of Social Work formally proposed a name change to “School of Social Work” in February 2014. In the latest opinion polling by *U.S. News and World Report* (2019), UNC Charlotte’s MSW program ranks #51, which places it in the top 20% of all MSW programs. It is the highest ranked MSW program in the US without an affiliated social work doctoral program.

The UNC Charlotte Board of Governors unanimously approved the Department’s designation as a School of Social Work on September 25, 2014. The designation as a School of Social Work opened the next chapter in our history, one in which our teaching, research, and service position faculty and students for engaged leadership in the University, the Charlotte region, the state, and the country.

### Educational Objectives and Curriculum

Educational objectives for the MSW program are directly aligned with the Council on Social Work Education’s 2015 Educational Policy and Accreditation Standards (EPAS). There are two levels of curriculum: Foundation and Advanced.

#### Foundation Curriculum

The Foundation Curriculum is designed to promote knowledge, values, skills, and critical thinking skills required for the practice of social work. The Foundation Curriculum addresses the nine social work competencies from 2015 EPAS. These include:

- Competency 1: Demonstrate Ethical and Professional Behavior
- Competency 2: Engage Diversity and Difference in Practice
- Competency 3: Advance Human Rights and Social, Economic, and Environmental Justice
- Competency 4: Engage in Practice-informed Research and Research-informed Practice
- Competency 5: Engage in Policy Practice
- Competency 6: Engage with Individuals, Families, Groups, Organizations, and Communities
- Competency 7: Assess Individuals, Families, Groups, Organizations, and Communities

Revised-8/1/19
Competency 8: Intervene with Individuals, Families, Groups, Organizations, and Communities
Competency 9: Evaluate Practice with Individuals, Families, Groups, Organizations, and Communities

For more information, on the 2015 accreditation standards, see the EPAS at https://www.cswe.org/getattachment/Accreditation/Accreditation-Process/2015EPAS/2015EPAS_Web_FINAL.pdf.aspx

The Foundation Curriculum consists of nine (9) courses that are offered in the beginning of the course sequence. In the Foundation Curriculum, students spend 16 hours in a field practicum each semester. Foundation courses are listed below.

**Foundation Courses**

- SOWK 6121 Social Work Practice Theories and Skills (3)
- SOWK 6131 Social Work Research (3)
- SOWK 6141 Foundations of Social Work (3)
- SOWK 6151 Social Work, Social Justice, and Diversity (3)
- SOWK 6232 Practice and Program Evaluation (3)
- SOWK 6242 Advocacy and Policy Change (3)
- SOWK 6252 Mental Health Assessment (3)
- SOWK 6441 Foundation Social Work Practicum I (3)
- SOWK 6442 Foundation Social Work Practicum II (3)

Students chose three (3) electives in consultation with their academic advisors. Electives provide an opportunity to develop a specialty practice area.

**Advanced Curriculum**

Like the Foundation Curriculum, the Advanced Curriculum is designed to promote knowledge, values, skills, and critical thinking skills required for the practice of social work. The Advanced Curriculum also addresses 2015 EPAS competencies. The Advanced Curriculum consists of seven (7) courses, which include an advanced level practicum requiring 16 hours weekly for two semesters. *Students are expected to apply skills learned in the Foundation curriculum to the Advanced curriculum.*

**Advanced courses**

- SOWK 7122 Advanced Social Work Practice with Individuals (3)
- SOWK 7126 Advanced Social Work Practice with Groups (3)
- SOWK 7127 Advanced Social Work Practice with Families (3)

Revised-8/1/19
SOWK 7222 Advanced Social Work Practice with Communities & Organizations I (3)
SOWK 7223 Advanced Social Work Practice with Communities & Organizations II (3)
SOWK 7443 Advanced Social Work Practicum I (4)
SOWK 7444 Advanced Social Work Practicum II (4)
SOWK 7651 Synthesis and Reflection (3)

Elective Courses

MSW students consult with their advisors to choose electives that reflect their individual professional interests and goals. Students in the 2-Year and 3-Year plans of study complete three electives (9 credits). Students in the Advanced Standing 1-Year plan of study complete two electives (6 credits) during the Advanced curriculum.

The following is a list of Pre-Approved Electives for the MSW Program. These are electives offered at UNC Charlotte in other graduate programs. Students are allowed to take ANY graduate level social work (SOWK) elective that is 5000-level or above.

Pre-Approved MSW Electives (2019-2020)

➢ These courses are not guaranteed to be offered by these academic units. Check the course schedule to see if they are offered.
➢ It is the responsibility of the student to check with that academic unit to gain any necessary permits (prior to registration and afterward)
➢ All electives offered in the School of Social Work (SOWK) are pre-approved
➢ Students must take Graduate level electives - 5000, 6000, 7000 levels
➢ Electives selected should purposefully align with the student’s interest areas

Child and Family Studies: Early Childhood Education
● CHFD 5114 - Collaboration with Diverse Families: Prenatal to 36 Months
● CHFD 5200 - Child Life: Supporting Children and Families
● CHFD 6102 - Learning and Development
● CHFD 6115 - Child and Family Advocacy
● CHFD 6220 - Family Theory and Research
● CHFD 6240 - Advanced Studies in Infant and Child Development

Criminal Justice
● CJUS 6151 - Correctional Strategies: Rehabilitation and Reintegration

Counseling
● CSLG 6000 - Topics in Counseling
● CSLG 6100 - Counseling Theories

Revised-8/1/19
- CSLG 6104 - Counseling Across the Lifespan
- CSLG 6110 - Counseling Techniques
- CSLG 6145 - Multicultural Counseling
- CSLG 6150 - Career Development and Counseling
- CSLG 6160 - Theories of Addiction
- CSLG 6163 - Treatment Planning and Relapse Prevention in Addiction Counseling
- CSLG 6164 - The McLeod Institute on Addiction
- CSLG 6201 - Counseling Needs of Women
- CSLG 7142 - Introduction to Play Therapy
- CSLG 7144 - Contemporary Theories of Play Therapy
- CSLG 7601 - Counseling and Spirituality
- CSLG 7680 - Crisis Counseling

**Elementary Education**
- ELED 6261 - Racial Identity

**Gerontology**
- GRNT 5050 - Topics in Gerontology
- GRNT 6275 - Health Promotion and Wellness for Older Adults
- GRNT 5280 - The Experience of Dementia

**Latin American Studies**
- LTAM 5600 - Seminar in Latin American Studies

**Public Administration**
- MPAD 6311 - Introduction to Nonprofit Management
- MPAD 6316 - Introduction to Arts Administrations
- MPAD 6328 - Urban and Community Development
- MPAD 6165 - Negotiation and Conflict Mgmt
- MPAD/MBAD 6142 Grant Writing and Reporting

**Social Work (any SOWK elective is pre-approved)**
- SOWK 5102 - School Social Work
- SOWK 5103 - Child Welfare
- SOWK 6171 - Early Childhood Mental Health
- SOWK 7020 - Social Welfare and Philanthropy
- SOWK 7025 - Social Development in Malawi
- SOWK 7030 - Trauma and Recovery: Theory and Intervention
- SOWK 7090 - Special Topics in Social Work
- SOWK 7160 - Social Work Practice with Latino Communities

**Special Education**
- SPED 5100 - Introduction to Special Education

Revised-8/1/19
- SPED 6242 - Enhancing Communication, Supporting Behaviors in Inclusive Settings
- SPED 6350 - Young Children with Disabilities & their Families
- SPED 6115 - Nature and Needs Autism Spectrum Disorder

Students can enroll in elective courses at UNC Charlotte or in graduate courses in other accredited institutions (including online). **All electives that are not on the list of Pre-Approved Electives require the approval of the student’s advisor prior to enrollment in the course.** If the student enrolls in a course without prior approval, the student risks receiving no credit for the course. In addition, for courses taken outside of UNC Charlotte:

- The course must be offered for *Graduate* credit as defined by the institution where it is completed.
- If a course is taken outside UNC Charlotte, the student is responsible for getting credit transferred to UNC Charlotte toward the MSW.
- See the sections in this manual on Transfer of Credit and Post-Baccalaureate Credit for more information.

**Summer electives**

Students in the 2-Year and 3-Year programs are allowed to move one or more of their electives to a summer session if desired. Advanced standing students already take an overload of credits during the summer, so they are not allowed to add an additional course to their summer course load unless approved by MSW Program Director due to unusual circumstances.

**Registration**

Students are responsible for registering for their required and elective courses through the online portal, My UNC Charlotte. Registration dates for each semester are published in the UNC Charlotte Academic Calendar. *Students are guaranteed a seat in all courses required to progress through their plan of study. The courses may/may not be held at times convenient for the student’s schedule or taught by a particular instructor.*

**MSW Curriculum & Plans of Study**

The MSW curriculum promotes its mission and goals through the Foundation curriculum and the Advanced curriculum. The *Foundation curriculum* prepares students to apply generalist social work knowledge, skills, and values. The *Advanced curriculum* prepares students for more specialized application of the profession’s

Revised-8/1/19
knowledge, skills, and values. All graduate students at UNC Charlotte must have a culminating learning experience before graduation to earn their degrees. This could include a thesis, a comprehensive examination, or a capstone course that covers a range of knowledge and skills developed in the program. For the MSW Program, all students must successfully complete the course SOWK 7651 Reflection and Synthesis, which serves as the capstone course for the MSW Program.

The MSW degree may be pursued through the 2-Year (full time), 3-Year (part time), or 1-Year Advanced Standing plans of study. **Once admitted to a Plan of Study, a student cannot change to another Plan of Study.** (For example, if admitted to the MSW Program as a 3-Year student, you cannot change to the 2-Year Plan of Study, and vice versa.)

**2-Year Plan of Study (Full time)**

The 2-Year MSW plan of study is designed for students to complete the MSW through two years of intensive study. The Foundation curriculum is completed during the first year of study and the Advanced curriculum is completed during the second year. Classes meet at the main university campus. Students complete a total of 62 graduate credits hours, which includes 48 credit hours in the classroom and 14 credits in an approved field placement. The 2-Year plan of study is outlined below.

**Year One – Foundation Curriculum**

**Fall (15 credits)**
SOWK 6121 Social Work Practice: Theories and Skills (3)
SOWK 6131 Social Work Research (3)
SOWK 6141 Foundations of Social Work (3)
SOWK 6151 Social Work, Social Justice, and Diversity (3)
SOWK 6441 Foundation Social Work Practicum I (3)

**Spring (15 credits)**
SOWK 6232 Practice and Program Evaluation (3)
SOWK 6242 Advocacy and Policy Change (3)
SOWK 6252 Mental Health Assessment (3)
SOWK 6442 Foundation Social Work Practicum II (3)
Elective (3)*

**Year Two – Advanced Curriculum**

Revised-8/1/19
Fall (16 credits)
SOWK 7122 Advanced Social Work Practice with Individuals (3)
SOWK 7126 Advanced Social Work Practice with Groups (3)
SOWK 7222 Advanced Social Work Practice with Communities & Organizations I (3)
SOWK 7443 Advanced Social Work Practicum I (4)
Elective (3)*

Spring (16 credits)
SOWK 7127 Advanced Social Work Practice with Families (3)
SOWK 7223 Advanced Social Work Practice with Communities & Organizations II (3)
SOWK 7444 Social Work Practicum II (4)
SOWK 7651 Reflection and Synthesis (3)
Elective (3)*

Total Program Credits = 62

3-Year Plan of Study (Part time)

The 3-Year MSW plan of study is designed for students who wish to complete an MSW but cannot attend graduate school full time. The 3-year MSW can be completed over the course of three academic years. Student takes the same courses as students in the 2-Year plan of study, but at a slower progression. They complete 62 graduate credit hours, which includes 48 credit hours in the classroom and 14 credits in an approved field placement.

The 3-Year plan of study is offered as a hybrid model. Classes alternate between meetings on Saturday (approximately one time per month) at the UNC Charlotte Center City Building and online classes (during the other weeks). Online classes are offered asynchronously, meaning students meaning students do not have to log in at the same time. They can complete assignments when it is convenient for them as long as they are completed by their weekly due dates.

During the Summer, Fall and Spring semesters, students continue to take courses through hybrid (Saturday and online) classes, and during the last two years they also complete the Foundation field placement during other days of the week. The field placement requires a total of 16 hours per week on site at a social work services agency under the supervision of someone with an MSW.

The 3-Year plan of study is outlined below.

Revised-8/1/19
Year One – Foundation Curriculum

Summer (6 credits)
SOWK 6121 Social Work Practice: Theory and Skills (3)
SOWK 6141 Foundations of Social Work (3)

Fall (9 Credits)
SOWK 6131 Social Work Research (3)
SOWK 6151 Social Work, Social Justice, & Diversity (3)
Elective (3)*

Spring (9 Credits)
SOWK 6242 Advocacy and Policy Change (3)
SOWK 6232 Practice and Program Evaluation (3)
Elective (3)*

Summer (3 Credits)
SOWK 6252 Mental Health Assessment (3)

Year Two – Advanced Curriculum

Fall (9 Credits)
SOWK 7122 Advanced Social Work Practice with Individuals (3)
SOWK 7222 Advanced Social Work Practice with Communities & Organizations I (3)
SOWK 6441 Foundation Social Work Practicum I (3)

Spring (9 Credits)
SOWK 7127 Advanced Social Work Practice with Families (3)
SOWK 7223 Advanced Social Work Practice with Communities & Organizations II (3)
SOWK 6441 Foundation Social Work Practicum I (3)

Summer (3 Credits)
Elective (3)*

Fall (7 Credits)
SOWK 7126 Advanced Interpersonal Practice with Groups (3)
SOWK 7443 Advanced Social Work Practicum II (4)

Spring (7 Credits)
SOWK 7651 Reflection and Synthesis (3)
SOWK 7443 Advanced Social Work Practicum II (4)

Revised-8/1/19
Total Program Credits = 62

*One-Year Advanced Standing Plan of Study*

The Advanced Standing plan of study is designed for students who have earned a BSW from an accredited social work program within the past five years and wish to pursue the MSW. Advanced Standing students are not required to complete the Foundation curriculum for the MSW. Under the 1-Year Advanced Standing plan of study, the MSW can be completed in one calendar year, May to May. Students complete 41 graduate credit hours, which includes 33 credit hours in the classroom and 8 credits in an approved field placement.

Classes begin during Extended Summer Session and meet on the main university campus for 10 weeks in the summer months. In Summer, Advanced Standing students complete 9 hours of graduate level work designed to bridge the gap between their BSW curriculum and the Advanced MSW curriculum. In the Fall and Spring semesters, students complete the Advanced curriculum along with students completing the 2-Year plan of study. The 1-Year Advanced Standing plan of study is outlined below.

**Summer (9 credits)**
- SOWK 6232 Practice and Program Evaluation (3)
- SOWK 6242 Advocacy and Policy Change (3)
- SOWK 6252 Mental Health Assessment (3)

**Fall (16 credits)**
- SOWK 7122 Advanced Social Work Practice with Individuals (3)
- SOWK 7126 Advanced Social Work Practice with Groups (3)
- SOWK 7222 Advanced Social Work Practice with Communities & Organizations I (3)
- SOWK 7443 Advanced Social Work Practicum I (4)
- Elective (3)*

**Spring (16 credits)**
- SOWK 7127 Advanced Social Work Practice with Families (3)
- SOWK 7223 Advanced Social Work Practice with Communities & Organizations II (3)
- SOWK 7444 Advanced Social Work Practicum II (4)
- SOWK 7651 Reflection and Synthesis (3)
- Elective (3)*

*Revised-8/1/19*
Total Program Credits = 41

*Electives – MSW students consult with their advisors to choose graduate-level electives that reflect their individual professional interests and goals. Electives often offered at UNC Charlotte that are listed on the Pre-Approved Electives list (see section of this handbook entitled Elective Courses, page 10) can be taken without advisor approval.

Graduate School Catalog Descriptions of MSW Program Courses

Vist the following link for descriptions of MSW courses, prerequisites and corequisites.

MSW Courses Graduate School Catalog

Graduate School Academic Policies

Complete policies and procedures such as degree requirements, transfer credits, and grading can be found in the current UNC Charlotte Graduate Catalog. A copy of this catalog may be obtained from the Graduate School or online at the link above. Below is a link to current UNC Charlotte Graduate School Resources and policies.
https://graduateschool.uncc.edu/current-students/current-student-resources

Minimum Hours and Quality

All 1-Year, 2-Year and 3-Year MSW students are expected to satisfactorily complete requirements for the degree. The MSW requires a minimum of 62 semester hours for 1-Year and 2-Year students and 41 credit hours for 1-Year advanced standing students, with an overall GPA of at least 3.0. Grades in all courses attempted will remain on the transcript and will be included in the calculation of the student’s GPA as it is reported on the transcript, with the exception of a W grade.

Grading Policies and Grade Point Averages

Complete information regarding grading policies, grades, credits, and obtaining transcripts is provided in the "Academic Regulations and Degree Requirements" section of the Graduate School Catalog, available at http://graduateschool.uncc.edu/current-students/catalog. Grades for graduate students are as follows:

<table>
<thead>
<tr>
<th>Letter</th>
<th>Meaning</th>
<th>Grade Points</th>
</tr>
</thead>
</table>

Revised-8/1/19
<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Commendable</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>Satisfactory</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>Marginal</td>
<td>2</td>
</tr>
<tr>
<td>U</td>
<td>Unsatisfactory</td>
<td>0</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td></td>
</tr>
<tr>
<td>IP</td>
<td>In Progress</td>
<td></td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal</td>
<td></td>
</tr>
<tr>
<td>P</td>
<td>Pass</td>
<td></td>
</tr>
<tr>
<td>NC</td>
<td>No Credit</td>
<td></td>
</tr>
<tr>
<td>AU</td>
<td>Audit</td>
<td></td>
</tr>
<tr>
<td>NR</td>
<td>No Recognition Given</td>
<td></td>
</tr>
</tbody>
</table>

The grade point average for a graduate student is based only on those courses in his/her approved program of study taken at UNC Charlotte. It is determined by multiplying the number of grade points for each grade (A=4, B=3, C=2, U=0) by the number of semester hours credit received in that course, adding all accumulated grade points together, and then dividing by the total number of semester hours the student has attempted (except those for which the student received a grade of I, IP, W, P, N, AU, or NR). When a course not listed as "May be repeated for credit" is repeated, no additional credit hours accrue and the hours earned and grade points of the previous grade are replaced by those of the current grade. Graduate students must have a cumulative 3.0 GPA to graduate.

**I (Incomplete) Grades**

The grade of I is assigned at the discretion of the course instructor when a student who is otherwise passing has not, due to circumstances beyond his/her control, completed all the work in the course. A grade of I is **not** appropriate for a student who is presently failing and needs more time to raise their grade in order to pass the course. The missing work must be completed and the final grade reported within a maximum of one calendar year from the date on which the I grade was recorded. The instructor assigning the I grade may specify a shorter time frame to complete the work. If the I is not removed, a grade of U is automatically assigned. Time extensions for the completion of an I grade beyond one year cannot be approved except by special request to the Graduate School and under extraordinary circumstances. The grade of I cannot be removed by enrolling again in the same course. *(Note: An I grade will not be assigned for a student who has never attended a class, has quit attending a class, or is failing.)*

**Grades and Academic Standing**

An accumulation of three final course grades of C or ANY final course grade of U
(Unsatisfactory) will result in automatic suspension from the UNC Charlotte Graduate School and the MSW program. This is Graduate School policy. A graduate student whose enrollment has been terminated because of grades is ineligible to attend any semester or the summer session in any UNC Charlotte course unless properly reinstated through the appeal process at The Graduate School.

Graduate students must be continuously enrolled (does not include summer). If students need a break in their course progression, they must complete an academic petition for a leave of absence and it must be approved. See The Graduate School policies.

Time Limits to Degree

Candidates must complete all requirements for a master's degree, including accepted transfer credit, within six years of the end of the first semester in which they registered in the Graduate School. If transfer courses are accepted, the six-year calendar begins on the date the transferred course completed. Courses that exceed this time limit must be revalidated or retaken, whichever the graduate program decides is necessary, if they are to be included in the degree program. Courses taken at other institutions are not eligible for revalidation.

Accommodations for Disabilities

No otherwise qualified student shall, on the basis of disability, be subjected to discrimination or excluded from participation in the School of Social Work. A student with a disability may be protected by the Americans with Disabilities Act (ADA) and be eligible for a reasonable accommodation to provide equal opportunity to meet academic criteria for professional behavior and scholastic performance. Any otherwise qualified student with a protected disability who requests a reasonable accommodation must notify the UNC Charlotte Office of Disability Services and provide documentation as needed. The Office of Disability Services will work with the faculty member(s) on how to accommodate the student. If the student has questions about disability-related policy, the Office of Disability website can be found at https://ds.uncc.edu/ Their office is located at Fretwell 230. The phone number is 704-687-4355 (voice/TDD).

School of Social Work Academic Policies

The following is a description of academic policies specific to the School of Social Work MSW program. These policies apply in addition to graduate school policies.

Revised-8/1/19
Course Substitution Policy

MSW students may request that certain required courses be substituted with another graduate level course if they meet specific guidelines. The following courses in the Foundation curriculum are eligible for a course substitution: Social Work Practice: Theories and Skills (SOWK 6121); Social Work Research (SOWK 6131); Foundations of Social Work (SOWK 6141); and Social Work, Social Justice, & Diversity (SOWK 6151). Courses can be substituted only if the following guidelines are met:

- The student earned course credit from a CSWE-accredited social work program within six years of the semester in which graduation is planned.
- A course syllabus is provided for each course for which a substitution is requested. The syllabus must indicate that the course reflects the same content as one of the courses eligible for substitution (SOWK 6121, 6131, 6141, and 6151) at the graduate level. This determination is made by the MSW Program Director, who may consult with the admissions committee.
- The student received a grade of “A” in the course being proposed for substitution.

If each of these criteria are met, the approval procedure for a course substitution is as follows:

1. A copy of the course syllabus for each course is provided to the MSW Program Director, along with a proposal for a graduate course substitute from a current course schedule.
2. The MSW Program Director reviews the course syllabus and the student’s transcript (to verify the course was completed and that the student received an “A”).
3. For each course, the student or the MSW Program Director submits a request for a course substitution using the Graduate Academic Petition system at [https://gpetition.uncc.edu/login](https://gpetition.uncc.edu/login)
4. The Graduate Academic Petition is forwarded to the Graduate School and University Registrar for approval. The substitution is only approved when the Graduate School and University Registrar approve.

Transfer of Credits

“Transfer of credit” refers to graduate course credits earned at UNC Charlotte or another institution either before or after admission to the MSW program. The MSW

Revised-8/1/19
program, following UNC Charlotte Graduate School policy, will accept a maximum of six (6) semester hours of transfer credit toward a master’s degree. Students cannot transfer credit for courses that counted toward another completed graduate or certificate degree. The UNC Charlotte Graduate School also requires that transferred courses be no more than six years old at the time of the student’s graduation (not acceptance into the program). Transfer credit will only be granted for courses taken at an accredited university. Students who are enrolled in the MSW program who choose to take an off-campus course for transfer credit are strongly encouraged to discuss the off-campus course with their academic advisor before they enroll. Credits for Field Placement and Seminar cannot be transferred. The MSW program does not give credit for previous work or life experiences.

The approval process for a course transfer is as follows:

1. A transcript showing the student has completed the course is forwarded to the MSW Program Director from the institution where the course was completed.
2. A copy of the course syllabus for each course is provided to the MSW Program Director.
3. The MSW Program Director reviews the course syllabus and the student’s transcript to verify the course was completed successfully and was taken for Graduate credit at an accredited institution.
4. For each course, the student or the MSW Program Director submits a request for a transfer of credit using the Graduate Academic Petition system at https://gpetition.uncc.edu/login
5. The Graduate Academic Petition is forwarded to the Graduate School and University Registrar for approval. The transfer of credit is only approved when the Graduate School and University Registrar approve.

Post-Baccalaureate Policies

Admission to MSW Courses for Non-Degree Students
Non-degree students with an interest in social work graduate education are welcome to apply for course admission to certain courses if they meet certain conditions. The conditions are:

- The individual must be accepted by UNC Charlotte’s Graduate School as a post-baccalaureate student. The Graduate School accepts post-baccalaureate applications from individuals with an undergraduate degree whose overall undergraduate GPA is 2.75 or higher. Students can apply to become a post-baccalaureate student by going to http://gradadmissions.uncc.edu and clicking the Apply button.
• The post-baccalaureate student can only register for courses after all MSW degree students who need the course for graduation have registered. This requires the permission of the MSW Program Director.
• The post-baccalaureate student can only register for courses that do not have a course prerequisite and are approved by the MSW program Director.

The post-baccalaureate student is welcome to apply to the MSW program; however, completing graduate social work courses as a post-baccalaureate student does not guarantee admission to the MSW program, even if the student does well in courses as a post-baccalaureate student.

Post-Baccalaureate Credit
For students who enter the MSW program, six hours of graduate credit earned as a post-baccalaureate student can be transferred as credit toward the MSW as the discretion of the MSW Program Director. Post-baccalaureate courses taken at UNC Charlotte are only eligible for transfer toward the degree if they will be less than seven years old at the time of the student’s graduation date (not acceptance into the program). Transfer credit will only be granted for courses taken at an accredited university. Students are strongly encouraged to discuss post-baccalaureate course transfer with the MSW Program Director.

Field Practicum Grades
A student can receive a grade of C in field practicum and proceed to the next semester of field practicum. However, students cannot receive more than 6 credits of C grades. See Field Education Handbook.

Cohort Use of Social Media Sites
Historically, MSW student cohorts have developed social media pages to stay abreast of volunteer opportunities, student organization updates, and events. These sites are solely maintained and created by students. The School of Social Work does not provide any oversight of these sites. If students decide to utilize these sites to maintain communication within their cohort, they are advised to ensure that the content of the site adheres to the NASW Code of Ethics and professionalism standards. Please do not utilize these sites to belittle students, speak negatively about instructors, or for any negative purposes.

Academic Advising
Students are assigned an MSW faculty advisor upon entering the program and usually retain that advisor for the full course of study. Changes in faculty and faculty work
assignments may dictate a change in student advisors. Guidance for the student/advisor relationship is as follows:

1. Advisors are charged with assisting in monitoring their advisees’ readiness for professional practice.

2. Faculty are strongly encouraged to reach out to students assigned to them for advising. Students are strongly advised to arrange to meet with their assigned advisor each semester, especially during the first year, to support their progress in the program.

3. Advisors consult with students on the student’s choice of electives. Students can take electives from the list of Pre-Approved MSW electives, including any SOWK graduate-level elective, without approval of the advisor. Electives in another UNC Charlotte graduate program that are not listed, or those taken at other university must be approved by the advisor. Electives may be from any academic discipline but must relate to the School of Social Work’s mission to work with vulnerable populations.

4. Students may invite their advisors to Step I, Step II, or Step III support meetings.

5. Advisors are involved in nominating their advisees for special recognition and encouraging their students to participate as graduate students in public and professional arenas.

6. Withdrawals, leaves of absence, medical leaves, and terminations can be coordinated by the student’s advisor in consultation with the MSW Program Director.

University Supports

In addition to academic advising, the following supports are available to graduate students at UNC Charlotte. Students are welcome to pursue these services at any time. Faculty and staff may refer students to these services for assistance, but a referral is not necessary to access services.

Graduate & Professional Student Government (GPSG)

The Graduate & Professional Student Government (GPSG) advocates for the interests of graduate students, provides a forum for free and open discussion of matters affecting
graduate students, and provides some financial and organizational support for attending
events within the campus community and in Charlotte.
http://suar.orgsync.com/org/gpsguncc/home

Center for Wellness Promotion

The Center for Wellness Promotion presents a variety of group and campus-wide
wellness and prevention activities related to alcohol, tobacco, and other drug use,
sexual responsibility, and men's and women's health issues.
http://wellness.uncc.edu/

UNC Charlotte Counseling Center

The Counseling Center provides short-term individual and group counseling,
psychological assessment, consultation for faculty, staff, parents, and students, and
educational programs to the campus community.
http://counselingcenter.uncc.edu/

UNC Charlotte Center for Graduate Life

A part of the Graduate School at UNC Charlotte, the Center for Graduate Life (CGL) is
a friendly, welcoming place where graduate students and postdoctoral fellows come to
polish professional and personal skills, find a quiet spot for study, connect with others,
or just relax. It is located in Cone University Center 268. https://gradlife.uncc.edu/

UNC Charlotte Speaking Resource Center

UNC Charlotte has formed a Speaking Resource Center housed in Atkins Library
Room G33. The Center, sponsored by Communication Across the Curriculum (CxC),
aims to provide students with aid in crafting oral presentations across a plethora of
majors and courses at UNC Charlotte. https://communication.uncc.edu/news/speaking-resource-center

Office of Equity, Identity, and Engagement

This is a new office created to educate, develop, and engage students regarding their
various intersecting identities (gender identity, socioeconomic status, race, ethnicity,
religion, sexual identity, etc). The mission is to provide students an affirming and
equitable environment committed to fostering a campus community that celebrates and
supports expansion of identities. https://identity.uncc.edu/

Revised-8/1/19
Office of Disability Services (ODS)

If the student has a documented disability and requires accommodation in any course, contact Disability Services, Fretwell 230, phone: 704-687-4355 voice/TDD) the first week of the semester. Information about available services may be found at http://legal.uncc.edu/policies/ps51.html. Accommodations for learning will be arranged by that office and communicated to the Instructor. See the ODS website for more information. http://ds.uncc.edu/

Writing Resource Center

Social work relies on well-developed verbal comprehension skills and expressive communication skills. The MSW curriculum is writing intensive. Most classes have assignments of one major paper and/or several minor papers. Almost all paper assignments require students to use the publication style found in the Publication Manual of the American Psychological Association, 6th edition (2010). For students who want to improve their writing skills, UNC Charlotte has a Writing Resources Center staffed by graduate writing consultants who work with writers at all stages of the writing process: prewriting, focusing, organizing, revising, and editing. Programs include one-on-one and group consulting; online writing consultants for distance education students; classroom presentations; and library and internet research. The Writing Resource Center has dedicated hours for graduate students and also makes individual appointments to accommodate student schedules. Students can find the Writing Resources Center in Cameron Bldg., Room 149. The phone number is 704-687-1899 and email is wrchelp@uncc.edu http://writing.uncc.edu/writing-resources-center

School of Social Work Special Programs

North Carolina Child Welfare Education Collaborative

The North Carolina Child Welfare Education Collaborative (CWEC) includes specialized, in-depth training in child welfare knowledge, values, and best practices. The program was established in 1999 to improve public child welfare services in North Carolina and is administered by the Jordan Institute for Families at UNC Chapel Hill. More information about the Collaborative can be found at http://ssw.unc.edu/cwec/ or contact the CWEC UNC Charlotte campus liaison, Dr. Ticola Ross.

School Social Work Certification Credits

Revised-8/1/19
Graduates of the MSW program may also qualify for licensure as a school social worker in the state of North Carolina. The School Social Work license is awarded by the North Carolina Department of Public Instruction. To be eligible for school social work licensure, MSW students must complete a two-semester field placement in a school setting, take SOWK 5102 School Social Work, and take another course from a list of approved electives. Students interested in school social work licensure should begin planning with their advisors and the MSW Field Education Director as early in the program as possible. The School of Social Work’s Field Director, Dr. Ticola Ross, has additional information about school social work licensure. Information is also available at http://www.ncsswa.org.

Early Childhood Mental Health Certificate

The Early Childhood Mental Health (ECMH) Certificate is an interdisciplinary post-baccalaureate certificate program that addresses the increasing need for mental health services for children birth to five years of age. The certificate program welcomes professionals with an undergraduate or graduate degree in a human services field, including counseling, education, early childhood special education, pediatrics, allied health services (i.e., occupational therapy, physical therapy, speech-language pathology), psychology, and social work. Individuals who are currently enrolled in a human service-related graduate degree program at UNC Charlotte are also welcome to apply.

The ECMH Certificate is sponsored jointly by UNC Charlotte’s School of Social Work and Department of Special Education and Child Development. The certificate program requires a minimum of 15 graduate credit hours, including four core courses and one elective course. For more information about the program and eligibility requirements, contact the ECMH Certificate Director, Professor Amy Peters, or visit the certificate webpage at UNC Charlotte ECMH.

Graduate Certificate in Gerontology

The Graduate Certificate Program in Gerontology is offered by the Department of Gerontology, which is housed within the School of Social Work. The Certificate was designed to provide supplementary graduate education in Gerontology for individuals with an interest in working with older adults who either have a graduate degree in another field or are currently enrolled in a graduate degree program at UNC Charlotte. The certificate program requires the completion of a minimum of 15 semester hours of graduate level coursework in core and elective courses related to the study of aging and older adults. MSW students who pursue the Graduate Certificate Program in Gerontology can use some required social work courses as credit toward the certificate.
before they graduate. The Graduate Certificate Program in Gerontology is administered by the Gerontology Program. More information about the graduate certificate can be found at http://gerontology.uncc.edu/graduate-programs

Note: UNC Charlotte offers a number of graduate certificates. For more information on offerings, visit http://gradcertificate.uncc.edu/certificate-programs and https://gradadmissions.uncc.edu/programs

Post-Graduate Licensure Eligibility

Graduates of the MSW program are eligible to pursue North Carolina State Licensure or Certification at three levels: Licensed Clinical Social Worker, Certified Master Social Worker, and Certified Social Work Manager. Graduates who are interested in providing clinical services to individuals, groups, and families often apply to be a Licensed Clinical Social Worker. In North Carolina, a license will only be issued to state residents who have passed a licensing examination and have two years of supervised post-MSW experience. Licensure or certification is managed by the North Carolina Certification Board for Social Work. The Board may be contacted via the web at http://www.ncswboard.org or phone at (800) 550-7009. Students are responsible for researching the requirements related to social work licensure in other states where they plan to work.

See the section above on School Social Work certification for more information on licensing in school social work.

Student Participation in Academic Governance

Graduate and Professional Student Government

The Graduate Social Work Association (GSWA) is a chartered affiliate of the UNC Charlotte Graduate and Professional Student Government (GPSG). The purpose of the association is to provide student support, promote research, and strengthen the graduate school in general. For further information on the GPSG, refer to the Graduate Student Association website at http://suar.orgsync.com/org/gpsguncc/home. Each year the graduate student body elects a president, vice president, and treasurer. The officers provide leadership in planning social functions, fundraising and charity events, promoting scholarly activities, and administering the association’s budget. The GPSG also serves as an advocate for student interests and a conduit to the faculty and administration for student concerns and ideas.

Revised-8/1/19
Student Organizations

Graduate Social Work Association (GSWA)

As an affiliate of the Graduate and Professional Student Government, the Graduate Social Work Association qualifies for funds for continuing education and research activities. The Graduate Social Work Association was chartered in Fall 2001 in accordance with the Graduate and Professional Student Government by-laws. The president of the Graduate Social Work Association serves as the representative from the School of Social Work to the GPSG organization. Student activity fees fund the organization’s programs and activities, including travel to professional conferences, speakers, and research activities. The GPSG sponsors an annual research fair with monetary awards to excelling students. Elections are held within the School of Social Work each spring for the following year’s officers. All students are automatic members of the Graduate Social Work Association; there are no dues. An appointed faculty member from the School of Social Work serves as the advisor to the Graduate Social Work Association.

Advocates for Change

Advocates for Change is a student-led graduate level student organization. Faculty serve as advisors but the organization is run by students. Advocates for Change began with a group of MSW students at UNC Charlotte in February 2015 as a student response to media reports and peer-reviewed research reports demonstrating inequitable treatment of disadvantaged and minority individuals by health, education, and law enforcement services in the region, state, and nation. According to its mission statement, Advocates for Change is “Master of Social Work and Master’s level students from other disciplines who are committed to providing services to the UNC Charlotte campus and Charlotte community. The Advocates for Change goal is to enhance the quality of life for oppressed and vulnerable populations through advocacy, human services delivery, and research.” The organization was formally recognized by the University’s Graduate and Professional Student Government in November 2015.

Phi Alpha Honor Society
Phi Alpha is an academic honor society for BSW and MSW students of excellence. Nu Theta, the UNC Charlotte chapter of Phi Alpha, was founded in 2005. Its purpose is to recognize and advance academic excellence and scholarship in social work practice. Membership eligibility is open to MSW students who have completed at least 12 credit hours toward the master’s degree; it is based on academic excellence (3.8 or higher GPA), leadership ability, a high standard of personal behavior, and dedication to the social work profession.

**Student Academic Performance and Conduct Grievance Procedures**

Academic and professional standards are essential to the existence of and growth of an academic community. Maintaining academic and professional standards is ultimately the responsibility of the instructional faculty but is shared by all members of the academic community. The School of Social Work supports the University in its efforts to:

- maintain an environment that supports and enhances the educational purpose of the University;
- protect the health, safety, welfare, and property of all persons in the University community;
- encourage appropriate standards of individual and group responsibility to the University community; and
- foster the personal, social, and ethical development of members of the University community.

Students in the School of Social Work must comply with academic policies set by the University and the student conduct codes set forth by the School of Social Work. Graduate students in the School of Social Work must also comply with academic policies set by the Graduate School.

When a concern arises around academic performance or student conduct, the School of Social Work follows University policies and procedures to reach a resolution. In absence of a related University policy, the School of Social Work follows its Multi-Step Resolution Process.

**University Level Policies and Procedures**

As indicated above, when a concern arises around academic performance or professional conduct, the School of Social Work reviews and follows University policies and procedures. A complete list of University policies can be found at: [https://legal.uncc.edu/policies/university-policies](https://legal.uncc.edu/policies/university-policies).

Revised-8/1/19
Violations of the Code of Student Responsibility - Policy 406 and The Code of Student Academic Integrity warrant immediate action and are addressed through University procedures. Examples include, but are not limited to, egregious academic dishonesty (as defined by the instructor), sexual misconduct, acts of harm, illicit drug use, and theft. Acts of harm include harassment, intimidation, bullying, and injury. In such cases, the instructor will notify the Program Director immediately. University policies and procedures will be followed. The student’s standing in the program may be impacted by the resolution of the case. A temporary Compliance Plan may be developed until a resolution is reached at the university level.

School of Social Work Policies Regarding Student Conduct

MSW students are bound by two codes of student conduct as outlined below:

- The first are University policies regarding student conduct, including Policy #406 - Code of Student Responsibility - [http://legal.uncc.edu/policies/up-406](http://legal.uncc.edu/policies/up-406) and Policy #407 - Code of Student Academic Integrity - [http://legal.uncc.edu/policies/up-407](http://legal.uncc.edu/policies/up-407).
- The second is the National Association of Social Workers (NASW) Code of Ethics, which can be found at [http://www.socialworkers.org/pubs/code/code.asp](http://www.socialworkers.org/pubs/code/code.asp). It is the responsibility of all social work faculty to coach students regarding the NASW Code of Ethics. This coaching occurs through infusion of ethics throughout the program curriculum, formal and informal meetings with the student, course-specific policies, and assignments aligned with the MSW program curriculum map.

In addition, social work students must comply with course policies set by each course instructor. These policies should be presented in writing to the student in the course syllabus at the beginning of the semester. Instructors are given wide latitude to set their own course policies on topics such as late work, attendance, or use of social media in the classroom.

School of Social Work Multi-Step Resolution Process

To promote student success, the School of Social Work has the following multi-step process for resolving academic performance and conduct concerns that are not addressed through University procedures. **See the Field Education Manual for details about resolution of issues pertaining to field placement.**

**Step 1. Consultation with the Student:** Instructors should work directly with the student to resolve academic performance and/or classroom conduct concerns using a problem-solving approach. A problem-solving approach means the instructor identifies
a specific behavior of concern, communicates constructively and respectfully with the 
student about the specific concern, and, with the student’s input, develops a specific plan 
for resolving the concern. It is the instructor’s responsibility to document the 
concern, the details about the student meeting, and the proposed plan for resolving the 
concern. Faculty members are encouraged to inform students about available campus 
resources that can help them. Faculty members are also encouraged to inform students 
about the potential consequences of not resolving the concerns (i.e. - failing grade on an 
assignment or in the course).

Step 2. Consultation with the MSW Program Director:
If the concern remains unresolved after Step 1, the instructor may forward 
documentation about the initial meeting with the student to the MSW Program Director. 
The MSW Program Director will either suggest an alternative solution to the instructor 
to try out or schedule a meeting with the student to discuss the concern. In cases where 
an alternative solution is proposed, the instructor will communicate with the MSW 
Program Director about the outcome and, if the suggestion did not resolve the concern, 
the Program Director will schedule a meeting with the student. The instructor is 
welcome to attend the meeting between the student and the MSW Program Director. It 
is the MSW Program Director’s responsibility to document the concern, the details 
about the meeting with the student, and the proposed plan for resolving the concern. 
The MSW Program Director provides a copy of the written documentation to the 
instructor and the student within five (5) business days of the meeting with the student.

Step 3. Formal Review:
If the student concern is still unresolved after Step 2, the concern may go to a Formal 
Review. In a Formal Review, the MSW Program Director provides written 
documentation to the student and the School of Social Work Assistant Director about 
the concern and proposed resolutions. The MSW Program Director meets with the 
student and School of Social Work Assistant Director to formulate a formal 
Compliance Plan, which sets specific expectations for student conduct, deadlines for 
compliance with these expectations, and consequences of noncompliance, which could 
include a recommendation to terminate the student’s enrollment in the program. The 
MSW Program Director provides a written copy of the formal Compliance Plan to all 
parties within five (5) business days of the meeting with the student. If the student does 
not adhere to the agreed upon plan, then the consequences outlined in the plan may 
result.

Exceptions to the Multi-Step Resolution Process

Revised-8/1/19
As indicated above, University policies and procedures take precedence over the Multi-Step Resolution process. Violations of the University-level Code of Student Responsibility - Policy 406 and The Code of Student Academic Integrity warrant immediate action and are addressed through University procedures. In addition, there may be some other student conduct issues that warrant immediate action (skipping Steps 1 and 2). It is within the purview of the MSW Program Director to proceed to an immediate Formal Review (Step 3) in such cases.

**Special Note about Academic Dishonesty**

Academic dishonesty includes cheating, fabrication, multiple submission, plagiarism, and complicity in academic dishonesty. Refer to the The Code of Student Academic Integrity for definitions of these terms. Course instructors determine whether they believe academic dishonesty has occurred. When the instructor believes academic dishonesty has occurred, University procedures are followed. However, the instructor might believe the student violated the policy on academic integrity unintentionally. In a case where a violation appears to be unintentional, the instructor can attempt to coach the student on how to avoid the problem in the future, rather than immediately reporting the violation. As part of the coaching process, the instructor can offer the student an opportunity to remedy the concern such as re-submitting work for a reduced grade. If the issue is not resolved through the coaching process, a pattern persists, or if the instructor believes the student intentionally committed academic dishonesty, then the instructor will follow the procedures outlined in University Policy #407 - http://legal.uncc.edu/policies/up-407.

**Student Termination by the University**

The University maintains the right to terminate a student’s enrollment in a course for a variety of reasons including, but not limited to: course schedule changes, course cancellation due to low enrollment, or the student’s non-fulfillment of course prerequisites, academic suspension, suspension for violation of Policy 406 - The Code of Student Responsibility, or suspension in violation of Policy 407 - The Code of Student Academic Integrity.

If the student’s enrollment at the University has been terminated, an automatic termination from the MSW Program also results.

The student may invoke University Policy 411 - Student Grievance Procedure, within seven (7) business days of the receipt of the written notice of termination from the School of Social Work. The notice can be found at: http://legal.uncc.edu/policies/up-411. Otherwise, the student’s termination is final.

Revised-8/1/19
MSW Student Reinstatement after Suspension

The Graduate catalog includes the policies and rules that govern graduate studies at UNC Charlotte. It is updated annually.

A student who has been suspended from the Graduate School and/or a program of study may appeal his/her suspension. The student cannot continue in the program until he/she is reinstated. After notification of suspension is received, the student initiates the appeal procedure by submitting a “Suspension Appeal Form” to the MSW Program Director explaining any extenuating circumstances. The student must also include a plan for remedying academic and/or conduct concerns. The "Suspension Appeal Form" is available on the "Forms" page of the Graduate School website.

The UNC Charlotte Graduate School’s procedures for appealing an academic suspension or termination for the purpose of reinstatement can be found here - https://graduateschool.uncc.edu/current-students/suspension-and-termination-appeals.

If the Graduate Program Director is required to make a recommendation regarding reinstatement (i.e. - letter of support for Category 1 appeal, Suspension Appeal form), the Assistant Director of the School of Social Work will be consulted with before the Graduate program Director makes their recommendation. The Field Director, the student’s Academic Advisor, the Admissions Committee and/or previous course instructors may be consulted if additional information is needed to make the determination. Even if the MSW Program Director supports reinstatement, the final decision rests with the Graduate School, not the School of Social Work. If the Graduate School approves the request, the MSW Program will be responsible for overseeing the implementation of any remediation plan.

Student-Initiated Grievance Procedures

Students enrolled in the MSW Program have the right to redress grievances related to academic and other matters. Students are assured freedom from reprisals for bringing a grievance. The School of Social Work follows all University grievance procedures. The University’s Policy and Procedures for Student Grievances can be found at: https://legal.uncc.edu/policies/up-411.

University Policy 411 applies to alleged discrimination on the basis of race, color, religion, sex (including sexual orientation and gender identity and expression), age, national origin, or disability as well as problems arising in the relationship between a student and the University that are not governed by other specific grievance procedures (such as University Policy 406, Code of Student Responsibility, Chapter 8, Sexual...
Misconduct Complaint Procedures, University Policy 502, Sexual Harassment Policy and Grievance Procedures, and University Policy 410, Policy and Procedures for Student Appeals of Final Course Grades). Upon request from any student, the Office of the Dean of Students will provide guidance about the appropriate system for redress of a particular complaint.

A student may pursue a grievance if they believe that a member of the University community has violated his or her rights. (See University Policy 403, Student Appeals and Grievances.)

Student Concerns about a Course Instructor

Students might experience concerns related to a course instructor. In this case, students should follow University’s Policy and Procedures for Student Grievances using the link https://legal.uncc.edu/policies/up-411.

Special Note about Sexual Harassment

All students are required to abide by the UNC Charlotte Sexual Harassment Policy (https://legal.uncc.edu/policies/up-502), including the policy on Responsible Use of University Computing and Electronic Communication Resources (http://www.legal.uncc.edu/policies/ps66.html). Sexual harassment, as defined in the UNC Charlotte Sexual Harassment Policy, is prohibited, even when carried out through computers or other electronic communications systems, including course-based chat rooms or message boards. Please see the university policy on reporting sexual harassment and sexual misconduct at http://unccdso.uncc.edu/org/officeofstudentconduct/Sexual_Misconduct

Students who allege sexual harassment and sexual misconduct by their instructor, students, faculty, or staff are free to report and address this conduct through the various reporting methods available at the link provided above.

Other Important University Policies

Nondiscrimination Policy

The University of North Carolina at Charlotte affirms that its educational and employment decisions must be based on the abilities and qualifications of individuals and may not be based on irrelevant factors, including personal characteristics, that have no connection with academic abilities or job performance. Therefore, the University prohibits discrimination and harassment in its educational and employment decisions
and provides equal opportunities for all members of the University community and for all those seeking to join the University community.

The following factors may not form the basis for educational or employment-related decisions: race; color; religion, including belief and non-belief; sex, including but not limited to pregnancy, childbirth, or related medical condition, and parenting; sexual orientation; actual or perceived gender identity, including but not limited to gender expression, transition status (including but not limited to physical transition), transgender status, and gender nonconformity; age; national origin; physical or mental disability; political affiliation; veteran status; and genetic information.

In March 2016, the North Carolina General Assembly and Governor Pat McCrory enacted the Public Facilities Privacy and Security Act, also known as House Bill 2. This law replaces local nondiscrimination policies with a statewide policy. The University and the School of Social Work appreciate the serious concerns many have regarding this law. We want to assure every current and future member of our community that UNC Charlotte recognizes and values the inherent dignity and worth of each individual student, employee, and visitor.

**Gender-Neutral Bathrooms**

One of the requirements of the Public Facilities Privacy and Security Act is that persons must use the bathroom that reflects the gender on their birth certificate rather than their gender identity. UNC Charlotte will continue to label multiple-occupancy restrooms and changing facilities for single-sex use with appropriate signage. However, in 2014, UNC Charlotte undertook an initiative to provide single-occupancy, gender-neutral restrooms across campus to make selecting a restroom easier for all students, faculty, staff, and visitors, including transgender individuals, families, and individuals with disabilities who may have an attendant. A list of gender-neutral restrooms, along with maps to those restrooms and a list of additional planned restrooms, can be found at the link here. [http://legal.uncc.edu/restrooms](http://legal.uncc.edu/restrooms)

**Religious Accommodation**

It is the obligation of students to provide faculty with reasonable notice of the dates of religious observances on which they will be absent by submitting a [Request for Religious Accommodation Form](http://legal.uncc.edu/policies/ps-134.html) to their instructor prior to the census date for enrollment for a given semester [http://legal.uncc.edu/policies/ps-134.html](http://legal.uncc.edu/policies/ps-134.html). The census date for each semester (typically the tenth day of instruction) can be found in UNC Charlotte’s Academic Calendar [http://registrar.uncc.edu/calendars/calendar.htm](http://registrar.uncc.edu/calendars/calendar.htm).

Revised-8/1/19
End of Manual
Revised August 2019