



Graduate School of Social Work
UNIVERSITY OF DENVER

HANDBOOK to the MASTER OF SOCIAL WORK
DEGREE PROGRAMS

Policies and Procedures

2024-2025

Table of Contents

INTRODUCTION	5
VISION, MISSION, AND VALUES OF THE GRADUATE SCHOOL OF SOCIAL WORK	6
Our Vision	6
Our Mission	6
Our Values	6
Accreditation	6
GOALS AND OBJECTIVES OF THE MSW PROGRAM	7
GENERAL INFORMATION.....	8
Academic Calendar	8
Faculty and Staff	8
Staff	8
Faculty	8
Student Groups and Organizations	8
Student Government.....	8
Graduate Student Association (GSA) for GSSW	9
Queer Equality Alliance (QEA).....	9
Shades of Brown Alliance (SOBA)	9
ECO Conscious	9
Colorado Chapter of the National Association of Social Workers (NASW)	10
Governance and Student Participation in Governance	10
Dissemination of Information and Facilities	10
Communication with the University and the Graduate School of Social Work	10
Denver Campus Craig Hall Information and Policies.....	11
Room Reservations	11
Student Kitchen/Lounge.....	11
Student Information Area	11
Posting of Information.....	11
Technology Resources	13
Policies and Procedures	13
Technology Access for Four Corners and Western Colorado Programs	13
Technology Access in Craig Hall.....	13
Technology Access on the DU campus.....	13
EDUCATIONAL POLICIES AND PROCEDURES.....	15
Academic Classification of Students.....	15
Regular Status.....	15
Conditional Status	15
Probational Status.....	15
Registration	15

Documentation Required Prior to Registration/Holds	15
Immunizations.....	16
Registration Timeline.....	16
Student Class Load.....	17
Add/Drop	17
Independent Study.....	17
Directed Study	18
Experiential Courses (including courses that involve domestic/international travel)	18
Auditing.....	18
Waitlists	19
Leave of Absence/Withdrawing from the Program	19
Re-entry to the Program.....	19
Grades and Grading	20
Grading Policy	20
Grade Reports	20
Grades of F or NP	21
GPA Replacement	21
Incomplete (I).....	21
In Progress (IP)	22
Change of Grade.....	23
Grade Appeal Process	23
Transfer of Credit from another Institution or Department.....	24
Course Waiver/Substitution	25
Credit for Courses Taken in other Departments at University of Denver (Cognate Courses)	25
Academic Standing	26
Academic Probation.....	26
Satisfactory Academic Progress	27
Academic and Professional Standards of Performance.....	27
Procedures for Academic Grievances and Appeals	34
Academic Student Support Resources	34
Academic Advising.....	34
Students with Disabilities	35
The Writing Center.....	36
Veteran Services Coordinator	36
Student and Career Services	36
Student Rights and Responsibilities	36
Academic Integrity and Ethical Conduct.....	36
DU Honor Code	37
Student Concerns Regarding Courses and/or Instructors	37
Student Papers and Projects.....	37
Name and Pronoun Use in the Classroom.....	38
Gender Inclusive Communication Statement.....	38
Technology Use in the Classroom.....	39
Scholarly Language and Writing (APA)	39
<i>DISCLOSURE OF STUDENT INFORMATION</i>	<i>40</i>
Directory Information.....	40
University of Denver Disclosure Policies.....	40

Graduate School of Social Work Disclosure Policy	40
Student Role in Program Assessment	41
The Office of Equal Opportunity/ADA Compliance	41
GRADUATION AND COMMENCEMENT	42
Graduation Requirements	42
Degree Audit	42
Applying to Graduate	42
Participation in Commencement Ceremonies	43
Preparation for Post-Graduation	43
<i>GUIDELINES ON MSW STUDENTS PERFORMING PRIVATE INDEPENDENT PRACTICE OF PSYCHOTHERAPY OR COUNSELING CONCURRENT WITH THEIR GRADUATE EDUCATION.....</i>	45
Policy	45
Definition of Terms	45
Guidelines.....	45
CONTACT INFORMATION	47
University of Denver Graduate School of Social Work.....	47
Office of the Dean.....	47
Academic Affairs	47
GSSW Registrar	47
Student & Career Services	47
Field Education.....	47
Enrollment and Financial Aid.....	47

INTRODUCTION

The MSW Handbook sets forth the educational policies and procedures for the University of Denver (DU) Graduate School of Social Work (GSSW) Denver Campus, Four Corners, MSW@Denver, and Western Colorado MSW Programs. The policies in this handbook govern these MSW degree programs and its students, exclusive of policies and procedures specific to field instruction and academic degree requirements.

Not all policies relevant to GSSW students are included in this document. Students should also refer to the DU Graduate Policies and Procedures in the [Graduate Bulletin](#) for more information.

DU and the faculty of GSSW as a whole reserve the right to make changes in curriculum, policies, and procedures that will enhance the educational experience and outcomes of students. The policies and procedures included within this Handbook will remain in effect until a revised version is published.

VISION, MISSION, AND VALUES OF THE GRADUATE SCHOOL OF SOCIAL WORK

Our Vision

Achievement of actualized human potential; thriving, sustainable communities; and embodiment of equity across all communities.

Our Mission

The Graduate School of Social Work (GSSW) promotes social justice by advancing scholarship, education, and community engagement that leads, connects, mobilizes, and transforms. GSSW values progressive ideas of equity for the advancement of human rights to promote social, racial, economic, and environmental justice, cultural diversity, and freedom. Social work's unique focus on the person-in-environment shapes GSSW's curriculum and approach to social work education. Our mission is to advance excellence in the creation of social work knowledge and to ensure its dissemination to students, communities, and policymakers. We are dedicated to unlocking human potential, promoting equity, and fostering sustainable local and global communities.

Our Values

The guiding philosophy of social work includes values that create a framework for social work education, research, and service. These include:

- **Progressive Ideals.** Equity and equality, social and economic justice, cultural diversity, and freedom.
- **Systems Focus.** Social work's unique focus on systems and their impact on people as the central concept that shapes our curriculum, research, and practice.
- **Social Work Knowledge.** Excellence in the development of social work knowledge and its dissemination to students, communities, and policy makers.
- **Social Change.** Responsibility for promoting social change and leading the social work profession in this effort.

Accreditation

The Master of Social Work program at the University of Denver is accredited by the Council on Social Work Education (CSWE), a specialized accrediting body recognized by the Council on Post-Secondary Accreditation.

GOALS AND OBJECTIVES OF THE MSW PROGRAM

Based on the vision, values, and mission of the University and GSSW, and the mission of the social work profession, the goals of the MSW program are to:

- Prepare students for effective, culturally responsive, and ethical advanced clinical or community professional social work practice that enhances human interaction;
- Involve students in critical scholarly inquiry, application and development of knowledge, and consideration of values and ethics;
- Encourage students to assume leadership in promoting social and economic justice, advancing the public good, furthering multicultural understanding, and eliminating oppression.

Derived from the goals of the MSW program, the objective of the MSW program is to graduate students who are prepared to enter advanced, autonomous practice in an area of concentration. Specifically, our graduates will:

- Demonstrate ethical, culturally responsive advanced clinical or community practice that emphasizes: the strengths of individuals and communities; the importance of difference in shaping life experiences; and the role of context in service delivery;
- Analyze policy, identify and collaborate in advocating for strategies that promote social and economic justice, eliminate oppression, foster the public good, and enhance the welfare of clients;
- Demonstrate self-reflective practice that includes: examination of societal and personal bias, privilege, and values; critical evaluation of structural inequities; self-correction to align personal values with the profession's; and demonstration of professional demeanor;
- Demonstrate career-long learning that includes a continuous process of examining published evidence, using supervision and consultation to improve practice, and communicating clearly with clients, colleagues in social work and systems;
- Make ethical decisions based on the standards of social work practice, examining personal values and ethics, exploring all sides of ethical conflicts, and weighing each side against social work codes of ethics to reach a principled decision;
- Critically evaluate and ethically apply the major theories related to human development and behavior that guide advanced clinical or community social work practice using a person-in-environment lens;
- Demonstrate that advanced clinical or community social work practice (including assessment, prevention, intervention, and evaluation) is guided by a critical review of empirical evidence, including research-based knowledge and practice-based findings;
- Demonstrate preparation for and competency in social work practice with individuals, families, groups, organizations and communities through appropriate interpersonal skills and ability for mutual engagement;
- Demonstrate competency in holistic client and client-system assessment, goal-setting, planning, intervention, and evaluation of practice.

Updated Fall 2013

GENERAL INFORMATION

Academic Calendar

To access the academic calendar, go to the [University of Denver Registrar Academic Calendar](#).

Faculty and Staff

Staff

For more information about professional and support staff and their roles, please visit the GSSW [Staff Directory](#).

Faculty

The faculty of the Graduate School of Social Work (GSSW) have diverse skills, talents, and interests. This diversity adds to the educational process. In addition to teaching, members of the faculty serve as consultants, trainers, and participants in a variety of community agencies and projects. They also participate in University projects with faculty from other departments and as members of DU and GSSW educational committees.

Appointed Faculty

Appointed faculty hold continuing appointments and are expected to engage in research or other scholarly endeavors, DU and GSSW service, and/or community service in addition to teaching and curriculum leadership. Appointed faculty include tenure/tenure-track faculty, clinical faculty, faculty of the practice, and research faculty.

Adjunct Faculty

Adjunct faculty are instructors who are actively engaged in practice in addition to their teaching. They are engaged by GSSW to teach specific courses based on their education, experience, and expertise.

For more information, please visit the [GSSW Faculty Directory](#).

Students in each course taught at GSSW complete anonymous evaluations of the course and the instructor each quarter. The results of the evaluations are provided to the instructor and to program administration in an effort to enhance the quality of teaching. Students are encouraged to meet with faculty members during office hours or by appointment.

Student Groups and Organizations

GSSW student groups and organizations are listed below. If students in the Western Colorado, Four Corners Program or MSW@Denver program are interested in participating in any of the student organizations, please contact that organization directly or the GSSW Student Experience Coordinator. For more information, please visit the [GSSW Student Organizations webpage](#) or the [GSSW Student Resource Portal](#).

Student Government

To contact Graduate Student Government (University-wide), use this email: du.gsgs@gmail.com

Graduate Student Association (GSA) for GSSW

The [Denver Campus Graduate Student Association \(GSA\)](#) contributes to GSSW's vibrant community by helping to center the student voice in representative school governance. GSA organizes community events; provides professional development opportunities; provides a forum for GSSW students to discuss questions, concerns, or ideas; and shares student feedback with GSSW leadership.

Contact: DenverCampus.GSA@du.edu

GSA provides funding for conference reimbursements up to \$100/student/year on a first-come first-serve basis. The reimbursement can be applied towards a conference or training that aligns with your career goals but does not cover membership fees. Please contact the GSA Treasurer by sending an email titled "Attn Treasurer" to gsswgsa@du.edu for more information and the necessary paperwork required to submit a request

[The Four Corners Graduate Student Association \(GSA\)](#) contributes to GSSW's vibrant community by helping to center the student voice in representative school governance. GSA organizes community events; provides a forum for GSSW students to discuss questions, concerns, or ideas; and shares student feedback with GSSW leadership.

[The Western Colorado Graduate Student Association \(GSA\)](#) contributes to GSSW's vibrant community by helping to center the student voice in representative school governance. GSA organizes community events; provides a forum for GSSW students to discuss questions, concerns, or ideas; and shares student feedback with GSSW leadership. The [MSW@Denver Graduate Student Association \(GSA\)](#) contributes to GSSW's vibrant community by helping to center the student voice in representative school governance. GSA organizes virtual programming; provides a forum for GSSW students to discuss questions, concerns, or ideas; and shares student feedback with GSSW leadership.

Contact: mswdenver.gsa@du.edu

Queer Equality Alliance (QEA)

Queer Equality Alliance is a space for queer folx and allies to sustain community, educate others and advocate for liberation to create a radical sense of belonging and culturally responsive inclusivity at GSSW.

Contact: GSSWQEA@du.edu [Join Queer Equity Alliance \(QEA\)](#) through the platform, Crimson Constellation

Shades of Brown Alliance (SOBA)

The Shades of Brown Alliance (SOBA) is a student-led organization that offers a gathering place for students of color to commune, support and encourage one another as they navigate being BIPOC at GSSW and DU. SOBA collaborates with other students, student organizations, community members, faculty, alumni and staff at GSSW and the greater DU community to make lasting and necessary changes to build the kind of radical learning environment needed to prepare students for the spaces they will (re-)enter upon graduation.

Contact: SOBA@du.edu [Join Shades of Brown Alliance \(SOBA\)](#) through the platform, Crimson Constellation

ECO Conscious

ECO Conscious promotes conservation and environmental justice in the GSSW community and beyond by focusing on three critical goals: 1) educating and enlisting the DU community to use Earth's resources responsibly, 2) fostering greater connection with Earth through opportunities to explore and enjoy nature, and 3) advocating for political change for environmental justice through organized action.

Contact: gssw.ecoconscious@du.edu

[Join ECO Conscious](#) through the platform, Crimson Constellation

Social Workers for Social Justice

The Social Workers for Social Justice organizes the GSSW community to support and participate in grassroots anti-oppressive community action. For example, they educate students on ways to engage in anti-oppressive action in their daily lives, attend social justice events and team up with local organizations to support their efforts.

Contact: SWSJ@du.edu
[Join SW4SJ](#) through the platform, Crimson Constellation

For more information on student organization contact information and how to get involved, please visit the [MSW Student Resource Portal](#).

Colorado Chapter of the National Association of Social Workers (NASW)

In addition to the GSSW organizations, the Colorado Chapter of the National Association of Social Workers (NASW) provides for student representation on its board of directors and encourages participation of student members in its committees. For more information, check out [their website](#).

Governance and Student Participation in Governance

Educational policy for the MSW Program is determined by the faculty of the whole and by standing committees comprising faculty, students, administration, and community representatives. The committees listed below have student members who are selected each year by the GSSW Graduate Student Association. Students may attend, but not vote, at business meetings of the faculty of the whole. They have equal voting rights in all other committees. Faculty reserves the right to move meetings into executive session that excludes students when deemed appropriate.

Students who are interested in serving on a committee or want more information about a committee and its responsibilities should contact a GSA representative at gsswgsa@du.edu.

- Faculty/Community of the Whole
- Field Advisory Board
- MSW Curriculum Committee
- Inclusive Excellence Committee

Dissemination of Information and Facilities

Communication with the University and the Graduate School of Social Work

Contact Information

It is very important that students maintain their mailing address and phone number on My4D. Please also be sure to provide emergency contact information in the event that an emergency occurs.

DU E-Mail Accounts

According to DU policy:

The University assigned email account shall be an official means of communication with all students, faculty, and staff. Students are responsible for all information sent to them via their University assigned email account (firstname.lastname@du.edu).

The University sends much of its correspondence solely through email. This includes policy announcements, emergency notices, meeting and event notifications, course syllabi and requirements, and correspondence between faculty, staff and students. Such correspondence is mailed only to the @du.edu address.

Email accounts are automatically created for all students. The university contracts with Microsoft to provide email service using [Office 365](#). For more information, please visit the [DU IT website](#). Faculty, staff and students are expected to check their email on a frequent and consistent basis to stay current with University-related communications. Faculty, staff, and students have the responsibility to recognize that certain communications may be time-critical.

For information about your DU login or password, please contact the [DU IT Help Desk](#) at (303) 871-4700.

Denver Campus Craig Hall Information and Policies

Room Reservations

The various conference rooms in Craig Hall may be reserved for special purposes, meetings, and/or studying. All academic rooms are scheduled by the staff of the GSSW Registrar's office. To request a classroom, please e-mail gsswregistrar@du.edu.

Student Kitchen/Lounge

The student kitchen is located on the first floor to the left of the main entrance. A refrigerator and microwaves are available for student use in this kitchen. Please clean up after yourself and do not leave food in the refrigerator for more than one week. The refrigerator will be cleaned out on a regular basis. There is also a student seating area on the second floor, above the reception area.

Student Information Area

Important information is posted on the bulletin boards in the student kitchen on the main floor and student lounge on the second floor. Students should check the information area regularly when they are on campus for important messages from faculty and administration.

Posting of Information

Postings are restricted to designated bulletin boards. Notices may not be posted on doors, windows, or walls. Student Affairs manages the student bulletin boards, and all postings must be date-stamped by a Staff member through the Student Engagement Office (Rm. 184B). Postings will remain on bulletin boards for three weeks or until the event has passed. There are also bulletin board strips in each classroom available for posting information.

Craig Hall Animal Policy

The following animal policies are in place to promote safety and careful consideration for the interests and needs of all in the Graduate School of Social Work Craig Hall building. Please note, students are not allowed to bring personal pets or Emotional Support Animals (ESAs) to Craig Hall.

1. Approved Presence of Animals in Craig Hall

1.1 Service Animals

Service animals, as defined by the Americans with Disabilities Act (ADA), have access to all public environments and events in Craig Hall when accompanied by a qualified handler with a disability who requires the service animal as a reasonable accommodation. The care and supervision of a service animal is the responsibility of the service animal handler. Service animals must be under the control of the handler at all times. The handler is responsible for the cleanup of all animal waste. The handler or owner who has control or custody of a service animal is liable for any damage to persons, premises, or facilities caused by the service animal. Failure to maintain control of the service animal may lead to a request for removal of the service animal from Craig Hall. In this case, the handler will be provided with the opportunity to participate without having the service animal present.

1.2. Working Animals Other than Service Animals

Most animals in Craig Hall are connected to the Human-Animal-Environment Interactions in Social Work (HAEI-SW) academic certificate or the Institute for Human-Animal Connection (IHAC).

1.2.1. Policy for Animals other than Service Animals

Students, faculty, staff, and guests may only bring an animal other than a service animal to Craig Hall if they are participating in HAEI-SW-affiliated courses or are involved with IHAC. Affiliated animals must meet the following criteria:

- The animal has been specifically invited to attend an HAEI-SW course activity as part of academic learning or the animal is involved with IHAC. These animals must be capable of being non-disruptive and be under the control and/or supervision of a qualified individual affiliated with the event. Dogs must have passed the American Kennel Club's Canine Good Citizen (CGC) test, which is widely available and considered a national standard of basic dog obedience, good manners, and safety and/or have completed a recognized therapy dog evaluation and the handler is able to produce proof of this evaluation.

1.2.2. Policy for Animals in Classrooms

Only approved animals per the Craig Hall Animal Policy may be present in a classroom. HAEI-SW-affiliated courses will be scheduled in consistent classroom locations when possible. The instructors of these courses will ensure that efforts are made for cleanliness following the course meeting, including alerting custodial staff for vacuuming and additional wiping of surfaces if needed. The HAEI-SW "Dogs in Class" protocol provides guidance for students and instructors in HAEI-SW-affiliated courses to ensure that the learning environment is appropriate for everyone in the classroom when an animal is present. A copy of this protocol can be obtained from the HAEI-SW Certificate Coordinator.

1.2.3. Supervision and Care of Working Animals in Craig Hall

The following policies apply for supervision of approved animals:

- The animal must be under the control of the handler
- The handler must take effective action if the animal is out of control (such as biting or attempting to bite, vocalizing, running around, jumping at or on people) or is otherwise disruptive
- The handler must clean up after the animal immediately (such as elimination or hair left on the floor)
- No animals are allowed on Craig Hall furniture
- All animals must be on leash or in a carrier when not in a classroom or office
- All animals in the GSSW community must be current on all vaccinations and only be at GSSW if in good health

If the handler fails to comply with these policies, they may be asked to remove the animal from Craig Hall.

2. Emotional Support Animals are Not Approved in Craig Hall

Emotional Support Animals (ESAs) as defined in the Fair Housing Act (FHA), do not have public access under federal law and are not allowed in Craig Hall.

3. Incidents, Injury, and Liability

Incidents should be reported to the Associate Dean of Operations. Liability for animals and animal-related incidents lies with the animal's handler/owner. Animal handlers are expected to be considerate of the health, safety, and comfort of the entire Graduate School of Social Work community.

Technology Resources

Policies and Procedures

DU IT policies are [available online](#). Please read carefully the “Acceptable Use Policy for Computers and Network Systems.” GSSW’s Manager of Technology Operations is authorized to take reasonable actions to implement and enforce usage and service policies and provide for security. Violations may result in disciplinary action from the University as outlined in the Acceptable Use Policy. If you have questions regarding technology policies, please contact the GSSW Manager of Technology Operations.

Technology Access for Four Corners and Western Colorado Programs

For information about computer and technology access for the Four Corners or Western Colorado programs, contact your program director.

Technology Access in Craig Hall

Craig Hall’s Margaret Page Library has a small number of desktop computers available for student use. These machines have SPSS, Atlas TI, and Microsoft Office. The Margaret Page Library also houses a DU IT color laser printer that is connected to the Pioneer Card account. Students are given a limited number of prints on their account each quarter. This printer is serviced by DU IT.

Network connections for student laptop/tablet use are available throughout Craig Hall. Wired network connections require an Ethernet cable, which can be purchased in the University Bookstore. Wireless network connection support is provided by the [DU IT Helpdesk](#).

Students may not use copiers or fax machines at GSSW.

Technology Access on the DU campus

Anderson Academic Commons houses the DU IT lab where computers are available on a first come, first served basis. The computer lab is available for late-night use and offers access to SPSS, Microsoft Office, laser printing (color and monochrome), and other specialty software. The DU IT computer lab in Anderson Academic Commons also houses the [DU IT Helpdesk](#). Students may drop in for support regarding email, University accounts, and laptop services. GSSW highly recommends that students register their laptops with the [DU IT Helpdesk](#). This service is free and can aid in proper setup for use of network resources such as printing, anti-virus, and wireless access.

Copiers and Faxes on the DU Campus

The Main Library in the Anderson Academic Commons has one self-service copier on the lower level, north-west of the Penrose Collection stacks. The copier accepts University of Denver Pioneer ID Cards or Copy Cards for payment. GSSW students can also find a copier copy station located on the 1st floor GSSW/lockers.

If copies are made with a DU ID card, the cost of a copy is 10 cents and is deducted from your Flex account. Cash deposits to your Flex account can be made at the Value Transfer Station (VTS) located on the main level by the Research Desk in Anderson Academic Commons. These deposits can be used immediately. For other ways to deposit to Flex accounts, visit the [Account Deposit Information website](#). All University of Denver students are encouraged to use their Pioneer ID card for making copies.

Cash copy cards can be purchased at the Value Transfer Station (VTS) for 50 cents which is deducted from the initial deposit. Value Transfer Station accepts bills only; not coins nor credit cards. Photocopies made with the copy card are 10 cents per page. These cards are reusable and additional deposits can be made.

Fax machines are available for student use at the DU Quick Copy Center (located in the DU Bookstore). Students may not use copiers or fax machines at GSSW.

Full-Service Photocopy Services on the DU campus

Visit the [Quick Copy Center](#) in the University of Denver Bookstore or call 303-871-3184 for information on full-service copying.

EDUCATIONAL POLICIES AND PROCEDURES

Academic Classification of Students

Students are classified at the time of admission as either regular or conditional status.

Regular Status

A student unconditionally approved for graduate study enrollment holds regular status. Regular status is required for advancement to degree candidacy.

Conditional Status

A student holds conditional status for up to one quarter from the time of admission if any required documents are missing at the time of admission (e.g., final transcript with degree posted). All documents must be received prior to registration for the second quarter of enrollment, or the student will not be permitted to register and/or may be terminated from the MSW program.

Probational Status

A student holds probational status if they were admitted with a grade point average of less than 2.75 on a 4.0 scale.

A student who has been admitted with probational status will have no more than one quarter to demonstrate their academic competence through earning a minimum GPA of 3.0 and, if registered for field internship, earning a grade of "Pass." A student who has not met these criteria for academic competency at the end of the first quarter of study will be terminated from the program. The Office of Academic Affairs will notify the student in writing of termination and the right to appeal the termination. The student may not register for, or attend, any courses or internship while an appeal, if any, is pending.

Students admitted with probational status who receive one or more recorded grades of "I" (Incomplete) at the end of the first quarter of study will not be allowed to register for, or attend, additional classes until the work is completed and the instructor has changed the grade(s). If the student is registered for field internship in the first quarter in which they are enrolled in GSSW and receives a grade of "IP," the Assistant Dean for Field Education will review the reasons the grade was assigned. If the "IP" was assigned for any reason other than lack of hours, a Student Review may be held as described in the GSSW Field Manual. Students who receive an "IP" may not be allowed to register for additional hours of field instruction until the "IP" has been cleared at the discretion of the Assistant Dean for Field Education. Decisions concerning removal from probational status will be made after each "I" has been changed to a letter grade and/or the "IP" has been changed to a "Pass" or "No Pass."

If a student has been allowed to remain on probational status with an "IP" in field and their GPA falls below 3.0 during this time, the student will be terminated from the program.

Students admitted with conditional or probational status are informed of their entry status at the time of acceptance into the program. They must sign a contract stating they are aware of their status and the policy at the time of admission.

Registration

Documentation Required Prior to Registration/Holds

Students are encouraged to check for holds prior to their assigned registration time. The following holds may apply:

Immunizations

Colorado State Law and University of Denver policy requires all students to receive two (2) doses of vaccine against measles, mumps, and rubella (MMR) and a review of information regarding Meningococcal disease (meningitis) prior to registration. Additionally, all first year undergraduates and students living in DU Housing must show proof the Meningococcal ACWY vaccination given within the past five (5) years.

If proof of immunity and acknowledgement of meningitis information (or proof of vaccination for incoming class) is not submitted to the University of Denver Health & Counseling Center, you will not be registered for classes. Immunization record information must be submitted to the DU Health and Counseling Center by your program's registration date.

(Colorado Revised Statutes §25-4-901 to 909)

Students will NOT be able to register for Fall Term classes without providing this information.

In the event of an MMR or meningitis outbreak on campus, those students for whom an exemption has been submitted will be withdrawn from classes by the CDPHE (Colorado Department of Public Health and Environment) until the outbreak is contained (this can take six to eight weeks). Those students who have exempted out of the requirements will not be entitled to a refund of tuition or a tuition credit for any missed time.

Academic and Professional Standards Agreement

All students must sign the "Academic and Professional Standards Agreement" provided to them by GSSW. Failure to do so in the first quarter of attendance will result in a registration hold placed by the GSSW registrar.

Financial Responsibility statement

All students have a "Financial Responsibility Agreement" hold put in place by the DU Bursar prior to registration. This is separate from any financial aid requirements you may have submitted. Please be sure to complete the agreement as soon as possible to allow you to complete the registration process.

Registration Timeline

Students will register via My4D during University priority registration periods. Information about priority registration will be sent to students from the GSSW Registrar every quarter. GSSW registration dates may vary from the broader University of Denver campus registration dates.

Registration times are assigned by credit hours, so students who are closest to completing degree requirements are allowed to register first. Registration times consider credit hours earned (courses that are completed and for which the student has received a passing grade), credit hours in progress (courses for which students are currently registered), and credit received as transfer credit from other institutions.

However, due to the format of our curriculum, many students have the same number of hours earned and hours registered in any given quarter. As a result, once times are assigned by credit hours, registration groups will further be divided alphabetically according to the first letter of the student's last name. The letter that receives the earliest time will be randomly assigned by the DU Registrar's Office and will change each quarter to ensure that the registration process is fair.

Students who have a documented disability accommodated through [Student Disability Services \(SDS\)](#) and/or students participating in a dual degree program may be assigned an early registration time. Please email for more information about early registration status. dsp@du.edu for more information about early registration status.

For the best course selection, it is recommended that students register at their assigned time whenever possible. If you have an unavoidable conflict at your assigned registration time, please notify gsswregistrar@du.edu. Students may submit an Absentee Registration Request no later than one week prior to their assigned registration date if they are unable to register online at their assigned time.

Student Class Load

Denver Campus, Four Corners, MSW@Denver and Western Colorado

MSW graduate students at GSSW are charged tuition based on a per-credit rate specific to their program. Students may independently register for up to 18 credit hours per academic term. If a student wants to take more than 18 credits in a term they must seek and be granted approval by the Office of Graduate Education.

Considerations Regarding Class Scheduling and Field Instruction

One of the unique benefits of a social work education is the opportunity to combine coursework with applied field instruction. It is important to remember our agency partners may have schedules that do not always correspond with our class schedule.

GSSW makes every effort to schedule classes in a way that affords our students as much flexibility as possible but given the complexity of our curriculum and the varied schedules of our agencies, occasional time conflicts between coursework and field instruction are inevitable.

It is imperative that students be mindful of the needs of their field agencies when planning their class schedules. If you are having difficulty planning your course schedule given the requirements of your internship, please contact an academic advisor for guidance.

Add/Drop

Students may drop 10-week courses themselves via My4D from the time they register through the first week (seven days) of the quarter. Courses dropped within this window are deleted from the student's record and tuition is refunded 100%, if applicable.

Students may drop 10-week courses through week six of the quarter by completing an add/drop request form and sending to gsswregistrar@du.edu. Courses dropped within this window are noted as a "W" on the student's transcript. A grade of "W" is not calculated in the student's GPA and is not punitive in any way. GSSW follows University policies and deadlines related to add/drop and tuition refunds. Students are responsible for knowing this information prior to dropping courses. Add/drop deadlines and tuition refund information is available online at www.du.edu/registrar.

During weeks 7 and 8 students will need to complete and add/drop form and obtain the instructors signature on the form. Add/drop forms are to be sent to GSSW Registrar (gsswregistrar@du.edu).

Beginning week 9 of the term students are not permitted to drop courses and will receive the grade earned.

Note: Students should review specific add/drop policies for summer courses online at www.du.edu/registrar. Summer intensive courses may not be dropped once the course has begun.

Dropping classes in cohorted programs (Four Corners or Western Colorado) will have implications for continued study and the timing of degree completion. Please notify the relevant program director and/or the GSSW Registrar if you are in one of these programs and need to drop a class.

As a matter of professionalism, students are encouraged to notify instructors of their intention to drop. When dropping a required course, students are also encouraged to review published class schedules and/or consult with an advisor prior to dropping the course to ensure that they are able to meet all requirements for graduation.

Independent Study

Independent study is offered by GSSW as a means of individualizing the learning interests or needs of the student. The following policies and procedures govern independent study:

- The student must initiate a request for independent study by completing a form that is obtained from the [GSSW Student Resource Portal](#). The request must be submitted to and approved by the sponsoring faculty member, the student's advisor, and the Associate Dean for Academic Affairs prior to the first day of the quarter in which it is to be undertaken. Independent studies may not be taken to replace a regularly offered university course.
- The guidelines for determining the amount of credit to be earned are roughly equivalent to the guidelines for determining amount of credit to be earned for regular classes, that is, approximately 10 hours of work for each credit hour divided between faculty and student contact time, reading, and learning activities.
- No more than six independent study credit hours may be applied toward the degree.
- Unless special circumstances exist, no outside learning experience or work done under the direction of anyone other than an appointed faculty member at GSSW will be approved as independent study.

Directed Study

Under special circumstances only, a student may be allowed to register for a GSSW course as a directed study, in the event that the course is not offered during the quarter in which it must be taken. Students pursuing a course as directed study must follow the syllabus for the catalog course to the extent that the individualized study format permits. For more information about directed studies, please review the [GSSW Student Resource Portal](#). Directed studies require the same approvals as independent study and may be denied at the discretion of the Associate Dean for Academic Affairs.

Experiential Courses (including courses that involve domestic/international travel)

As part of our innovative curriculum, GSSW faculty have developed several experiential courses that allow students to observe the role of social work in different cultures and environments. Space in these courses is limited. If student interest in a particular course exceeds maximum enrollment, a lottery will be conducted by the GSSW Registrar to determine registration priority. Additionally, the instructor of the course may require an application and/or interview prior to permitting students to register.

International experience courses are part of the student's Fall, Winter, Spring, Summer, or Interterm course load, and tuition is billed accordingly. Most experience courses are billed a course fee at the time of registration. The course fee follows the tuition refund policy/deadlines for the quarter in which the course is registered.

Courses meet on campus during the Fall or Spring Quarter for at least three mandatory on-campus sessions before departing for travel during the Winter or Summer Interterm. Students must be in good standing to participate. Participation in an international experience course may necessitate a delayed graduation date if the course is taken in the student's final quarter of enrollment. If students from the WestCo, Durango and MSW@Denver program are approved to be part of the course they may join the course session hybrid (via zoom) as permitted by the faculty instructor leading the course.

Please also remember that all courses involving travel are contingent upon University approval. The University determines the safety of international and domestic destinations based on worldwide risk factors. These courses may be canceled at any time if the University deems the intended destination to be unsafe for students and faculty.

Auditing

DU students who are registered for eight credit hours in a quarter may, with the approval of the instructor, audit a course. No tuition is charged and no record of the course is made. Approval for auditing privileges is granted only after the formal registration period, only where space is available, when there are no students waitlisted for the course, and at the discretion of the instructor in consultation with the GSSW Registrar.

Waitlists

Waitlists are created and maintained at the discretion of the GSSW Registrar. If a waitlist exists, students can add themselves via My4D upon receiving the message that the course is closed. Students for whom a course is required will be given priority on the waitlist, regardless of their initial position on that waitlist. Students will be notified of an open seat for a waitlisted class via an automated e-mail and need to respond within 24 hours. After the 24-hour window, if the notified student has not registered for the available seat, that seat will be offered to the next student on the waitlist. Students are encouraged to be considerate of their colleagues and drop waitlisted courses if no longer needed or wanted.

Leave of Absence/Withdrawing from the Program

Medical Leave

Students considering a leave of absence for medical reasons should review the [procedures for a Medical Leave of Absence](#). Any questions about the process can be directed to Student Outreach and Support (SOS) at sos@du.edu. Students are advised not to withdraw from any courses until they have gone through the approval process. Note that this is the opposite of personal leave.

Personal Leave

Students considering a leave of absence for non-medical reasons should meet with their advisor and/or a professional academic advisor from the Office of GSSW Student and Career Services to discuss their options.

If the student decides to take a leave, they must first withdraw from all classes by submitting a Withdrawal form to the DU Office of the Registrar at registrar@du.edu, or by submitted a withdrawal request via My4D (instructions are available on the [DU Registrar website](#)). This needs to occur as soon as possible, as there may be deadlines to withdraw from a course, consequences regarding transfer of credit, and/or financial implications. An instructor may deny a request to drop if the student is failing the course. The student should then submit an "Application for Leave of Absence" form to the Office of Graduate Education.

A leave of absence cannot exceed three consecutive quarters or the student will be formally withdrawn and required to submit an application for readmission (see below). Please see the [procedures for a Personal Leave of Absence](#) for more details.

Re-entry to the Program

If returning from medical leave a student should first reach out to the Office of Student Outreach and Support to initiate re-entry. The medical leave re-entry process can be located through the linked document, [Reentry from Medical Leave of Absence form](#). Students returning from a personal leave of absence need to notify the GSSW Professional Advising Office (GSSW.Advising@du.edu) of their intended return as early as possible. All degree requirements, including completion of the degree within five years of first admission, must still be met. For students returning from a medical leave, the time to completion date may be adjusted. Students not enrolled in the program for one or more consecutive quarters, must submit a readmission application to the Office of Graduate Education.

- GSSW Academic Affairs requests that a re-entry meeting occur when the student returns from a leave. The purpose of this re-entry meeting is to develop an education plan for degree completion and to ensure the student has appropriate supports in place for success in the program. The student should email GSSW.Advising@du.edu to request the re-entry meeting. The meeting must be scheduled at least 2 weeks prior to the beginning of the quarter of intended return.
- A representative from Student Services will schedule the re-entry meeting and include the student and relevant representatives from the programs, such as the program director and/or a field team representative. For the Four Corners and Western Colorado programs, you may contact the appropriate program director to schedule a re-entry meeting. Meetings for students who have previously had a student review will be scheduled by the Office of Academic Affairs and will include the Associate Dean for Academic Affairs, the Assistant Dean for Field Education, and a representative from Student Services.

Students should be aware that needed courses may not be available in the term in which they want to return.

If the student's absence from the program exceeds the 5-year time limit for the degree, students must re-apply to the program through the Office of Admission. If the student's admission term was more than 5 years' prior, course credit from terms previously attended may be transferred on a case-by-case basis.

If the student chooses to reapply to a program after being terminated, the time limit to complete the degree may not automatically be reset and there is no guarantee a student will be readmitted, even if they reapply. For more information, please see [the Office of Graduate Education website](#).

Grades and Grading

Grading Policy

Grades are based on competence. Letter grades are used as follows for all instruction other than field instruction:

Grade	Range	Grade Point
A	94-100	4.0
A-	91-93	3.7
B+	88-90	3.3
B	84-87	3.0
B-	81-83	2.7
C+	78-80	2.3
C	74-77	2.0
C-	71-73	1.7
F	0-70	0.0

Criteria are as follows:

A – Excellent work (91-100)

B – Good work – meets course expectations (81-90)

C – Poor work – minimally meets course expectations (71-80) F – Failing work (70 and below)

Expectations concerning objectives, attendance, examinations, and evaluation of student performance will be stated in each course syllabus and discussed during the first class session of each course. Grades of "Pass" or "No Pass" are not given, except in field internship. No "D" grades are given as final grades.

Grades of "Pass" or "No Pass" are assigned for field internship (SOWK 4950 and SOWK 4970). These grades are not included in computing the student's GPA. Grading criteria for field internships are set forth in the GSSW Field Manual. A grade of "No Pass" will automatically result in a formal student review or termination hearing. A grade of "No Pass" is equivalent to a failing grade in the sense that no credit is earned, however, the GPA is not affected. Please see below for information about repeating the course.

Grade Reports

Students may view their grades online via My4D. Grades are available via My4D approximately 10 days after the close of the

quarter. If a hardcopy report is needed, students must [submit a request](#) in the Fall Quarter.

Grades of F or NP

A student receiving a grade of “F” or “NP” in a required course or internship is required to repeat that course or internship hours. If the failed course is a pre-requisite to another course (including field), the student must pass the course prior to taking any courses for which that course was pre-requisite. This may result in delaying graduation due to limitations in course offerings.

When a course is repeated in which a grade of “F” or “NP” was received, the student pays the current tuition rate and the course will be counted as part of the total quarterly course load. The “F” or “NP” grade, and the new grade for the repetition of the course, will both be counted in the total grade point average (unless GPA replacement is utilized), if applicable. A student may only repeat a required course or internship once, and a student who fails a required course or internship twice will be terminated from the program. A student receiving a grade of “F” in a non-required course may earn the credit hours lost by enrolling in other elective courses.

GPA Replacement

The University of Denver allows degree-seeking graduate students to repeat most courses in order to meet the minimum grade requirement for a required course. When a student repeats a course, grades from all attempts appear on the student transcript, and all grades are used in computing cumulative and major grade point averages, total credits, and academic standing.

In order to invoke GPA replacement policy for a course, a student must have received an eligible grade in a prior attempt of the course. Grades of B-, C+, C, C-, or F are eligible for repeat/replace for graduate students. Once a student invokes the GPA replacement policy for a course, that decision is irrevocable.

When GPA replacement is invoked, the grade from the latest attempt of a course replaces the grade from the most recent prior attempt of the same course in the cumulative GPA.

It's important to understand that, while the prior grade is replaced when calculating a student's cumulative GPA, all attempts of a course will be reflected on the student's transcript, with those attempts that have been replaced appropriately indicated. The replaced grade is excluded from the cumulative grade point average and credit totals in the official academic record; the grade from the latest attempt is included, even if the grade earned in the latest attempt is lower than the replaced grade.

Tuition is charged for all course attempts. There may be federal financial aid implications for the number of times a specific course is repeated. Students are responsible for checking with the Office of Financial Aid regarding course repeats and aid eligibility.

Further eligibility guidance on GPA Grade Replacement can be found on [the DU Office of the Registrar website](#).

Incomplete (I)

According to University policy:

A grade of incomplete 'I' is a temporary grade which may be given at the instructor's discretion to a student only when illness, necessary absence, or other reasons beyond the control of the student prevent completion of course requirements by the end of the academic term.

It may not be used to allow a student with poor performance to retake an examination or complete additional work to enhance the quality of the student's performance.

Incomplete grades may only be given in the following circumstances:

- The student's work to date is passing
- Attendance has been satisfactory through at least 60% of the term
- An illness or other extenuating circumstance legitimately prevents completion of required work by the due date
- The required work may reasonably be completed in an agreed-upon time frame
- The incomplete is not given as a substitute for a failing grade
- The incomplete is not based solely on a student's failure to complete work or as a means of raising their grade by doing additional work after the grade report time
- The student initiates the request for an incomplete before the end of the academic term
- The instructor and student complete the "Application for Incomplete Grade" form before the end of the academic term

Appropriate grades must be assigned in other circumstances. A failing grade and last date of attendance should be recorded for students who cease attending class without authorization from the instructor and the GSSW Registrar. Students who are unable to complete a course and who do not meet these circumstances should consider dropping the course.

The following provisions for Incomplete grades apply:

- The "Application for Incomplete Grade" may be obtained at the [DU Office of the Registrar](#).
- Instructors must submit this form to gsswregistrar@du.edu when the incomplete grade is assigned
- The instructor will enter the deadline for completion of work in the grading system, as well as a default grade
- The default grade is the grade the student will earn if the deadline determined by the instructor passes and no additional work is submitted by the student
- Incompletes automatically converts to an "F" after a year if a new grade isn't entered
- GSSW policy requires that the papers or projects necessary to make up an incomplete be submitted to the instructor by the fourth Wednesday of the next quarter unless the instructor has stipulated a different date for completion of work. Per University policy, incompletes cannot extend beyond one academic year
- If outstanding assignments are submitted by the deadline, instructor will submit grade change via [My4D](#)
- The student will be notified that the final grade has been posted via [My4D](#)
- An incomplete grade may not be considered passing for purposes of determining academic standing, financial aid eligibility, or other purposes
- Notation of the original incomplete remains on the student's transcript along with the final grade
- An incomplete should not be assigned when it is necessary for the student to attend additional class meetings in order to complete the course assignments. Students who receive an incomplete grade in a course must not re-register for the course to remove the incomplete
- Incompletes are not assigned for field practicum

A student with outstanding incomplete(s) must consult with their advisor. Students having more than one incomplete may not, at the discretion of the advisor, register for a full academic course load. The number of hours for which such a student may enroll will depend on the number of incomplete grades, the length of the incompletes, the balance of the student's academic record, and other pertinent factors. Markers of Withdrawal, Incomplete or Failing grades on a student's transcript may impact their [Satisfactory Academic Progress](#) for determining federal aid eligibility. Contact the [Financial Aid](#) office for further information.

In Progress (IP)

Only SOWK 4950, SOWK 4970, and international experience courses may remain in progress (IP) beyond the final day of the academic term. Typically, the field internship remains in progress when a student has not completed the required number of clock hours in a given quarter but may also occur for other reasons as set forth in the GSSW Field Manual. When an internship course remains in progress, it will be changed to either a "Pass" or a "No Pass" when the circumstances resulting in the "IP" are resolved. Unlike the case when a grade of "I" is assigned, the "IP" does not remain on the student's record, and the student does not need to submit a form to change the grade. At the discretion of the Office of Field Education, students may not be registered for subsequent terms of field until the IP is resolved. An IP in field may affect the student's tuition refund and/or eligibility for financial aid in subsequent quarters.

Change of Grade

Grades turned in by instructors at the end of the quarter are final and are not subject to change due to revision of judgment on the part of the instructor. The instructor of a course is the only one who can change a grade for a student in that course, and only if such change is warranted due to errors in computation. Grades cannot be changed based on a second trial, such as a new examination or additional work undertaken or completed after the grade report has been turned in. In the event of grade error, the faculty member must initiate a Correction of Error in Grading through the Faculty tab in My4D. The request requires the electronic approval of the GSSW Registrar and the Associate Dean for Academic Affairs. Any correction of the grade must take place no later than the quarter following the one in which the grade was given.

Grade Appeal Process

Grade appeals must be based on problems of process and not on differences in judgment or opinion concerning academic performance. The burden of proof rests on the student to demonstrate that one or more of the following occurred:

- The grading decision was made on some basis other than academic performance and other than as a penalty for academic misconduct.
- The grading decision was based upon standards unreasonably different from those which were applied to other students in the same course and section.
- The grading decision was based on an unreasonable departure from previously articulated standards.
- The chairperson, grade appeal committee or dean may recommend grade changes but shall have the power to alter grades only in cases of clearly established procedural error or substantial capriciousness or arbitrariness in evaluation.

For more information about the grade appeal process, see [the Office of the Registrar's website](#).

First Level: Appeal to the Faculty Member

A student will, where possible, attempt to resolve the issue informally with the professor before filing a written grievance. Should attempts at informal resolution fail, the student may wish to file a formal grade appeal, as described by [University of Denver policy for Grade Appeals](#). After receiving a formal appeal, the faculty member shall assure that a written decision with expressed reasons is available or delivered to the student within 30 calendar days. Should the student fail to take further action within seven calendar days after receiving the faculty member's decision that decision shall stand. If the student is dissatisfied with the decision or does not receive a response from the faculty member within 30 calendar days, the appeal may proceed to the second level.

Second Level: Appeal to the MSW Program Director

If the student elects to continue the appeal, the appeal goes to the MSW program director for that student. The Program Director assures that a written decision or recommendation about the appeal is available or delivered with expressed reasons within 30 calendar days after receiving the appeal.

If the student is dissatisfied with the decision or does not receive a response from the Program Director within 30 calendar days, the appeal may proceed to the third level. Should the student or faculty member fail to take action on the Program Director's decision or recommendation within seven business days following its receipt, the accepted recommendation of the faculty member or new decision by the Program Director shall be final.

Third Level: Appeal to the Dean (Dean Designee)

If the student elects to continue the appeal after the Program Director's decision or recommendation has been received, the appeal may be taken to the Dean (or the Dean's designee) within seven business days. The Dean shall ascertain within 30 calendar days whether the appeal procedures at the first and second levels have been duly followed; if they have not, the Dean will require that they be followed before taking further action. The Dean shall appoint an appeals committee consisting of three faculty members chosen by the Dean or the Dean's designee. The Dean or designee shall serve on the appeals committee as chairperson without vote. All deliberations of the committee will be closed and confidential.

Faculty who has a prior relationship with the student (course instructor, advisor, etc.) may not serve on the appeals committee.

The appeals committee should meet as soon as possible, but no later than 30 calendar days after a written, dated request for appeal at this level has been received and the Dean has ascertained that appeal procedures at the first and second levels have been duly followed. The presence of all eligible committee members (the three faculty members and the Dean or designee) shall constitute the quorum.

A written recommendation shall be furnished by the appeals committee and transmitted through the Office of the Dean to all affected parties and the GSSW Registrar within seven calendar days after the conclusion of the committee's deliberations. The decision of the appeals committee is final.

Transfer of Credit from another Institution or Department

A student may transfer graduate credit earned from another accredited institution of higher education prior to enrollment in GSSW to meet MSW degree requirements at DU.

A student should request transfer of credit at the time of admission, since decisions concerning transfer of credit will affect academic planning from the time of enrollment. To begin the process, students should review the Transfer Credit Policy obtain a Transfer of Credit Request Form, as described in the [Graduate Bulletin](#). The following policies and procedures apply to transfer of credit earned prior to enrollment in GSSW:

- Transfer of credit toward the MSW degree at the University of Denver is limited to:
 - 25% of the minimum number of credits required for their degree. For 2-year MSW students this limit would be at most 20 quarter-credits. For Advanced Standing MSW students this limit would be at most 13 quarter-credits. These credits could consist of waiving the requirement for equivalent courses, taken at another graduate school of social work accredited by CSWE; or
 - A maximum of 10 quarter credit hours or their equivalent for graduate credits earned in another field that may be applicable toward either required or elective courses in GSSW's program
- Any credit to be transferred must meet the following requirements:
 - It must have been earned as graduate credit at a regionally accredited college or university and be accepted as having direct relevance to the social work degree;
 - It must have been earned within a 5-year period preceding enrollment at GSSW;
 - It must carry a minimum grade of "B-" (2.7) providing the average of all graduate transfer credit from the college or university at which the B- was received is "B" (3.0) or better. The University of Denver will not accept for transfer credit any class with a grade of "Pass" or any grade that only signifies completion of a course. The only exception is for field internship that was awarded a grade of "Pass" at an accredited school of social work. Credit earned at an institution that doesn't use letter grades must be accompanied by documentation that the grades earned are equivalent to a "B" or better on a 4.0 scale;
 - It must not have been applied toward a degree earned at either another university or the University of Denver.
- The request for transfer of credit must be initiated by completion of a Transfer of Credit Request Form (available on the [Graduate Bulletin Page](#)). Requests for transfer must be made no later than the student's first quarter. In either case, the request must be accompanied by the following documentation:
 - An official transcript showing that the requirements set forth in #2 (above) have been met
 - A copy of the course syllabus
- No request will be approved without the required documentation.

- The GSSW Program Director and Registrar will review all requests, including the required documentation, and determine whether to accept transfer of credit and whether such credit is to be applied toward the satisfaction of a required course or courses or is to be considered as elective credit. In doing so, the GSSW Program Director and GSSW Registrar may consult with the Associate Dean for Academic Affairs, relevant faculty, and/or admission staff. Two decisions will be made. The first is the number of hours to be accepted for transfer; the second is which courses offered by GSSW will be waived, if any, based on courses already completed. The GSSW Registrar will provide a confirmation of the Program Directors decision to the student and the student's advisor. A separate form will be prepared to document courses to be waived based on the credit transferred and, again, a copy will be provided to the student and the student's advisor.
- Upon approval by the GSSW Program Director and GSSW Registrar appropriate paperwork along with the official transcript to be included in the student's record will be submitted to the Office of Graduate Education for final approval. Once approved by Graduate Education, the University Registrar will post the credit to the student's transcript.
- Grades accepted for transfer of credit for courses taken other than at the University of Denver are not included in the computation of the grade point average (GPA) at the University of Denver.
- Any student who transfers credit must earn a minimum of 75% of their credit hours at GSSW in order to earn the MSW degree from the University of Denver.
- Students who request transfer of credit will be required to adhere to the degree requirements in effect at the time of their first enrollment. Due to differences in the way schools of social work organize, and sequence required courses, transfer students may be required to take courses in the foundation curriculum and/or may be given credit for courses in the concentration curriculum. In addition, the number of transferred credit hours, when combined with the credit hours earned for required courses within the School, may result in a total exceeding the minimum required for the Master's Degree at the University of Denver.

Course Waiver/Substitution

Request must be made in writing (forms available at [GSSW Student Resource Portal Registration tab](#)) and approved by the Program Director and the advisor prior to the quarter in question. Requests for a waiver or substitution of a required course for the concentration/certificate must additionally have the approval of the concentration or certificate coordinator.

Credit for Courses Taken in other Departments at University of Denver (Cognate Courses)

With the exception of dual and cooperative degree students, students may earn a maximum of 10-quarter credit hours or their equivalent in courses taken outside GSSW after enrollment. The 10 quarter hours include (a) any graduate courses taken at another school of social work, (b) graduate courses taken in other departments at the University of Denver, and (c) graduate courses taken at another regionally accredited university.

In order to receive credit for courses taken outside the Graduate School of Social Work after enrollment other than as part of a dual or cooperative degree:

- A student must submit the course waiver form obtained from to gsswregistrar@du.edu prior to enrolling in the course. If waiving a concentration course the student's advisor and the Program Director must approve the request. Once approved, the GSSW Registrar will update the student's academic records, and the waiver/substation will be noted in the degree audit in Pioneer Web.
- The credits earned through outside courses (a) must be from a regionally accredited graduate level program; (b) not be "Pass" or any other grade simply signifying completion of course requirements; (c) carry a minimum grade of "B" (3.0); (d) not have been applied toward a degree earned at another university or the University of Denver; and (e) at the graduate level. If a course is taken at an institution other than the University of Denver, the student must provide the GSSW Registrar with an official transcript showing completion of the course and the grade earned.

Please note that University College and the Sturm College of Law follow different tuition and refund policies and different academic calendars than other graduate schools on campus. As a result, students taking classes from University College and the Sturm College of Law may be assessed additional tuition (classes may not apply to the DU flat rate) and students should pay close attention to course meeting dates, add/drop deadlines, and refund policies for these courses.

Academic Standing

Academic Probation

Students are considered to be in good standing if they have a minimum 3.0 GPA and are not subject to an academic or field review or completing a remediation plan of a student or field review.

Students are expected to maintain a minimum cumulative grade point average (GPA) of 3.0 at all times. If at the end of any quarter a student's cumulative GPA is less than a 3.0, the student will be placed on the first quarter of academic probation. If the student's cumulative GPA is less than 3.0 for two consecutive quarters in which they are enrolled, the student will remain on academic probation. If the student's cumulative GPA is less than 3.0 for three consecutive quarters, the student is eligible for termination from the program, per DU Bulletin policy.

The Office of Academic Affairs will notify students in writing at the end of any quarter in which their cumulative GPA falls below 3.0. The notification will provide links to relevant DU policies and support resources. A copy of the notification will be sent to the student's advisor (as applicable), the Assistant Dean for Field Education, the Manager of Professional Advising, the Executive Director for Enrollment and Financial Aid, and the Program Director. The student is encouraged to contact their advisor to develop a plan designed to remedy the student's academic deficits. If the student is in a field internship, it is also recommended that the student notify the field supervisor of the risk that the academic probation may disrupt the field internship process in the future quarters, if not resolved. This notification to the field agency is considered a professional courtesy.

A student whose cumulative GPA is less than 3.0 for three consecutive terms in which they are enrolled will be notified in writing by the Office of Academic Affairs that, if it is still numerically possible for them to reach a 3.0 GPA by graduation, that they will be given a fourth grace term to meet stipulations laid out by Office of Academic Affairs in order for them to continue in the program.

A student who is terminated from the program has the right to appeal the termination. The student may not register for, or attend, any additional classes or internship while an appeal, if any, is pending.

If the GPA falls below 3.0 as a result of fulfillment of requirements for incomplete grades from prior terms which results in two or more terms on the transcript with a GPA below 3.0, the student may not receive a warning that they have been placed on warning and may instead be terminated immediately at the time the grades are posted. If a student takes a leave of absence while on probation, that probationary status will remain in place upon the student's return from leave.

Academic Probation - Communication Expectations:

- **First term of academic probation:** Students will a phone call and two emails with information on [academic probation policies, options, and resources](#). Students are encouraged to schedule a time with their advisor. The goal of this meeting is to support with creating a plan for following terms and for addressing questions.
 - *If a student raises their GPA above a 3.0 after the first term of academic probation, they will return to good academic standing.*
- **Second consecutive term of academic probation:** If a student's GPA continues to be below a 3.0 for a second consecutive term, they will continue on academic probation. They will again receive a follow up call, two emails, and are encouraged to schedule a time with their advisor.

- *If a student raises their GPA above a 3.0 after the second consecutive term of academic probation, they will return to good academic standing.*
- **Third consecutive term of academic probation; and/or it is not numerically possible for a student to raise their GPA; and/or a student has [failed more than eight credits](#):** The student would qualify for academic dismissal, per [DU policy](#). They will receive an email from the Office of Academic Affairs.
 - If a student is academically dismissed, they have the option of [appealing the dismissal decision](#) and/or petitioning the [Academic Exceptions](#) Committee for an [exception](#).

Students are strongly encouraged to stay in close contact with their advisor while on academic probation, to review all information provided, to take advantage of available options, such as [GPA replacement](#) and [academic exceptions petitions](#), to utilize available academic and supportive [resources](#), and to be an active participant in creating a plan of action.

Satisfactory Academic Progress

The [Below 3.0 Grade Point Average](#), [Probation](#), and [Termination](#) policies state that the student will be terminated “if it is numerically impossible for the student to raise their GPA to 3.0, or if in the opinion of the student’s advisor, department chair and/or dean, the student is not making academic progress to finish the requirements of the degree.” Per the Termination policy, a student will also be terminated for maintaining a GPA lower than 3.0 (2.7 for Law Master’s, 2.3 for Law JD) for three consecutive quarters (two semesters).

Failure to maintain Satisfactory Academic Progress will also affect your eligibility for Financial Aid. For more information, please see [the Financial Aid website](#).

Academic and Professional Standards of Performance

The University of Denver Graduate School of Social Work (GSSW) is committed to a program of excellence; therefore, students in our program must possess and demonstrate certain personal characteristics, abilities, competencies and behaviors necessary for success in the GSSW program. Students are expected to meet the standards below in the classroom, the community, and in their field internships, with or without accommodations.

The following academic and professional expectations serve as a guide to everyday professional and ethical conduct for students at the University of Denver’s Graduate School of Social Work (GSSW). The expectations describe skills and qualities needed to be both a successful student and social worker. Students are automatically moved forward to the next quarter and should consider themselves as making satisfactory progress concerning these expectations unless they are informed otherwise. Student progress is evaluated in courses, the community and in field internship based on assignments, examinations and observations made by faculty members and internship instructors that evaluate knowledge, skills, values/ethics, and professional behaviors of students. The criteria for student satisfactory progress are outlined below.

Academic and professional standards are explicitly stated in this guide; fieldwork standards are explicitly stated in the GSSW Field Manual; and the Code of Ethics of the National Association of Social Workers (NASW) is the reference point for determining professional and ethical conduct of GSSW students. Social work students are social workers and are to be held to the same standards of behavior as graduate professionals. In addition to the NASW Code of Ethics as a reference point, the following competencies and behaviors are necessary to successfully continue in the program. Any student who does not demonstrate competencies in one or more of the following areas will be evaluated through GSSW’s Student Review Process or may be terminated from the program.

GSSW does not discriminate on the basis of disability. It is the responsibility of the student with a disability, who believes they may need reasonable accommodations to meet any of the Academic and Professional Standards of Performance, to contact the University of Denver’s Student Disability Services Program (SDS) at (303) 871-2372 (phone), dsp@du.edu (email), or (303) 871-2248 (fax). Early contact by admitted students with the DSP is strongly encouraged to ensure the timely provision of reasonable accommodations to both the classroom and field internship. Academic accommodations cannot be applied retroactively to previous quarters, assignments, exams, or field experiences.

Students must:

Demonstrate capacity for academic success

- Maintain a 3.0 GPA and a “pass” (P) in field internship.
- Successfully complete required internship hours and demonstrate positive progress on the field competencies.
- Successfully secure a field internship with no more than three post-interview rejections by potential field agencies.

Demonstrate Sensory Motor Abilities

- Have sufficient sensory motor abilities to attend and participate in classes and field internships.
- Be able to acquire, integrate, and apply knowledge through the use of their senses.
- Be able to navigate transportation to attend field and classroom requirements in a timely manner.

Demonstrate Cognitive Skills

- Demonstrate the ability to acquire knowledge and understanding through thought, experience and the senses, including short- and long-term memory necessary for the integration, deconstruction, synthesis and summary of new knowledge.
- Engage in class both verbally and in writing.

Demonstrate Ethical Conduct

- Demonstrate honesty and integrity as prescribed in the National Association of Social Workers (NASW) Code of Ethics.
- Abide by the University of Denver Honor Code.
- Have an understanding of and professionally apply the NASW Code of Ethics in all interactions with clients, peers, staff, regular and adjunct faculty, field instructors, and all other members of the University community. Specifically, students must demonstrate that they meet the criteria of the following two sections of the NASW Code of Ethics (Section 4.05):
 - Social Workers should not allow their own personal problems, psychosocial distress, legal problems, substance abuse, or mental health difficulties to interfere with their professional judgment and performance or to jeopardize the best interests of people for whom they have professional responsibility.
 - Social workers whose personal problems, psychosocial distress, legal problems, substance abuse, or mental health difficulties interfere with their professional judgment and performance should immediately seek consultation and take appropriate remedial action by seeking professional help, making adjustments to workload, terminating practice, or taking any other steps necessary to protect clients and others.
- Demonstrate responsibility and dependability by meeting deadlines on assignments and projects, keeping appointments, and being responsive to clients, supervisors, faculty, staff, and peers.

Demonstrate Empathy

- Demonstrate respect in their interactions with clients and client systems, fellow students, faculty, staff, agency staff and others.
- Communicate understanding and empathy for clients and their situations.
- Maintain appropriate professional boundaries with clients, supervisors, faculty, staff, and peers.

Demonstrate Integrity

- Demonstrate personal and professional integrity in both the academic and field internship settings.

- Understand and practice academic honesty and fairness, and be willing and able to apply properly the rules of academic referencing and citation.
- Demonstrate a commitment to and skill in self-care and self-evaluation of practice.
- Adhere to the attendance policies of GSSW, their field agency and the individual class instructors.
- Disclose any final criminal conviction or plea arrangement resulting from the commission or alleged commission of a felony or crime of moral turpitude in any jurisdiction (except ones that have been “sealed”), discipline by a state licensing board, or legal system malpractice judgments prior to admission to the program and before being placed in a field internship. Convictions for felonies and crimes of moral turpitude must be disclosed as part of the Colorado social worker license application process pursuant to Colorado Revised Statute section 24-34-110(4)(g).

Demonstrate Effective Interpersonal Communication Skills

- Demonstrate effective verbal, written and listening communication skills.
- Demonstrate the ability to express ideas clearly, listen objectively and communicate effectively at a graduate professional level, in both academic and field internship settings.
- Never use harmful or hateful language when communicating with clients, supervisors, staff, faculty and peers.

Demonstrate Self-Awareness and Reflective Thinking

- Be willing to engage in reflective thinking by analyzing, evaluating and making judgments about what has happened in a given situation.
- Be able to clearly articulate beliefs, values, attitudes and feelings, and how past experiences affect thinking, behavior and interactions with others.
- Be responsive to evaluation, testing, feedback, and criticism with appropriate modification of behavior.
- Be willing and able to examine and change behaviors that interfere with student/client and other interpersonal relationships.

Process and Procedures for Concerns About Student Performance

The following process and procedures ensure a preventive and collaborative assessment process that identifies appropriate concerns in relation to the Academic and Professional Standards of Performance early and provides both support and guidance for the student’s successful completion of the GSSW program. The process assures that each student maintains adequate progress in gaining the knowledge, skills, and professional behaviors required for graduation.

The identification, reporting, and resolution of an individual student concern in relation to the Academic and Professional Standards of Performance is necessary in order to maintain the integrity of the school’s social work program and the integrity of the social work profession. All students, faculty, and staff have an obligation to report concerns they identify. Concerns may be identified and reported in the following manners:

- A student may self-identify and self-report a concern to a faculty or staff member
- A fellow student may observe a concern with a student on or off campus and report the concern to a faculty or staff member
- An advisor, faculty member, staff, field supervisor, or field liaison, or other person may observe a concern with a student on or off campus and report it to an appropriate faculty or staff member

This is a discussion of the four-step process followed when individual student concerns are identified in relation to the Academic and Professional Standards of Performance. Contact your advisor if you have any questions or need additional information about this four-step process.

Any concern may be escalated to a higher level at the discretion of the Associate Dean for Academic Affairs.

It is important to note that often informal, direct conversations may resolve concerns. This process should be used when informal means of problem resolution have not been sufficient.

Step 1: Initial Meeting

If there is a concern presented to faculty or staff that a student is not meeting one of the academic or professional competencies outlined above, or if a student self-identifies a concern, an appropriate faculty or staff member should meet individually with the student to discuss the matter, in consultation with a representative of Student Services. If the student identifies a potential disability or asks for an accommodation, the faculty or staff member should refer the student directly to the SDS and inform a representative of Student Services. Field related concerns should follow the process outlined in the GSSW field manual.

All informal concerns and resolutions should be documented in writing by the faculty or staff who meets with the student, with a copy sent to all parties. If academic, behavioral, or ethical problems are not resolved informally to the satisfaction of all concerned, a faculty or staff member may initiate an intermediary discussion or a review of the student's performance at any time.

If the student identifies any personal emotional or mental health concerns, the faculty or staff member will make a referral to [Student Outreach & Support Services](#). Any referrals to Student Outreach & Support Services should include copying the gssw.advising@du.edu email for the GSSW Manager of Professional Advising. If the GSSW faculty or staff member assess there is an imminent or immediate risk that a student will harm themselves or others; call 911, then Campus Safety at (303) 871-3000. The Associate Dean for Academic Affairs, the Assistant Dean for Field Education, the program director and the GSSW Manager of Profession Advising may also be copied and included in the response plan for Student Outreach & Support services and for any emergency situation.

Step 2: Intermediary Discussion with Program Director and/or Field Director

If a student needs additional support than is offered in Step 1, or if there is a disruption in field or academic courses that warrant concern, the student will be referred for an Intermediary Discussion to consider strategies and explore additional supports and steps that may benefit the student. The meeting's purpose is to clarify expectations and identify action steps for the student to successfully continue in the program. Written documentation of the plan will be distributed to all parties and will be maintained in the Office of Academic Affairs. If issues persist, the student will be referred to Step 3: Student Review. The Intermediary Discussion is an attempt to address concerns before the need arises for a Student Review.

Step 3: Student Review Process and Procedures

Pursuant to the Student Review process, GSSW formally notifies a student in writing that they may not be performing successfully in relation to one or more of the academic and professional standards of performance. The Student Review evaluates the student's performance, determines whether the student needs to remediate any concerns, and establishes a remediation plan.

A grade of No Pass in field may result in a student review.

Adherence to the timeframes may be adjusted due to University closures including inclement weather and holidays, and/or due to unforeseen circumstances related to the availability of key participants.

- **Review Notification & Meeting Process**
Whenever a faculty or staff member has a concern regarding a student's ability to meet the Academic and Professional Standards outlined above, and an informal resolution is not possible, the faculty or staff member shall immediately notify the Manager of Professional Advising and the Associate Dean for Academic Affairs in writing via email or in person. The Associate Dean for Academic Affairs will then notify the student in writing within 10 business days that a Student Review has been scheduled. The student's advisor, the GSSW registrar, and the Assistant Dean for Field Education will also be included in this notification.
- The notification may be distributed electronically per University Policy: Proof that communication has been sent to a student's official DU email address is proof that it has been received.

- Within 10 business days of student notification, the Associate Dean for Academic Affairs will convene a Student Review Committee to meet with the student. This Committee includes the student's advisor, if possible, the Manager of Professional Advising, the Assistant Dean for Field Education, additional field team members (as appropriate), and other involved faculty to examine and understand the concern and develop a plan to address and remediate the concern. A GSSW staff member may also be present as a note taker but will not be an active participant in the meeting.
- The student may invite one support person to be present during the meeting. The role of the support person is to be present but not to actively participate in the meeting nor advocate for the student.
- By doing so, the student understands that this support person will have access to those aspects of the student's educational record (protected by the Family Educational Rights and Privacy Act) that are presented as part of the meeting. If the student intends to bring a support person to the Review Committee, the student must complete and submit a "Release of Confidential Student Record Information" form to the Office of Academic Affairs at least 48 hours prior to the meeting.
- This is not a judicial proceeding, and therefore attorneys are not permitted to attend.
- The support person cannot be a current student in any GSSW program.
- The Associate Dean for Academic Affairs will chair the meeting.
- In the case of a field-related Student Review, the Field Office will be responsible for providing a summary of events leading up to the initiation of the Student Review.
- The note taker, typically the Program Coordinator for the MSW program, will record notes from the meeting.
- All members present will be given the opportunity to share their perspective related to the concern.
- If during the review hearing, a student discloses for the first time an issue that needs to be referred to Student Outreach and Support, the Manager of Professional Advising will submit the referral and notify the student of the referral filing.
- If there is a perceived safety risk to campus personnel, Campus Safety will be notified by the Associate Dean of Academic Affairs or a designee.
- If the student does not attend the Student Review Committee meeting, the meeting will continue without the student and a decision will be made in the student's absence with the information available at that time. Non-attendance is not grounds for appeal.
- Directly following the meeting, the student and the student's support person, if any, will be excused, and the remaining participants will deliberate potential remediation plans.
- Outcomes for remediation plans may include, but are not limited to, the following: no action needed, writing of a reflection paper, delayed field placement, or recommendation for termination from the program. Based on the unique and particular circumstances of each Student Review, the Review Committee has the discretion to determine whatever outcome is most appropriate in the Committee's judgment.
- Remediation Plan from Student Review
Based on the deliberation, the Associate Dean for Academic Affairs will compose a communication to the student within 10 business days* of the Student Review Committee meeting (unless extenuating circumstances delay the process) that summarizes the meeting and presents a remediation plan or indicates that no action is needed. If a remediation plan is presented, the plan shall:
 - Be in writing

- Specify the conditions the student must meet in order to continue in the program
- Specify any further actions that will be taken by GSSW faculty related to the concerns that were expressed
- Specify the date by which the student must fulfill the requirements. Failure to complete the plan by this date or submit a request for an extension by this date will lead to termination.
- The plan must allow for a reasonable period of time for remediation, depending on the activities outlined in the plan. The Associate Dean for Academic Affairs will monitor the remediation plan by reviewing progress per completed courses and field internships at the end of the quarter following the quarter in which the review took place.
- The student can request in writing to the Associate Dean of Academic Affairs a new timeframe to meet the conditions based on any extenuating circumstances that arise during the remediation plan. It is at the Associate Dean's discretion to approve this request.

The Associate Dean for Academic Affairs will distribute copies of the remediation plan to the GSSW Registrar, the student, the advisor, the Manager of Professional Advising, and the Assistant Dean for Field Education. The Assistant Dean for Field Education will distribute copies to the field team members, as appropriate.

If additional concerns arise before the remediation plan has been provided to the student, or during the remediation period, then the Student Review Committee will be re-convened to determine whether a new remediation plan should be developed or whether the concerns should be addressed in a termination hearing.

Note: If a student takes a leave of absence for any reason during the period of a remediation plan, the remediation plan will be reviewed and amended, if necessary, upon the student's return.

Upon deliberation of the Student Review Committee, if it is decided that a reasonable remediation plan cannot be developed due to the nature of the concern, then the process for a termination hearing will be initiated (see Step 3 below).

- **Progress During Remediation**
The Associate Dean for Academic Affairs shall notify a student who has an unresolved Student Review whether they may progress to the next quarter on a probationary basis. A student will not be advanced to candidacy or graduated if they are undergoing a Student Review or have not satisfied the terms of a remediation plan.
- **Final Determination of the Student Review Process**
Once all steps are completed and indicated on the student's record in terms of passing required courses and field internship, the student is returned to good academic standing and the remediation plan is considered complete. The Associated Dean for Academic Affairs and the GSSW Registrar will indicate this resolution in the student record, and the student will be able to advance to candidacy and graduate. If the student has questions about their status on this remediation plan, they are encouraged to contact the Associate Dean for Academic Affairs.

Step 4: Termination Hearing

A Termination Hearing is a formal process whereby the Associate Dean for Academic Affairs notifies a student that they have not met the School's criteria for student progress as described above and therefore is recommending dismissal from the school. A Termination Hearing concerning a student's performance is held in the following situations:

- A faculty or staff member has knowledge of serious misconduct in violation of the National Association of Social Workers Code of Ethics;
- A student has been found responsible of a violation of the University's Honor Code; or
- The Student Review Process and/or the required remediation plan has not led to a satisfactory resolution of identified concerns.

Adherence to the timeframes may be adjusted due to University closures including inclement weather and holidays, and/or due to unforeseen circumstances related to the availability of key participants.

- **Notification of Recommendation of Termination**
The Associate Dean shall compose a written notification of Recommendation of Termination and pending Termination Hearing (date to be determined) and send it to the student, the student's advisor or designee, the Office of the Dean, the Assistant Dean for Field Education, the Manager of Professional Advising, and the GSSW Registrar. The notification shall be sent within 10 business days of:
- the Student Review Committee's recommendation of termination hearing; or
- the Associate Dean for Academic Affairs having been notified of serious misconduct in violation of NASW Code of Ethics or a violation of the University's Honor Code.

The notification will:

- a. Specify ways the student has not satisfied expectations related to the Academic and Professional Standards listed above;
 - b. Summarize the process to be used by the Evaluation and Review Committee, once convened.
- **Evaluation and Review Committee Appointment**
The Dean shall appoint an Evaluation and Review Committee to recommend to them whether or not the student should be terminated from the program. The Committee shall be appointed within 5 business days of the Dean receiving notice of recommendation of termination. The Committee shall consist of:
 - The Associate Dean for Academic Affairs (chair, non-voting member). If the Associate Dean for Academic Affairs is the student's advisor, then another person shall be appointed by the Dean to serve as chair;
 - Three faculty members (voting members) who have not had a faculty/student relationship with the student in the previous year.

Also attending the meeting shall be:

- The faculty or staff member who initiated the termination process
- The student's advisor (as applicable)
- The Assistant Dean for Field Education or representative
- Additional relevant field representatives
- The Manager of Professional Advising
- The student
- The student may invite one person (a non-DU student) who has specific knowledge of the student's behavior, which was cause for the hearing, to speak on their behalf. By doing so, the student understands that these people will have access to those aspects of the student's educational record (protected by the Family Educational Rights and Privacy Act) that are presented as part of the meeting. A student who intends to invite anyone to the hearing should complete and submit a "Release of Confidential Student Record Information" form to the Office of Academic Affairs at least 48 hours prior to the meeting.

This is not a judicial proceeding and therefore attorneys will not be permitted to attend. If an attorney joins the meeting will automatically be cancelled.

- **Notification of Termination Hearing Date**
The Associate Dean shall compose a written notification of the Termination Hearing date and send it to the student, the student's advisor, the Office of the Dean, the Assistant Dean for Field Education, the Manager of Professional Advising, and the GSSW Registrar. The hearing shall be scheduled to occur within 10 business days of Committee appointment and the notification of this date shall be sent within 5 business days of the Committee's appointment.
- **Evaluation and Review Committee Process**
The Evaluation and Review Committee shall review information from all relevant parties. The Committee shall hear the response of the student, hear from the person(s) speaking on behalf of the student, and discuss with the student's advisor and other relevant persons earlier attempts to resolve the problem. Outside documents pertinent to the hearing may be submitted by the student to the committee.

At the conclusion of the discussion, all persons shall be asked to excuse themselves from the room except the voting members of the Evaluation and Review Committee to deliberate and determine which of the following outcomes will be recommended to the Dean:

- In the case of a Student Review leading to a Termination Hearing, the student has provided satisfactory evidence that the remediation plan was completed and that the student therefore should not be terminated from the program and the review shall be considered remediated; or
- A return to the Student Review committee for further development of a remediation plan if it finds that procedural errors were made in the original Student Review Process; or
- The student's conduct did not warrant the recommendation of termination and therefore the student should not be terminated from the program and should be returned to good standing; or
- The student should be terminated from the program.
- **Notification of Committee Recommendation**
The Evaluation and Review Committee shall notify the Associate Dean for Academic Affairs of their recommendation. The Associate Dean for Academic Affairs will then write a report that summarizes the termination hearing, decision(s), and rationale. The report will be delivered to the Dean within 5 business days of the meeting and copies will be sent to voting members of the Committee.
- **Notification of Final Decision**
The Dean shall send written notification of their decision to the student within 5 business days* of receiving the report of the Evaluation and Review Committee. A copy of the notification shall be sent to the Associate Dean for Academic Affairs, the Assistant Dean for Field Education, the student's advisor, the Manager of Professional Advising, and the GSSW Registrar.

Procedures for Academic Grievances and Appeals

The Academic Grievance Process for graduate studies is outlined in the [Graduate Bulletin](#).

Academic Student Support Resources

Academic Advising

Denver Campus Students: Current and Active Denver Campus students are not assigned an academic advisor as the advising program is voluntary. All Denver Campus students have access to Faculty Academic Advising by placing a [request](#). You are encouraged to connect with our Faculty Academic Advising Team for any needs related to degree planning or questions related to your academic experience at GSSW.

The advisor is responsible for helping the student plan their course schedule in concert with program requirements, field internships, and the student's professional experience and interests. In addition, the advisor may be involved in resolving any serious concerns that may arise concerning the student's performance in the classroom or in field.

Western Colorado and Durango Campus Students: Program Directors provide academic advising for students in their programs.

MSW@Denver Campus Students: MSW@Denver (online) students are assigned a Student Success Advisor (SSA) (studentsupport@onlinemsw.du.edu) as their first point of contact for program navigation, student success planning, and general support. For academic advising, including coursework planning, degree progression, or leave of absence requests, students can request to be connected with their Professional Advisor through their SSA or reach out directly to the GSSW Professional Advising office at GSSW.Advising@du.edu.

Students with Disabilities

According to the Americans with Disabilities Act (ADA), a person with a disability has a physical or mental impairment that substantially limits one or more major life activities. Short-term, non-chronic conditions are not included under this Act. Any student having a documented disability as defined by ADA guidelines has the right to reasonable accommodations, unless those accommodations impose an undue hardship on the University, alter programs, or compromise the integrity of the pursued degree. Essential components of academic course objectives or essential functions of the GSSW internship experience cannot be altered.

Students who have disabilities or a medical condition and who want to request accommodations should contact the [Student Disability Services Program \(SDS\)](#): (303) 871-2372 or (303) 871-2278. Within the SDS website, you can access their handbook that provides guidance on DU policy and procedures concerning students with disabilities. If you have questions about the process you can contact the Office of Student Affairs for GSSW students.

It is the responsibility of the student to contact the Student Disability Services Program (SDS) to initiate the request for accommodations, make their needs known, and provide appropriate expert documentation regarding the disability before accommodations can be granted.

DU Policy Statement

- 1. Students requesting accommodations must register with SDS through a disclosure process that includes providing appropriate documentation.*
- 2. Instructors should only implement accommodations approved by SDS. Written notice of approved accommodations will be provided by SDS.*

After SDS has determined and notified the student of the accommodation(s) to be afforded, the student must contact their instructors concerning how the accommodation(s) will be implemented. Please note that accommodations cannot be granted retroactively. Accommodations are approved and must be used in the term during which they are requested and for future terms. Faculty may grant only those accommodations approved by SDS, shown in a SDS Faculty Letter. Additional accommodations, or modifications to existing ones, may be requested at any time.

Undiagnosed or undocumented disabilities cannot be the basis for grade appeals. Students cannot petition grades received as a result of not using accommodations or following appropriate procedures to request accommodations. Documentation must be current and also meet current University guidelines, which can be obtained from SDS.

Temporary Injury/Illness – Not DSP Accommodations

SDS can provide accommodations for temporary injuries or illnesses, including, but not limited to, broken bones, on-going illness, and concussions. Please submit a Request for Temporary located on [SDS's website](#). Students with short-term illnesses, such as cold or flu, are not covered by the ADA, and should work directly with instructors to discuss informal modifications. Instructors may request appropriate medical documentation from students. Only SDS can grant official accommodations.

The Office of Student Affairs is the liaison with SDS. The SDS office can provide academic accommodations to eligible students to assist them with their academic success while they are in the program. Academic accommodations include but are not limited to extended time on examinations, alternate format books and handouts, or extended time on papers. More information is available from the SDS and in the [Handbook for Students with Disabilities](#).

The Writing Center

The University Writing Center is available to all graduate students at the University of Denver. We work with certificate students who are just starting their coursework, masters students who are preparing to start internships, doctoral students writing their dissertations, and everyone in between. We also work with faculty and staff.

Writing in graduate school often means learning new genres, adapting to increasingly complex audience expectations, and considering how writing assignments apply to professional contexts. This is perhaps why about half of our consultations each year are with graduate students.

We encourage graduate students to make writing consultations part of their regular writing habits. Having a conversation with a writing consultant can be an invaluable part of the process: a consultant can ask you questions, introduce you to new strategies or practices, be a sounding board for your ideas, and help you develop new perspectives on your work.

We also encourage grad students to inform themselves of the full range of support available for writing on campus and to let us know how we can help you with your work. You're welcome to write to Director Dr. Juli Parrish and Assistant Director Dr. Olivia Tracy at wrc@du.edu anytime.

Students in the Western Colorado and Four Corners programs should contact their program director for more information about additional writing support services.

Veteran Services Coordinator

The Veterans Services staff is your primary point of contact for any military- or veteran-related issues, concerns or questions you may have. You can find more information on the web at the [Veteran's Service website](#).

Student and Career Services

The Office of Student Affairs provides a wide range of student support services. Services include, but are not limited to, assisting students to develop time management strategies, providing referrals to community counseling resources, transition to graduate school concerns, providing career advice and career workshops, and supporting the Graduate Student Association and other student organizations. Please note, the is not a confidential resource, however they are able to talk privately with you about any stressors impacting your time on campus and at GSSW. For the Four Corners and Western Colorado programs, see the program director for more information about additional services.

Student Rights and Responsibilities

Academic Integrity and Ethical Conduct

Students are expected to adhere to the NASW Code of Ethics, GSSW's Academic and Professional Standards of Performance, the criteria for student evaluation and review found in the MSW Handbook, and the University rules concerning academic misconduct, found in the University's Honor Code.

The University's definition of Academic Misconduct includes, but is not limited to:

- Plagiarism, including any representation of another's work or ideas as one's own in academic and educational submissions;
- Cheating, including any actual or attempted use of resources prohibited by the instructor(s) or those that a reasonable person would consider inappropriate under the circumstances for academic submissions, and/or any actual or attempted effort to assist another student in cheating;
- Double submission, including any submission of an academic work for more than one course without expressed permission;
- Fabrication, including any falsification or creation of data, research or resources to support academic submissions.

Assignments will be reviewed for plagiarism using a plagiarism-checking software (i.e., Turnitin). If Academic Misconduct is determined to have occurred the following academic actions may be taken by the professor:

- Failure of the assignment
- Failure of the course
- Referral to GSSW Associate Dean of Academic Affairs for Student Review (see Student Concern Process)

Any form of Academic Misconduct will be taken seriously and referred to [DU Student Rights and Responsibilities office](#).

DU Honor Code

It is important to remember that the Graduate School of Social Work is a member of the larger University of Denver community. The DU Honor Code and relevant policies follow. All GSSW students are bound by the policies below and are held accountable both by GSSW and the University. The full text of the DU Honor Code can be downloaded by accessing the [DU Student Rights and Responsibilities website](#).

Student Concerns Regarding Courses and/or Instructors

If a student has a concern regarding a course or an instructor, it is the student's responsibility to follow this specific process that demonstrates professionalism in voicing that concern:

- The student should speak directly with the instructor
- If concern is not alleviated by this discussion, the student may consult with their advisor or meet with their program director who can act as mediator
- If the problem persists, the student should immediately contact the Associate Dean for Academic Affairs

Student Papers and Projects

Instructors may require students to submit assignments electronically. Most faculty request that assignments be submitted via Canvas Learning Management System (LMS). It is the student's responsibility to maintain a record of both electronic and hardcopy assignments and to ensure that papers submitted are received by the instructor. Instructors reserve the right to submit student papers to plagiarism-checking software or on-line services.

Papers will be returned to students in the Canvas LMS. If students require an alternative method to turn in or receive papers the DU email system may be utilized with instructor permission.

GSSW Submission of Assignments Policy

Course assignments are due on the date specified in the course syllabus. Occasionally, unforeseen circumstances arise (e.g., illness, personal or family emergency) which may make it difficult for a student to complete the assignment by its designated due date time. Should this happen, it is the responsibility of the student to notify the instructor. At the instructor's discretion, a student's request for an extension of an assignment past its due date may be granted, usually for no longer than one week past the due date. The instructor reserves the right to deduct points for late assignments.

GSSW Class Attendance Policy

Student attendance in class is part of ensuring mastery over course content. Every course is also a learning community, and student attendance helps fulfill commitment to the success of the community. Also, attendance is a matter of professional behavior. Students are expected to be punctual and attend all meetings of a class, including the scheduled hours for field instruction, for which they are registered. Attendance requires not only being physically present in class or field, but also demonstrating the readiness to learn and be accountable for the outcomes of one's own learning.

Students must attend a minimum of 70% of in-person or live synchronous sessions (depending on course modality) to receive a passing grade for a class. Examples of attendance issues that would result in a failing grade include, but are not limited to:

- Missing 4 or more sessions of a 10-week course that meets once per week
- Missing 4 or more sessions of a 5-week course that meets twice per week
- Missing 2 or more sessions of a 5-week course that meets once per week
- Missing 2 or more sessions of a 10-week course that meets every other week

At GSSW, students should expect that individual instructors may have different policies about whether they provide hybrid/Zoom access to in person classes, whether or not a missed class can be made up (and if so, how), and whether or not Zoom recordings of class are provided. These instructor decisions are grounded in course-specific issues such as pedagogy, sensitivity of class discussions or topics, and other aspects of academic freedom.

A specific course may adopt a stricter or more specific attendance policy if that policy and any penalties (e.g., grade deductions) are provided to students in writing (e.g., Canvas or other learning management system post/announcement, addition to syllabus, email from official DU account, etc.) before the first day of class.

Under rare and extenuating circumstances, an exception to the above policy may be granted upon request with approval of the instructor

University policies related to persons with a [disability](#) (e.g., temporary or permanent accommodations), [bereavement](#), [religious observations](#), and [Equal Opportunity & Title IX](#) supersede this policy.

Name and Pronoun Use in the Classroom

Class rosters are provided to the instructor with the student's legal name. The instructor will gladly honor your request to address you by an alternate name or gender pronoun. Please advise your instructor of your request early in the quarter so that they may make appropriate changes to language use in the classroom.

If your legal name is different than your chosen or preferred name, please complete the [Name Change Form](#) and submit this to Shared Services, once you have your DU credentials and login information. If the name associated with your email address needs to be changed, please contact DU's [IT department](#).

Gender Inclusive Communication Statement

At the Graduate School of Social Work (GSSW) we encourage all students, staff, and faculty to use gender-inclusive writing and speech and to avoid references to gender unless pronouns are known. Assuming a person's gender based on name or appearance can create communication that ignores essential aspects of one's identity. Whenever possible use gender neutral pronouns to include individuals whose gender is unknown or non-binary. For example, use "person" instead of "man or woman", say "they" instead of "he/she" and "you all" instead of "you guys" to ensure that our whole community is addressed in our communications. At GSSW we also encourage you to share your pronouns in your professional communications. For more information on why this matters, please visit [My Pronouns.Org What and Why](#).

Technology Use in the Classroom

GSSW supports the use of technology for learning and advancing knowledge while at the same time respecting the classroom environment. In order to create and maintain an optimal learning environment, we ask that students use technology appropriately. During live sessions and in-person sessions, work on laptops, cell phones, and other devices that is not related to the course can disrupt fellow students and negatively hinder shared learning. Students are encouraged to use Zoom video conferencing to connect with instructors and peers for collaboration and consultation outside the live session and in-person class. For more information please consider these [tips for Zoom etiquette](#).

Instructors should specify for their approach to using Zoom for attendance to in-person classes at the Denver Campus, Four Corners, or Western Colorado Program. MSW@Denver Instructors may delete these details. Options include:

- Participating in this course by Zoom is not allowed.
- Participating in this course will be allowed with instructor approval and advanced notice if unforeseen circumstances arise (e.g., illness, personal or family emergency, increment weather).

Scholarly Language and Writing (APA)

The GSSW faculty acknowledges the importance of non-exclusionary language in recognition of gender equity. The faculty therefore is committed to the use of non-exclusionary language in written documents and in courses. Students are urged to commit themselves to the use of non-exclusionary language in their courses and written assignments.

Formal papers must be prepared in accordance with the American Psychological Association (APA) style of reference and citation. Students should refer to either the Publication Manual of American Psychological Association (7th edition) or The Concise Rules of APA Style (also published by the APA). Handbooks specific to writing within the social work profession include The Columbia Guide to Social Work Writing, edited by Warren Green and Barbara Levy Simon and Writing with Style: APA Style for Social Work by Lenore T. Szuchman and Barbara Thomlison. Students who have questions or concerns about using APA are encouraged to contact the University Writing Center at (303) 871-7456.

DISCLOSURE OF STUDENT INFORMATION

The University of Denver complies with the Family Educational Rights and Privacy Act of 1974 (FERPA), also known as the “Buckley Amendment.” Students have a right to inspect their educational records at the University and to request amendment to those records if they believe them to be inaccurate. The FERPA law and its implementing regulations may be reviewed in the Office of the Registrar, University Hall, Garden Level. Additional information is also available at www.du.edu/privacy.

Directory Information

The law provides that “Directory Information” may be released without the consent of the student unless they have specifically asked that prior consent be obtained. The University of Denver designates the following student information as “Directory Information”:

The student’s full name, address (local and home/permanent), telephone number, campus electronic mail address, digitalized I.D. photograph, date and place of birth, major field of study, full-time or part-time status, class, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, anticipated date of graduation, degrees and awards received, and the most recent previous educational agency or institution attended by the student.

Students who want their directory information withheld from public disclosure must annually submit to the Office of the Registrar a Request to Withhold Information form, available from the [Office of the Registrar](#).

University of Denver Disclosure Policies

Academic and administrative offices at the University with a “legitimate educational interest,” as defined by FERPA, may receive all student data, including mailing labels, regardless of any restrictions. In addition, a student’s record may be released in compliance with a court order or subpoena, and student information may be released for health or emergency reasons.

University selection committees, which sometimes include students as committee members, will select students for membership in honor societies or for other awards or recognition. Students may request that students on selection committees not view academic record information.

Graduate School of Social Work Disclosure Policy

GSSW will not provide third parties with home addresses or telephone numbers of social work students. Response to requests, either by telephone or in person, will be, “I can take your name and number and ask the student to call you.” The same policy holds true for faculty and staff, unless they have authorized disclosure of this information. Students should be aware, however, that while GSSW will not disclose home addresses or telephone numbers of students, the University may do so. Students who do not want this information disclosed must submit the Request to Withhold Information form referenced above.

Student Role in Program Assessment

In order to ensure that the MSW program continues to meet the highest standards of excellence while meeting the needs of our students as well as the community we serve, GSSW takes the student role in program assessment very seriously. Students will be required to participate in program assessment throughout their degree program by completing a common assignment in required academic courses to be reviewed and evaluated by their course instructor through the common assignment assessment outcome tool.

Students are assessed throughout the curriculum to determine mastery of practice behaviors (foundation and advanced) related to core and advanced competencies for social work practice as outlined in the [CSWE Educational Policy of 2022](#).

The Office of Equal Opportunity/ADA Compliance

The Office of Equal Opportunity/Americans with Disabilities Act Compliance exists to assure that the University complies with our policies on discrimination, harassment, and retaliation and to promote full compliance with all federal, state, and local discrimination laws.

The Office of Equal Opportunity/ADA Compliance can assist you with:

- Consultation concerning issues of possible discrimination, harassment or retaliation;
- Filing a formal or informal complaint of discrimination harassment and/or retaliation;
- Assistance assessing and correcting a disability access problem;
- Reasonable accommodations for participants in university programs or activities;
- Assistance with religious accommodations;
- In conjunction with the Center for Multicultural Excellence, activities to improve the climate for diversity in your department or organization.

If you think you have experienced discrimination and would like to speak to the Office of Equal Opportunity you can contact them at 2199 S. University Blvd. Denver, Colorado 80208, (303) 871-7436. For more detailed information on DU's anti-discrimination policies, please visit [the Office of Equal Opportunity website](#).

GRADUATION AND COMMENCEMENT

Graduation Requirements

Degree Audit

It is the responsibility of the student to ensure that all degree requirements are met. Students are encouraged to track their progress on a regular basis using the Degree Audit in My4D. For detailed instructions on using the Degree Audit, please see [the Office of the Registrar's website](#). Questions regarding the degree audit should be directed to the GSSW Registrar.

Applying to Graduate

Application for graduation must be made no later than the seventh calendar day of the quarter before that of the anticipated graduation date (e.g., students planning to graduate at the end of Spring quarter must apply by the end of the first week of Winter Quarter). Students can apply for graduation electronically under the "Student Records" link in My4D.

Once a student submits their application, the GSSW Registrar will initiate a graduation check. Any changes made to the student's schedule or transcript following the graduation check may change the students' eligibility for graduation. Graduation may be after the Fall, Winter, Spring, or Summer Quarter, dependent upon when the student meets the following degree requirements:

- Residency: Be enrolled at GSSW for at least three quarters and earn a minimum of 45 credit hours at GSSW
- Grades: Maintain a grade point average of 3.0 or higher, excluding field practicum
- Credit hours: Students in the two-year program must earn 81 quarter hours, and those in the advanced standing program must earn 54 quarter hours; both requirements must be met within four years of the date of first enrollment
- Required courses: Complete concentration and other course requirements
- Field internship: Students must satisfactorily complete field internship requirements
- Advancement to candidacy: Advance to candidacy no later than one quarter before the expected date of program completion. Advancement is based on enrollment as a regular-status student, as well as satisfactory progress in coursework and field internship. In addition, students must exhibit satisfactory progress in the areas of professional attitude and behavior and ethical conduct. Students for whom there is a student review pending will not be advanced until the satisfactory resolution of that concern
- Application for graduation: Apply for graduation no later than the seventh business day of the quarter preceding that of intended graduation

Note: Students who receive a grade of incomplete or an in progress in internship in their final quarter of enrollment automatically defer the certification of their degree to the following quarter.

Please note that, although degrees can be certified in any academic quarter, formal commencement ceremonies are only held following Spring (June) and Summer quarters (August). Students who complete degree requirements in the Fall or Winter quarter will be eligible to participate in commencement exercises the following Spring.

Students who fail to achieve a minimum cumulative GPA of 3.0 when degree certification is verified will be notified by the GSSW Registrar and will be allowed to register for no more than 6 credit hours of additional coursework at GSSW in order to raise the GPA to 3.0. If the cumulative GPA remains at less than 3.0 at the end of the next quarter in which the student is enrolled, the student will be terminated from the program. The Office of Academic Affairs will notify the student in writing of the termination and the right to appeal the termination. If the student chooses to appeal, they will not be allowed to register for additional classes until a decision is granted.

Graduation candidates must fulfill all degree requirements including course assignments and field hours no later than the last day of the term in which they intend to graduate. Faculty cannot extend deadlines for submission of coursework past the last day of the term.

The final responsibility for completing all graduation requirements lies with the student. Students should review their online transcript and Degree Audit each quarter to ensure progress towards completion of degree requirements.

A delay of graduation fee of \$20 may be assessed for graduation candidates who do not graduate at the end of the academic term for which they applied. Students whose graduation term is delayed must submit a new application for graduation to be considered for the subsequent term.

Participation in Commencement Ceremonies

Commencement ceremonies at the University of Denver are held in June and August each year. GSSW students must complete all degree requirements before participation in commencement ceremonies.

In the following circumstances, students may request an exception to this policy:

- The student has five or fewer credits of “In Progress” in SOWK 4970 that will be completed by the end of the quarter, including summer session, following the commencement ceremony; or
- The student has registered for a block placement in SOWK 4970 and is within 200 clock hours (equal to five credits) of satisfactorily completing field; or
- The student has registered for an international experience course which will remain in progress until travel occurs after the end of the academic term.

Students must submit a request for an exception to the Office of Graduate Education (OGE) [using the exception form](#).

Students should note that participation in commencement ceremonies does not, in and of itself, indicate completion of degree requirements. The diploma will be conferred only after the GSSW Registrar certifies that all requirements for the degree have been completed.

Preparation for Post-Graduation

Job Search Readiness (<https://socialwork.du.edu/mswstudents/career-development>)

GSSW Career Services is committed to supporting your professional development throughout your time at GSSW and beyond. Through workshops, resources and online platforms, we will help you articulate your skills, knowledge and experiences gained at GSSW and present yourself as a well-prepared, competitive applicant in the social work job market.

All job postings that are received by GSSW Career Services are posted to the GSSW Job Board, PCO, and promoted in the Career Services student newsletter, the NAVIGATOR.

Office of Community Engagement (<https://socialwork.du.edu/events>)

The Graduate School of Social Work (GSSW), is serious about our role as a catalyst for social change in communities near and far. With topics that span social work and social justice interests, our events bring the University of Denver campus and broader community together to learn, grow, mobilize and drive change. These opportunities include continuing education offerings for post-graduate students.

Preparation for Licensure (<https://socialwork.du.edu/mswstudents/social-work-licensure>)

The process of obtaining a social work license can be intimidating. Understanding your state regulations is key to your success. GSSW provides students with information session and resources to help graduates navigate the licensure process.

Licensure is governed by state law, and the requirements differ from state to state. For information about requirements in Colorado, visit the website for the Colorado Department of Regulatory Agencies. The Colorado Chapter of NASW also has helpful information on licensure for social workers [on their website](#). For information about licensing requirements and procedures in other States, visit www.aswb.org, the website for the Association of Social Work Boards.

All licensure applications needing signatures or requests for letters verifying graduation should be submitted to the gsswregistrar@du.edu.

Please note: Students are strongly encouraged to save syllabi from all courses completed; these are often required by licensing boards in states other than Colorado, as well as by many prospective employers.

Provisional Special Services License for Colorado School Social Workers

Persons who are school social workers in Colorado must hold a Provisional Special Services License for School Social Work in Colorado, awarded by the Colorado Department of Education. For information about the license, students should visit [the website for the Colorado Department of Education](#).

Completion of SOWK 4715—School Social Work Interventions Strategies at GSSW meets CDE’s curricular requirements for school social work licensure. GSSW strongly recommends that students also take SOWK 4712 – Law of Family and Child, if possible, and do their field internship in school social work. Experience working with school-aged children is required for school social work licensure, but this experience does not necessarily have to be via the Social Work internship at GSSW.

Additionally, the State of Colorado requires documentation of at least 900 supervised hours of internship as follows:

Applicant must have successfully completed a supervised practicum of 900-clock hours, in the field of social work, which shall have been completed in a school, social service agency, mental health clinic or facility, and/or hospital setting, with:

- *at least one field experience of which shall have been completed with school age children/students;*
- *and which should enable the social worker to synthesize and apply a broad range of relevant knowledge and skills, and include opportunities to analyze, intervene, and evaluate, in ways that are highly differentiated, discriminating, and self-critical, and to refine their communication skills differentially, with a variety of client populations, colleagues, and members of the community.*

Students interested in school social work in states other than Colorado are encouraged to familiarize themselves with the requirements specific to that state to ensure that requirements are met in their choice of courses and internship.

GUIDELINES ON MSW STUDENTS PERFORMING PRIVATE INDEPENDENT PRACTICE OF PSYCHOTHERAPY OR COUNSELING CONCURRENT WITH THEIR GRADUATE EDUCATION

Policy

GSSW strongly discourages masters-level students from engaging in private independent practice of psychotherapy concurrent with their graduate education. Students who choose to practice psychotherapy with private clients during their graduate education assume sole responsibility for the care and treatment of these clients. GSSW, its faculty and staff, and the University of Denver assume no responsibility for the care and treatment of students' private practice clients. This policy statement and guidelines are not meant to prohibit or restrict students from agency employment in social work, mental health, or related human service organizations during their graduate education.

Definition of Terms

As used here, "private independent practice" refers to the delivery of psychotherapeutic services by a mental health practitioner on a fee-for-service basis, independent of a GSSW-approved agency structure, whether practiced as a sole endeavor or group enterprise, business partnership, or as an owner or employee of a professional service corporation. This includes private work done under the contract, auspices, and/or supervision of a psychotherapist or clinical social worker (whether licensed or unlicensed) in private practice.

Guidelines

For those MSW students who choose to see "private practice clients" while enrolled in GSSW, the following guidelines shall apply:

- The Colorado State Board of Social Work Examiners regulates the practice of social work, including prevention, assessment, diagnosis, and intervention with individual, family, group, organizational, and societal problems. In addition, the Colorado State Board of Registered Psychotherapists regulates the practice of psychotherapy by registered therapists. Students in private practice are expected to conform to all applicable Colorado laws and regulations [see C.R.S. 12-43-101 et seq.] and regulations of the Colorado State Board of Social Work Examiners and the Colorado State Board of Registered Psychotherapists. This, taking a jurisprudence examination or workshop, using a mandatory disclosure form with clients, and practicing only within their competency and training and within generally accepted standards of care. In addition, students are expected to practice according to the NASW Code of Ethics and the clinical standards determined by the social work profession.
- The name of the University of Denver Graduate School of Social Work may not be stated in conjunction with "MSW candidate," "social work candidate," or "social work intern" for the purposes of representing a student's competence or qualifications to engage in private practice, in advertising, or recruiting private practice clients.
- Students are prohibited from using private practice clients to fulfill any GSSW academic course or field education assignment. Students' private practice may not be used as a work site for field placement setting. GSSW faculty, staff, and field instructors will not supervise, either voluntarily or on a fee-for-service basis, students' clinical work with private practice clients. Students are prohibited from transferring or referring clients seen in a field placement agency or setting to their own private practice.
- In the event that a student receives a sustained violation of professional and ethical standards, legal violation, or judgment of professional misconduct or negligence which has occurred in the context of private psychotherapy practice, they shall notify the Associate Dean for Academic Affairs within five (5) working days of the determination.

that the complaint has merit. In the event the Associate Dean for Academic Affairs is absent or unavailable, the student shall notify their academic advisor and/or the Dean.

- As defined here, a sustained violation is an allegation or complaint which has been duly investigated and been determined to have merit by a court of law, state regulatory body, agency or organization, or a professional association's ethics committee or peer review committee. Evidence that a violation has been sustained includes termination of employment by an agency for unprofessional and/or unethical behavior, malpractice suit, ethical sanctions imposed by a professional association (e.g., NASW) for unprofessional and/or unethical behavior, any judgment or disciplinary action taken by the State Board of Social Work Examiners or the State Board of Registered Psychotherapists, and conviction for violation of Colorado laws regarding the practice of mental health.

Note: The titles "social worker," "registered social worker," "licensed social worker," "licensed clinical social worker," and "licensed independent social worker," and their abbreviations "RSW," "LSW," "LISW," and "LCSW," are legally restricted to only those persons who have successfully passed the state's licensing or registration process. The practice of psychotherapy by social workers is restricted to persons holding an LCSW or an LSW who are being supervised by a LCSW.

Students residing outside of Colorado are responsible for knowing and abiding by the relevant laws and regulations in their state. If students need assistance locating said laws, please contact GSSW Career Services.

CONTACT INFORMATION

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The University of Denver is an Equal Opportunity institution. It is the policy of the University not to discriminate in the admission of students, in the provision of services, or in employment on the basis of race, ethnicity, color, religion, sex, national origin, age, marital status, veteran status, sexual orientation, gender identity, gender expression or disability. The University complies with all applicable federal, state, and local laws, regulations and Executive Orders. Inquiries concerning allegations of discrimination based on any of the above factors may be referred to the University of Denver, Office of Diversity and Equal Opportunity, Mary Reed Building Room 310, 2199 South University Boulevard, Denver, CO 80208. Phone (303) 871-2585, fax (303) 871-7982.