



MSW

Student Handbook

Academic Year 2022-2023

MSW Student Handbook

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Welcome to the Austin Peay State University (APSU) Master of Social Work (MSW) Program.

The program is designed for the working professional, with some courses offered on-campus in the evening and others offered online. It can be completed on a full-time or a part-time basis.

The APSU-MSW program prepares students for Advanced Generalist Social Work Practice. We are frequently asked: What is Advanced Generalist Social Work? And, how does the Specialized Practice of Advanced Generalist impact the jobs for which I will be eligible? The advanced generalist specialized practice provides a generalist specialty area for the student. A clinical or direct practice specialized practice prepares students for clinical or direct service work with clients. An administrative specialized practice prepares students to provide indirect services. The advanced generalist specialized practice prepares students to work with both direct and indirect services.

Agency-based internships are a vital part of MSW students' learning. The APSU-MSW Program is pleased to be able to offer a wide variety of agencies that can serve as field education sites. Students complete 900 hours during their two internship experiences. Employment-based internships are encouraged for those already working in a social work setting, as long as a new learning experience can be provided.

As an MSW student, you will be encouraged to pursue your own interests and goals as well as those of the program in order to become an active and independent learner. Each member of the APSU-MSW faculty stands ready to assist you, and we look forward to establishing a team effort towards your social work education and social work career.

This handbook is intended to:

- acquaint prospective applicants with the MSW program
- serve as a reference for students
- supplement the university catalog

We look forward to working with you and getting to know you.

Faculty & Staff

APSU-MSW Program

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History of Social Work at Austin Peay

The Social Work Program at Austin Peay State University was created in 1976 in order to bring professional social work to the northern middle Tennessee region. In the past 26 years the program has succeeded in providing entry-level social work practitioners not only for the region, but also for the state, nation, and agencies abroad. The program offers students the Bachelor of Social Work degree and a Master of Social Work degree. The BSW Social Work Program is fully accredited by the Council on Social Work Education, receiving candidacy status in 1986, initial accreditation in 1989, and reaccreditation in 1993, 2003, 2010, and 2020.

The APSU-MSW Program entered candidacy for accreditation in fall 2009 as a collaboration with Middle Tennessee State University and Tennessee State University, with the admission of students to the full 60-hour program. Admission of advanced standing students began in fall Education (CSWE). As of fall 2021, we are proud to announce that Austin Peay will launch an independent MSW program. APSU Social Work Department is diligently completing the requirements to be fully accredited as an independent program.

Purpose of the Master of Social Work Program

The purpose of the APSU-MSW program is to develop competent, ethical professionals with the knowledge, values, and skills for effective practice with individuals, families, groups, organizations, and communities, and who can provide outstanding leadership in the field of social services.

Mission Statement

The mission of the APSU-MSW Program is to provide an educational experience focused on the historical commitment of social work to promote human and community well-being, social betterment, empowerment, and providing service to the most vulnerable in society, locally and globally. The program is focused on producing leaders who demonstrate and build upon the knowledge and skills of advanced generalist social work practice; who exemplify the values and ethics of the professions; and who are responsive to the need for services which promote human rights, social, economic, environmental, and political justice.

It is a mission of educating students to build on the strengths and resources of people and their environments, to engage in advocacy and use empowerment as a guiding principle toward achieving personal, interpersonal, social and economic justice. Educating graduates who value research and use a reasoned approach for assessing, intervening, and evaluating practice outcomes related to planned change forms a significant aspect of the programs' mission. The program seeks to increase the work force of generalist social workers engaging in accountable, empirically-based practice, knowledge building, and sharing of their own practice wisdom to advance the profession.

Program Goals

The goals of the APSU-MSW Program grow directly from its defined mission, the character of the region to be served, and the body of literature on the efficacy of the advanced generalist model for professional social work practice. To fulfill the above mission, the six goals of the APSU-MSW Program are:

1. To prepare a diverse student population for advanced generalist social work practice based on professional values and ethics to serve client systems of various sizes and types.
2. To promote the development of social policies and services to reduce the impact of poverty, oppression and discrimination.
3. To develop analytical skills and critical thinking that will encourage active participation in the development, evaluation, and improvement of social work knowledge and skills through research aimed at advancing social work practice.
4. To promote the development of a multiple theoretical orientation applicable across system sizes.
5. To provide an understanding of diversity and cultural competence with an emphasis on social justice, empowerment, and improving the well-being of people.
6. To socialize students to the profession of social work and the organizational environment through evidenced based practice.

Program Competencies

The program's mission and goals inform the design and organization of the curriculum. Courses in the foundation and specialized practice curricula contribute to students' achievement of the following competencies, which, in turn, advances the program's attainment of its goals.

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

The Advanced Generalist Model

Generalist practice is grounded in the liberal arts and the person-in-environment framework. To promote human and social well-being, generalist practitioners use a range of prevention and intervention methods in their practice with diverse individuals, families, groups, organizations, and communities based on scientific inquiry and best practices. The generalist practitioner identifies with the social work profession and applies ethical principles and critical thinking in practice at the micro, mezzo, and macro levels. Generalist practitioners engage diversity in their practice and advocate for human rights and social and economic justice. They recognize, support, and build on the strengths and resiliency of human beings. They engage in research informed practice and are proactive in responding to the impact of context on professional practice.

The APSU-MSW Program is predicated on two levels of professional social work preparation: foundation-level generalist social work practice and advanced generalist social work practice. The advanced generalist level is distinguished by adapting and extending the social work competencies, knowledge, values, and skills to engage, assess, intervene, and evaluate across all system levels. Advanced generalist practice is differentiated from generalist practice in that it includes the complexity of the problem and context of service provision, has enhanced technical abilities, and more sophisticated direct and indirect skills. It is demonstrated through increased complexity and range of knowledge, depth of analysis, and expertise in skills reflected in preparation for advanced practice roles. This program prepares students for advanced generalist social work practice.

Advanced generalist practice is practice that is autonomous, focused on public social service settings, and concerned with the enhancement of human well-being, diversity, and social justice, especially with children and families. Advanced generalist practitioners should be able to analyze and resolve more complex ethical and value conflicts, apply empirically-based interventions to micro, mezzo, and macro practice situations, and use research methods to evaluate their own practice and to contribute to the profession's knowledge base. Advanced generalist practitioners should be able to integrate knowledge, theories, and practice in such a way as to eventually model and instruct others in the profession.

The figure on the following page illustrates our Advanced Generalist Practice Model:

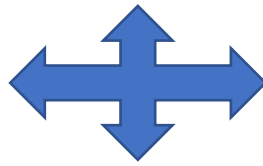
ADVANCED GENERALIST

- increased knowledge of theories & models for practice with individuals/families/groups/organizations/communities
- increased skills to address complex direct practice issues including individual/family/group techniques
- increased awareness of the needs, potentials, and influences of systems of public social services
- increased ability to use, engage in, and analyze theoretical & practice research and evaluation
- abilities to conduct discipline and systematic eclectic practice via extrapolation, synthesis and refinement of generalist competencies
- increased skills to address complex indirect practice issues including supervision/administration/policy practice and program evaluation
- increased capacity to build or link scarce resources in the environment
- added emphasis on client system strengths and empowerment

FOUNDATION GENERALIST

PERSPECTIVE

- Ecosystems perspective
- Openness in theory & methods
- Indirect & direct intervention
- Client centered perspective
- Evidence based practice
- Commitment to democracy, humanism, & empowerment



COMPETENCIES

- Ethics & Professionalism
- Diversity & Difference
- Human Rights & SEEJ
- Practice/Research Continuum
 - Policy Practice
- Engage with IFGOC
 - Assess IFGOC
 - Intervene IFGOC
- Evaluate IFGOC

LIBERAL ARTS

- Self-Awareness
- Valuing Others
- Cultural Literacy
- Appreciation of Arts
- Communication Skills
- Understanding social change & gov't

Admission to the APSU-MSW Program

To be admitted to the APSU-MSW program, individuals must first apply for admission to the College of Graduate Studies. <https://www.apsu.edu/grad-studies/apply-admission.php>.

Individuals must also submit a separate application to the Department of Social Work. Information about the application process is available online at: <https://www.apsu.edu/socialwork/mastersofsocialwork/>

The Department of Social Work application for the MSW Program consists of:

- A completed MSW Application Form, which includes a personal statement.
- Three (3) reference forms to be completed by professionals who can address the applicant's interest in social work, potential for successfully completing a master's program, and potential for professional social work practice.

Applicants interested in obtaining Advanced Standing must have: a) completed a Bachelor of Social Work degree from a CSWE-accredited program, and b) attained a minimum social work cumulative GPA of 3.00 in their undergraduate course work. International students who hold a baccalaureate degree from a social work program outside the U.S. must have their transcript reviewed by CSWE for a determination of equivalency.

Applicants should be aware that, consistent with CSWE standards, the APSU-MSW Program does not grant academic credits for life, volunteer, or work experience.

Applicants who have successfully completed graduate coursework at an accredited college or university in a discipline other than social work may be able to transfer up to nine (9) credits of elective coursework.

Those who have successfully completed graduate coursework in social work at a program accredited by CSWE should contact the Department of Social Work at their home campus for information on transferring credits.

Advisement Policies and Procedures

Student advisement is an important component of the APSU-MSW Program. The purposes of advisement are to:

- Advise the student through the process of obtaining a MSW degree.
- Work with the student around any academic problems that may arise.
- Assist the student in exploring possible directions for his or her professional career.

Once admitted, students are assigned to an academic advisor who is a faculty member. Faculty advisors will have posted office hours during which they are available to meet with students for advisement. They may also be contacted by phone or email.

Financial Aid

A number of loan programs are available to eligible students. Individuals also may qualify for the federal work-study program. A limited number of graduate scholarships, assistantships, and fellowships may be available. General information about financial aid alternatives can be found online at:

<https://www.apsu.edu/grad-studies/graduate-assistantships-financial-support/financial-aid-scholarships.php>

Curriculum Design

The APSU-MSW Program's curriculum prepares students to engage in advanced generalist social work practice. The curriculum is designed so that by the time student's graduate they will have acquired the knowledge, skills, and professional values to allow them to meet the needs of the region and enhance human well-being, diversity, and social justice through developing and improving systems of public social services, especially for children and families. Classroom and field-based learning reinforce each other, allowing students to develop the competencies required of advanced generalist social work practitioners.

The first 30 credits of the APSU-MSW Program's curriculum constitute students' foundation education experience. Foundation-level courses and field education equip students with the knowledge, skills, and professional values that form the core of generalist social work practice. The advanced generalist specialized practice curriculum, which entails 30 credits, builds on students' foundation learning and offers more advanced course work and field education experiences.

Students admitted to the APSU-MSW Program with advanced standing are given credit for the foundation curriculum's course and field education requirements. Advanced standing students complete the course and field education requirements of the 30-credit specialized practice curriculum.

Students without advanced standing who enter the program with a strong background in content covered by certain foundation courses have the option of taking an examination to be exempt from those courses. Exemption from a foundation course is by examination only, and exemption exams are only available for specific courses. Exemption from a foundation course does not reduce the number of credits a student must complete to satisfy the requirements for the MSW degree; additional elective coursework can be taken to satisfy the 60 credits needed for graduation.

Registration for MSW courses is by permission of the department. The specific courses that make up the Foundation and Specialized Practice curricula are described below.

Foundation Courses

(Foundation courses are restricted to students admitted to the MSW Program)

SW 6000 MSW Practice I (3 hours)

A social work methods course designed to enable the student to understand and apply social work methods within the context of the generalist perspective with individuals and families. Prerequisite: Admission to MSW Program

SW 6010 Human Behavior and the Social Environment (HBSE) (3 hours) (online delivery)

An introduction to the theories and knowledge of the human bio-psycho-social development including theories and knowledge about the range of social systems in which individuals live (families, groups, organizations, agencies, and communities). Prerequisite: Admission to MSW Program

SW 6020 Research I (3 hours)

This is a basic research and statistical methods course, utilizing research in general inquiry and practice evaluation in social work with the generalist perspective.

Prerequisite: Admission to MSW Program

SW 6030 Social Welfare Policy and Services (3 hours) (online delivery)

The historical development, philosophical orientation, and analysis of U.S. social welfare policy and services, including the global context. Prerequisite: Admission to MSW Program

SW 6100 MSW Practice II (3 hours)

A social work methods course designed to enable the student to understand and apply social work methods within the context of the generalist perspective with groups, agencies, and communities. Prerequisites: MSW Practice I & HBSE

SW 6110 Social Justice & Equity for Multicultural Populations (3 hours) (online delivery)

An overview of the professional commitment of social work to oppressed peoples.

Prerequisite: HBSE

SW 6120 Research II (3 hours)

An advanced discussion of program evaluation strategies and single system design issues. The student will conduct a research project. Prerequisite: Research I

SW 6130 Practicum IA (3 hours)

A 200-hour field practicum experience within the generalist perspective. May be taken concurrently with Practicum IB. Prerequisites: MSW Practice I, HBSE, Research I, & Policy

SW 6140 Practicum IB (3 hours)

A 200-hour field practicum experience with the generalist perspective. May be taken concurrently with Practicum IA. Prerequisites: MSW Practice I, HBSE, Research I, & Policy.

Specialized Practice Courses

(Students must have taken their Foundation courses or been admitted with Advanced Standing)

SW 6200 Advanced Practice with Individuals (3 hours)

Advanced practice with individuals including client system assessment, intervention, and evaluation. Prerequisites: Practicum IA (SW 6130) & IB (SW 6140) OR Advanced Standing admission

SW 6210 Advanced Practice with Families (3 hours)

Advanced practice with families including client system assessment, intervention, and evaluation. Prerequisites: Practicum IA (SW 6130) & IB (SW 6140) OR Advanced Standing admission

SW 6220 Advanced Group Practice (3 hours)

Advanced practice with groups including client system assessment, intervention, and evaluation. Prerequisites: Practicum IA (SW 6130) & IB (SW 6140) OR Advanced Standing admission

SW 6230 Advanced Macro Practice (3 hours)

Advanced practice with organizations and communities including system assessment, intervention, and evaluation. Prerequisites: Practicum IA (SW 6130) & IB (SW 6140) OR Advanced Standing admission

SW 6240 Social Policy Analysis (3 hours) (online delivery)

A study of the design, implementation, and analysis of social policies and their impact on social work practice. Prerequisites: Practicum IA (SW 6130) & IB (SW 6140) OR Advanced Standing admission

SW 6300 Empirical Social Work Practice (4 hours)

A seminar in the integration of theoretical perspectives and the application of research findings and empirical outcome evaluation techniques to advanced generalist social work practice. Prerequisites: Advanced Practice with Individuals, Advanced Practice with Families OR Advanced Group Practice, Advanced Macro Practice, & Social Policy Analysis

SW 6310 Practicum IIA (4 hours)

A 250-hour field practicum experience. May be taken concurrently with Practicum IIB. Prerequisites: Advanced Practice with Individuals, Advanced Practice with Families OR Advanced Group Practice, Advanced Macro Practice, & Social Policy Analysis

SW 6320 Practicum IIB (4 hours)

A 250-hour field practicum experience. May be taken concurrently with Practicum IIA. Prerequisites: Advanced Practice with Individuals, Advanced Practice with Families OR Advanced Group Practice, Advanced Macro Practice, & Social Policy Analysis

Elective Courses

SW Electives (Special Topics) (3 hours) (online delivery) These courses include the following courses: SW: 5100, 5110, 5120, 5130, 5140, 5150, 5160, 6410, 6420, 6430, 6440, 6450, 6460, 6470, 6490, 6500, 6510, 6520, 6530. These courses may be repeated for a maximum of 15 hours but the hour count will be AVERAGED into the GPA not replacing the GPA after the first repeated course.

SW 6400 Independent Study (3 hours)

Independent study allows a student to develop more fully an area of his or her particular interest. Topics for intensive study are chosen in joint consultation between the student and the instructor.

Degree Plan – Program of Study

Full-Time Program **MSW FOUNDATION, 30 SEMESTER HOURS**

FIRST YEAR:

Fall	Hours	Spring	Hours	Summer	Hours
SW 6000 MSW Practice I	3	SW 6100 MSW Practice II	3	<i>Optional</i>	
SW 6010 HBSE (online)	3	SW 6110 Social Justice (online)	3	Special Topics (online)	3
SW 6020 Research I	3	SW 6120 Research II	3	<i>Optional</i>	
SW 6030 Policy (online)	3	SW 6130 Practicum IA (200 hrs)	3	SW 6140 Practicum IB (200 hrs)	3
Special Topics (online)	3	SW 6140 Practicum IB (200 hrs)	3		
	<i>Total 15 hours</i>		<i>Total 15 hours</i>		<i>Optional Total 6 hours</i>

MSW SPECIALIZED PRACTICE IN ADVANCED GENERALIST PRACTICE, 30 SEMESTER HOURS

SECOND YEAR:

Fall	Hours	Spring	Hours	Summer	Hours
SW 6200 Adv. Practice w Individuals	3	SW 6300 Empirical SW Practice	4	<i>Optional</i>	
SW 6210 Advanced Practice w Families		Special Topics (online)	3	Special Topics (online)	3
OR		SW 6310 Practicum IIA (250 hrs)	4	<i>Optional</i>	
SW 6220 Advanced Groups	3	SW 6320 Practicum IIB (250 hrs)	4	SW 6320 Practicum IIB (250 hrs)	4
SW 6240 Social Policy Analysis (online)	3				
SW 6230 Advanced Macro Practice	3				
Special Topics (online)	3				
	<i>Total 15 hours</i>		<i>Total 15 hours</i>		<i>Optional Total 7 hours</i>
					FOR SUMMER GRADUATES

PART-TIME PROGRAM MSW FOUNDATION, 30 SEMESTER HOURS

Fall - First Year	Hours	Spring - First Year	Hours	Summer - First Year	Hours
SW 6000 MSW Practice I	3	SW 6100 MSW Practice II	3	Special Topics (online)	3
SW 6010 HBSE (online)	3	SW 6110 Social Justice (online)	3		
	<i>Total 6 hours</i>		<i>Total 6 hours</i>		<i>Total 3 hours</i>
Fall - Second Year	Hours	Spring - Second Year	Hours	Summer - Second Year	Hours
SW 6020 Research I	3	SW 6120 Research II	3	SW 6140 Practicum IB (200 hrs)	3
SW 6030 Policy (online)	3	SW 6130 Practicum IA (200 hrs)	3		
	<i>Total 6 hours</i>		<i>Total 6 hours</i>		<i>Total 3 hours</i>

PART-TIME PROGRAM (cont.)

MSW SPECIALIZED PRACTICE IN ADVANCED GENERALIST PRACTICE, 30 SEMESTER HOURS

Fall - First Year	Hours	Spring - First Year	Hours	Summer - First Year	Hours
SW 6200 Adv. Practice w Individuals	3	Special Topics (online)	3		
SW 6240 Social Policy Analysis (online)	3	Special Topics (online)	3		
	<i>Total 6 hours</i>		<i>Total 6 hours</i>		
Fall - Second Year	Hours	Spring - Second Year	Hours	Summer - Second Year	Hours
SW 6210 Advanced Practice w Families		SW 6300 Empirical SW Practice	4	SW 6320 Practicum IIB (250 hrs)	4
OR		SW 6310 Practicum IIA (250 hrs)	4		
SW 6220 Advanced Groups	3				
SW 6230 Advanced Macro Practice	3				
	<i>Total 6 hours</i>		<i>Total 8 hours</i>		<i>Total 4 hours</i>
				<i>Part Time Students are Summer Graduates</i>	

Admission to Field

Field education is the signature pedagogy of professional social work education. During their field practicum, MSW students have the opportunity to apply what they are learning in the classroom to real world situations. They also can bring their field practicum experiences back to the classroom for reflection, examination, analysis, and synthesis.

Students who enter the MSW Program without advanced standing complete two field experiences: a 6-credit foundation placement (400 hours) and an 8-credit advanced generalist practice placement (500 hours). Students who enter with advanced standing complete a single, 8-credit advanced generalist practice placement (500 hours). In addition to agency-based supervision, a faculty member serves as a liaison between the program and the placement to foster the integration of field and classroom learning.

Students should be aware that, consistent with CSWE standards, the APSU-MSW Program does not grant academic credits for life, volunteer, or work experience or for graduate-level internship experiences completed in a field or discipline other than social work.

Orientation to the APSU-MSW Program's field education component is provided to students each fall semester. For further information on field education policies and procedures, including a listing of the specific criteria to be met before beginning a field placement, see the *Field Education Manual*.

Admission to Candidacy

Degree-seeking students admitted to a graduate program must complete the Admission to Candidacy/Program of Study/Committee Assignment form by the end of the first semester (excluding summer terms), regardless of the number of hours in which the student has enrolled. The student's completed Admission to Candidacy/Program of Study/Committee Assignment form must be electronically scanned (at the departmental level) and submitted to the Graduation Coordinator in the Registrar's Office.

All forms must be approved by the student's graduate committee and/or Department Chair. Candidacy packets are available in the academic departments or from the College of Graduate Studies website at <https://www.apsu.edu/grad-studies/current-students/graduate-student-forms.php>.

If the form is not completed and submitted by the end of the first semester (excluding summer terms), a hold will be placed on the student's registration by the Registrar's Office. The College of Graduate Studies will lift the hold when an email notification is received from the Registrar's Office, indicating that the Admission to Candidacy/Program of Study/Committee Assignment form has been submitted. The required form is available at https://www.apsu.edu/grad-studies/current-students/POS_REV2020.pdf.

Comprehensive Examination

As a non-thesis program, the culminating experience for the MSW Program will be a written comprehensive examination. The comprehensive examination will be completed in the student's final semester of study, and will incorporate both the application of research and the integration of classroom and field-based learning experiences. Information about the comprehensive exam will be provided in the SW 6300 Empirical Social Work Practice course.

Graduation Requirements

APSU-MSW Policy #1.9. To qualify for graduation, MSW students must complete all of this program's course and field education requirements and have a cumulative GPA of 3.00 or higher.

Students preparing for graduation should ensure the following forms and requirements have been completed:

- The student must have submitted a Graduate Program of Study to the Office of the Registrar which has been reviewed and approved by all members of the student's Graduate Advisory Committee, department chair, academic dean, and graduate dean prior to the completion of the first semester.
- The student has applied for graduation during the term prior to the one in which they plan to graduate by the deadline dates published the Office of the Registrar website.
- The student has completed all required course work.
- The student has completed comprehensive examinations, special projects, recitals, performances, internships, etc., if applicable.
- The student has completed thesis, research project, research literacy paper, or field study report, if applicable.
- The department has submitted completed Verification of Research and/or Oral/Written Exam Completion Form to the College of Graduate Studies Office to confirm completion of this requirement (if applicable).
- Students may contact the Office of the Registrar with questions regarding graduation requirements.

Grad Gala

Each semester APSU hosts Grad Gala, an event to aid students in ensuring they are prepared for the commencement ceremony in their term of graduation. Check the Academic Calendar and watch your student e-mail account for information on dates and times. On-campus students

may attend the event and speak with the present offices in preparation for graduation. Students who are unable to attend may find the offices below beneficial to contact:

- The Office of the Registrar may answer questions concerning completion of degree requirements, honors, diplomas and transcripts.
- Student Account Services may answer questions related to outstanding account balances.
- The Cashier's Window may answer questions regarding and accept payment of student graduation fee.
- The Office of Career Services may answer questions about job search assistance, transitioning from academics into the workforce, résumé writing and mock interview opportunities.
- The Office of Student Financial Aid and Veterans Affairs may answer questions regarding financial concerns such as loan repayment, etc.
- The Office of Enrollment and Student Achievement may answer questions about commencement or Grad Gala.

Student Participation

The APSU-MSW Program fully supports students' rights and responsibilities to formulate and modify policies affecting academic and student affairs. MSW students are encouraged to be full participants in exercising the rights and responsibilities available to them at the university, as outlined in the *Graduate Bulletin*:

<http://catalog.apsu.edu/index.php>

The APSU-MSW program also encourages, and will facilitate, students organizing in their own interests. To further the goal of student participation in the development of Social Work Department policies, student liaisons and student representatives will be selected as follows:

Faculty Meetings

Students will be invited from the Student Advisory Committee to represent the MSW student body and serve as liaison between social work students and social work faculty. Social work faculty may choose to select additional student(s) to serve as student liaisons. The liaison(s) will be non-voting participants at social work department faculty meetings and will have a scheduled time on the agenda to share ideas, information, and potential concerns from student organizations and the student body. As with the Student Advisory Committee per se, this will not serve as a time for student liaisons to share grievances or particular micro concerns. The department already has a method for handling such situations. Student liaisons will be excused from the discussion at faculty meetings when the faculty address confidential issues.

Social Work Advisory Committee

An MSW student will be selected by the social work student organization to be a student representative on the Social Work Student Advisory Committee. One of the elected students

should be in her or his foundation studies, while the other two should be students in the specialized practice. Student representatives will be a full participant in board activities.

Grade Appeal

Students may appeal final course grades entered in the fall semester no later than 30 calendar days after the start of the following spring semester. The informal discussion with the instructor and Department Chair or Director must be the first step toward resolution. Students may appeal final course grades entered for the spring, Maymester, and summer semesters no later than 30 calendar days after the start of the following fall semester. If the deadline date falls on a weekend or holiday, then the deadline shall be the next business day.

The formal, written appeal to the Department Chair or Director must be filed by the 30-day deadline. Once a degree has been posted to the transcript, the academic record is deemed complete and changes will not be made to grades earned prior to the posted degree. Review the Academic Grievance Policy section in the Student Handbook for appeal procedures.

The purpose of the University's Student Course Grade Appeal policy is to hear students' grievances about the assignment of course grade(s) or the method(s) of evaluation. The decisions and deliberations of chairs, deans, and committees within this process shall be governed by the following overriding principle: Unless it can be clearly shown that the faculty member has assigned a grade to the student in an arbitrary manner, or unless it can be clearly shown that the grade assignment was capricious or prejudicial in some way, then the faculty member's grade assigned to the student shall stand. APSU Policy 2:040

<https://apsu.navexone.com/content/dotNet/documents/?docid=99&public=true>

Repeating a Course

A single graduate level course may be repeated one (1) time with the new grade earned replacing the older grade for the purpose of the GPA calculation. However, all grades earned in all courses will be listed on the student's transcript. After one (1) course is repeated and the original grade replaced by the newly repeated course grade earned, all future grades earned in repeated courses will be averaged for the purposes of GPA calculations. Only the grades of C, D, F, FN, and FA are eligible to be repeated. To initiate a grade replacement, the student must complete and submit a Graduate Course Repeat/Grade Replacement Request form.

Academic Status and Graduate Appeal Processes

The academic status of a student is denoted by one of four conditions:

- Good Standing
- Academic Probation
- Academic Suspension
- Academic Dismissal

Students who fail to meet prescribed academic standards are subject to disciplinary action. Official notification of academic probation, academic suspension or academic dismissal is sent to students at the end of the fall and spring semesters, summer terms, or Fort Campbell terms.

At such time a student's academic performance becomes deficient, he or she is placed on probation. When established standards are met, probationary status is removed. However, a second deficiency in academic performance will result in a one semester suspension, after which a student is eligible to appeal for readmission. Should a third deficiency in academic performance occur, then a full year suspension will be enforced, after which the student is eligible to appeal for readmission. Should more than two suspensions occur, the student will be dismissed from the graduate program and the College of Graduate Studies.

Graduate Academic Appeals Committee

Charge: The Graduate Academic Appeals Committee is a sub-committee of the Graduate Academic Council (GAC). The committee makes decisions on student appeals when the student has an academic standing of "suspension" or is requesting a time extension to complete their degree; the student appeal is requesting admission back into the College of Graduate Studies and/or is requesting more time to complete their degree.

Membership: The Graduate Academic Appeals Committee is chaired by the Associate Dean of the College of Graduate Studies and is comprised of five members of the GAC. The membership is voluntary and members are solicited through the GAC meetings.

Appeals process. Students who are placed on academic suspension and are seeking readmission following suspension, or are seeking a time extension to complete their degree requirements will have to follow the steps outlined below:

1. Complete a [re-admit application](#) to the program they are seeking readmission.
2. Complete a [Graduate Academic Appeals](#) form and send it to gradstudies@apsu.edu; include "Graduate Academic Appeals" in the subject line.
3. The College of Graduate Studies will send the graduate academic appeals form, a copy of the student transcript, and the [graduate appeal worksheet](#) to the graduate coordinator and/or chair of the department the student is seeking readmission.
4. The graduate coordinator and/or department chair will speak with the student regarding the appeal and discuss a plan to graduation. The graduate coordinator and/or department chair will also discuss the grades necessary to increase their cumulative GPA to at least a 3.0.
5. The graduate coordinator and/or department chair will complete the graduate academic appeals form and the graduate appeal worksheet and send them back to the College of Graduate Studies.
6. The College of Graduate Studies will then send the graduate academic appeals form, the graduate appeal worksheet, and the student transcript to the Associate Dean of the College of Graduate Studies (chair of committee). The Associate Dean (chair) will review the appeal to ensure that everything is correct.

7. The Associate Dean (chair) will forward (via email) the graduate academic appeals form, the graduate appeal worksheet, and the student transcript to the Graduate Academic Appeals Committee. The Associate Dean (chair) will request that all decisions be made within 4 days.
8. The Graduate Academic Appeals Committee will send decisions to the Associate Dean (chair) via email.
9. Once a decision has been made the Associate Dean (chair) will send the decision to the College of Graduate Studies and the student will be notified via email.

Grievance Procedure

Any student who is dissatisfied with his or her treatment in any academic situation (except grades) that may occur in the APSU-MSW Program may have his or her grievance addressed by utilizing the following grievance procedure:

1. The student discusses the issue with the faculty member(s) with whom there is a difference.
2. If the issue remains unresolved, the student should contact the Chair of the Department of Social Work.
3. If there is still no resolution, the student should prepare a written statement addressed to the MSW Review Committee. The statement should provide the committee with all relevant information about the issue or problem, and the steps the student has taken to obtain a resolution of the problem.
4. Upon receipt of the student's statement, the Committee will meet to consider the issue or problem. The Committee will accept written statements from any involved faculty member. The Committee will prepare a written report with recommendation(s) for resolution. Membership of the committee will include all social work faculty from student's home campus as well as the MSW Program Coordinator; excluded from the Committee will be the Department Chair and the faculty member with whom the student has a dispute.
5. The Committee will send the report to the Department Chair for appropriate action.
6. The student, if not satisfied, may confer with the Chair of the Department of Social Work and with the Dean of the Graduate College.

Counseling Out

"Counseling out" is a term used to describe discontinuing a student's enrollment in the APSU-MSW Program. In most cases, the decision to discontinue a student in the program is considered permanent. In certain circumstances, a student may be counseled out with specific remedial steps to be taken before formal re-application to the program may be made.

Students can be counseled out for failure to meet academic standards, the conditions of academic probation, or for behavior that violates university, practicum agency, or professional standards.

Students have the right to appeal the counseling out decision through the identified grievance procedures of the university.

Academic Integrity

MSW students are expected to be intellectually honest and forthright in their academic and field placement activities. All work MSW students complete for all courses should be their own. MSW students are expected to give credit to the sources used in their work by including appropriate citations and identifying direct quotations with quotation marks and providing complete reference information. Academic misconduct includes the following behaviors: plagiarism, cheating, fabrication, or facilitating any such act. The following definitions apply:

(1) Plagiarism. The adoption or reproduction of ideas, words, statements, images, or works of another person as one's own without proper acknowledgment.

(2) Cheating. Using or attempting to use unauthorized materials, information, or study aids in any academic exercise. The term academic exercise includes all forms of work submitted for credit or hours.

(3) Fabrication. Unauthorized falsification or invention of any information or citation in an academic exercise.

(4) Facilitation. Helping or attempting to help another to violate a provision of the institutional code of academic misconduct.

Issues of academic integrity and compliance can be found in APSU Policy 3:005
<https://apsu.navexone.com/content/dotNet/documents/?docid=120&public=true>

Student's Rights and Responsibilities

The APSU-MSW Program is committed to ensuring that MSW students are treated fairly and with respect and dignity during their graduate education. Students deserve to have their work evaluated in a non-biased and timely fashion. They should receive appropriate recognition for their contributions to work they do with faculty members. No student in the APSU-MSW Program should be subject to bias or discrimination on the basis of race, ethnicity, gender, age, religion, sexual orientation, or disability.

Conversely, APSU students are citizens of the local community, state, nation, and academic community. They are, therefore, expected to conduct themselves as such at all times. Admission to the University carries with it special privileges and imposes special responsibilities apart from those rights and duties enjoyed by non-students. In recognition of the special relationship that exists between the institution and the academic community which it seeks to serve, the Board of Trustees has authorized the president to take such action as may be necessary to maintain campus conditions and preserve the integrity and educational environment of the institution.

A complete statement of students' rights and responsibilities can be found at:

<https://www.apsu.edu/handbook/student-code/student-rights.php>

Reasonable Accommodations for Students with Disabilities

In accordance with the Americans with Disabilities Act (ADA) of 1990, as amended and the Rehabilitation Act of 1973, Section 504, no qualified person will be denied access to, participation in, or the benefits of, any program or activity operated by Austin Peay State University (APSU) because of disability.

Any student who has a disability that may affect their academic performance is encouraged to make an appointment with their professor to discuss the matter, or they may contact Disability Services. To register with the university for accommodations, contact:

Office of Disability Services
Austin Peay State University
Morgan University Center 114
Clarksville, TN 37044
931-221-6230 (Voice)/931-221-6278 (TTY)

Reporting of Unofficial Withdrawals

Federal regulations require that students who cease class attendance but do not officially withdraw from the University must be reported so that future financial aid will cease and/or the student will be required to return funds. Discontinuing class attendance without officially dropping or withdrawing from the University will be an unofficial withdrawal, and the student will retain financial obligation. Failure to drop a class via AP One Stop will result in the grade of "F" "FA" or "FN." Therefore, during the term, the instructor is required to complete a roster indicating those students who have stopped attending class without officially withdrawing.

Non-Discrimination Policy

The APSU-MSW program makes specific and continuous efforts to provide a learning context in which respect for all persons and understanding of diversity (including age, class, color, culture, disability, ethnicity, family structure, gender, marital status, national origin, race, religion, sex, and sexual orientation) are practiced. Social work education builds upon professional practice and values; therefore, the APSU-MSW Program provides a learning context that is nondiscriminatory and reflects the profession's fundamental tenets. The learning context, the educational program (including faculty, staff, and student composition; selection of agencies and their clientele as field education settings; composition of program advisory or field committees; resource allocation; program leadership; speakers' series, seminars, and special programs; research and other initiatives), and the program's curriculum model understanding of and respect for diversity.

Austin Peay State University (APSU) does not discriminate against students, employees, or applicants for admission or employment on the basis of race, color, religion, creed, national origin, sex (including pregnancy), sexual orientation, gender identity/expression, disability, age, status as a protected veteran, genetic information, or any other legally protected class with respect to all employment, programs and activities sponsored by APSU. Inquiries or complaints

regarding the non-discrimination policies, including Title IX complaints, should be directed to the following people:

LaNeeca R. Williams

Chief Diversity Officer and Title IX Coordinator

Phone: 931-221-7690

Email: williamlr@apsu.edu

Sheila M. Bryant

Director – Equal Opportunity & Affirmative Action

Title VI/ADA Coordinator and Deputy Title IX Coordinator

Phone: 931-221-7178

Email: bryantism@apsu.edu

Policy on Harassment

Harassment is conduct that is based on a person's race, color, religion, creed, ethnic or national origin, disability, age as applicable, status as a protected veteran, genetic information, or any other category protected by federal or state civil rights law, that

- adversely affects a term or condition of an individual's employment, education, participation in university activities or living environment.
- has the purpose or effect of unreasonably interfering with an individual's employment or academic performance or creating an intimidating, hostile, offensive or abusive environment for the individual; or
- is used as a basis for or a factor in decisions that tangibly affect that individual's employment, education, participation in the university's activities or living environment.

Sexual, racial or other forms of harassment have no place in a university community. For more information contact:

Office of Equity, Access and Inclusion
416 College Street, Room 116
Clarksville, TN 37044
Office: 931-221-7690

Access to Educational Records

Students have the right to inspect, review and obtain a copy of their education records. Exceptions and the procedures may be found in university policy 1:020 Confidentiality of Student Records

<https://apsu.navexone.com/content/dotNet/documents/?docid=295&public=true>

Exceptions to APSU-MSW Program Policies

Exceptions to APSU-MSW Program policies are rare; however, in unusual situations students may seek an exception by submitting a request in writing. Students who do not meet admission requirements, course prerequisites, or other stated conditions may appeal the decision in

writing. A request or appeal for an exception, which is made by the student, should include a statement as to why the student believes her or his case is exceptional and merits additional consideration.

Student and Professional Organizations

MSW Student Organization

Students are organized to provide representatives to the Faculty meetings and to the Advisory Board meetings.

National Association of Social Workers (NASW) <http://www.socialworkers.org/>

NASW is the national organization for professional social workers with over 150,000 members and 56 chapters throughout the United States and abroad. The organization has programs in professional development, standards, and action. It seeks to achieve sound social policy affecting those who are served. Its activities and membership services are structured to help all social workers to advance their practice in the field of helping people. The organization is committed to a high standard of practice and guides its members to this standard through the Code of Ethics (<https://www.socialworkers.org/About/Ethics/Code-of-Ethics>). NASW meetings are held annually, both on the national and state levels. Local branch meetings are held monthly. Low student membership rates are offered for those pursuing an education in the field of social work. Liability insurance, sometimes required during a student's practicum semesters, may also be obtained from NASW. Members of NASW also receive the professional journal *Social Work*, which is committed to improving practice and extending knowledge in social work and social welfare. The journal is published bimonthly and is indexed/abstracted in: *Criminal Justice Abstract*, *Social Citation Index*, *Social Work Research and Abstracts*, *Social Sciences Index*, and various other publications.

National Association of Black Social Workers (NABSW) <http://www.nabsw.org/>

NABSW is the national organization established in 1968 specifically to address social issues that affect the social, economic, psychological, and physical well-being of the Black community. There are chapters across the U.S., as well as in the Caribbean and Africa. Through participation in NABSW's national and international conferences, social workers can stay connected with each other and stay informed on state-of-the-art practice approaches and ideas. NABSW is a rich source of professional and cultural resources to help social workers in reaching their full potential in the profession and in enriching the lives of those with whom they work. Students are encouraged to become members and to form student chapters; NABSW's Office of Student Affairs is available to facilitate students' participation.

International Federation of Social Workers (IFSW) <http://www.ifsw.org/>

The International Federation of Social Workers brings together social workers and their professional organizations from around the globe. The organization works to foster social justice, social development, and international cooperation. It strives to identify and disseminate

information about best practices. It is committed to enhancing the profession of social work. Each year, the organization holds a thematically-focused annual meeting.

Tennessee Conference on Social Welfare (TCSW) <http://www.tcsw.org/>

The TCSW grew out of the activities of reform leaders at the beginning of the 20th century. Originally called the Tennessee Conference on Charities and Corrections, the TCSW celebrates its 100th anniversary in 2013. Today the TCSW is statewide organization composed of six regional networks that focus on a variety of topics. The organization engages in advocacy, and educational activities directed at “improving the social and economic well-being of Tennesseans.” Regular training sessions on issues related to public policy and service effectiveness are offered across the state. In addition to its annual conference, the TCSW also holds regional conferences.

Council on Social Work Education (CSWE) <http://www.cswe.org/>

CSWE is a national nonprofit organization that was established in 1952. Its membership includes individuals as well as undergraduate and master’s-level social work programs. CSWE is the accrediting body for social work educational programs. The organization also engages in research on the profession, especially those issues that relate to professional social work education. CSWE publishes the *Journal of Social Work Education*; the CSWE Press publishes book relevant to social work education, including textbooks for classroom use. CSWE holds an annual meeting that offers social worker academics a chance to learn about new research and instructional methodologies.

Society for Social Work and Research (SSWR) <http://www.sswr.org/>

SSWR was established in 1993 to promote the engagement of practicing social workers, social work academics, and social work students in research. SSWR is dedicated to fostering the well-being of people and communities through the conduct of research and the application of research findings. At each year’s annual meeting, excellence in faculty and doctoral student research is acknowledged.

Social Work Advisory Board

A board of community social service professionals serves in an advisory capacity to the APSU Social Work Department, providing current professional community input to the programs. Community members advise APSU-MSW Program faculty on needs, trends, and issues of particular relevance to the local area. Community members are brought together across sites to provide guidance on the development and delivery of the program overall.

Appendix A

APSU MSW Policies

Policy #1.1 -- Credit for Life, Volunteer, or Employment Experience

Academic or field education credit shall not be granted by the Austin Peay State University Master of Social Work Program for life, volunteer, or employment experience.

Policy #1.2 -- Advanced Standing

Advanced Standing is defined as the awarding of academic credit toward a MSW degree for prior baccalaureate course and field work completed at an undergraduate social work program accredited by the Council on Social Work Education (CSWE).*

Persons who enter the Austin Peay State University Master of Social Work Program with a degree granted by a CSWE-accredited undergraduate social work program *and who have a cumulative social work GPA of 3.00, and who have graduated within the last seven (7) years are eligible for advanced standing. Individuals granted advanced standing upon admission to this program will be given credit for foundation courses and field work and will have the requirements for the MSW degree reduced by 30 credits; advanced standing students will complete this program's specialized practice curriculum only.

- * For the purposes of granting Advanced Standing credit under this paragraph, an accredited undergraduate social work program is one that is accredited by the Commission on Accreditation of the Council on Social Work Education as posted in the Council's Directory of Colleges and Universities with Accredited Social Work Degree Programs. International students who hold a baccalaureate degree in social work from a program that is not accredited by the Council on Social Work Education and who are interested in obtaining advanced standing credit must submit their transcript to the Council for a determination of equivalency.

Policy #1.3 -- Transfer Credit or Course Exemption in the MSW Program

Transfer Credit is defined as the awarding of academic credit toward a degree for post-baccalaureate course or field work completed at an accredited academic institution when such work meets the transfer credit requirements of the university as well as those of this MSW Program.

Exemption is defined as the waiving of a required academic course following: 1) an evaluation of the student's previous post-baccalaureate work that determines it to be essentially identical to the required course being waived and that meets the

requirements of the university in this collaboration that is serving as the student's home campus as well as those of this MSW Program; or 2) demonstration by the student via examination of his or her mastery of a specific foundation content area for which such an examination is available. An exemption as defined herein does not reduce the number of credits required for graduation.

- A. Persons who have completed master's level work at a CSWE-accredited master of social work program* and who are admitted to the Austin Peay State University Master of Social Work Program for completion of the MSW degree may be eligible to receive transfer credits and/or course exemptions.

Any exemption granted will not reduce the number of credits the student needs in order to complete his or her MSW degree. The number of credits granted or reduced for a given course can neither exceed the number on the transcript from the school where they were earned nor the number earned in the corresponding course in this program. Regardless of the exemptions or transfer credits granted under this paragraph, the student will be required to complete before graduation all foundation and specialized practice requirements of this program's curriculum.

The specific transfer credits or exemptions granted will depend on the curriculum of the master of social work program the student attended, the courses the student completed, this program's MSW curriculum, and the requirements of the university in this collaboration that is serving as the student's home campus. This evaluation will be performed by the MSW Program Coordinator, or his or her designate, in collaboration with relevant graduate faculty from this program and representatives of the graduate division of the university in this collaboration that is serving as the student's home campus.

- * For the purposes of granting Transfer Credit or Exemption under this paragraph, an accredited master of social work program is one that is accredited by the Commission on Accreditation of the Council on Social Work Education as posted in the Council's Directory of Colleges and Universities with Accredited Social Work Degree Programs.

- B. Persons who have completed post-baccalaureate academic work at an accredited academic institution in some discipline or profession other than social work and who are admitted to the Austin Peay State University Master of Social Work Program may be entitled to transfer up to nine (9) credits of elective coursework. Coursework considered for transfer credits must meet the requirements for transfer credit of the university.

The number of credits granted for a given course can neither exceed the number on the transcript from the school where they were earned nor the number earned in the corresponding course at the university.

Exemption or transfer credit will not be granted for internship experiences completed

- during post-baccalaureate work in a discipline or profession other than social work.
- C. Persons whose undergraduate education has afforded them strong preparation in one or more of the subjects covered in this program's first semester foundation curriculum may be able to be exempt from the following courses upon successful passing of exam: SW 6010 HBSE; SW 6020 Research I and SW 6030 Social Policy. Exemption from MSW foundation courses will be determined via examination only. Any exemption granted, however, will not reduce the number of credits that students will need to complete their MSW degree. Only courses in which the student earned a passing grade at bachelor's level can be used to be considered for a waiver at graduate level.

Exemption credit will not be granted for internship experiences completed during baccalaureate work in a discipline or profession other than social work.

Policy #1.4 -- Enrollment Status

- A. Full-time students, who will complete the Austin Peay State University Master of Social Work Program in two (2) years, will need to enroll in 12-15 credits per semester.
- B. Part-time students, who will complete the Austin Peay State University Master of Social Work Program in four (4) years, will need to enroll in 6-8 credits per semester.
- C. A student wishing to change his or her enrollment status from full-time to part-time or from part-time to full-time should first discuss the matter with his or her academic advisor. The student must then submit to the MSW Program Coordinator a written request that indicates the rationale for the change of enrollment status. The written request must be submitted in advance of the student changing the number of credits for which he or she registers. The MSW Program Coordinator will review the request and will notify the student and the academic advisor of the decision.

A change of enrollment status does not increase the amount of time the student has to complete the MSW degree beyond four years from the date of the student's entry into the program (see Policy #1.5).

Policy #1.5 -- Statute of Limitation on Earning the MSW Degree

There is a four-year statute of limitation on the earning of the MSW degree, consistent with the Council on Social Work Education's Accreditation Standards. The four-year period is counted from the date of entry into the program for four full academic calendar years.

Under extenuating circumstances (listed below), an academic advisor can recommend an extension of time to the MSW Program Coordinator. If approved, the period of extension and the conditions for completing the program will be recorded in the student's folder, with a copy sent to the student. Extenuating circumstances include the following:

- extended illness of the student
- extended personal emergency
- mobilization into a US military unit
- death of a close family member

Policy #1.6 -- Leave of Absence/Stop Out

Under special circumstances, a MSW student may be granted a leave of absence from the program. A student wishing to take a leave of absence should refer to the university's Graduate Catalog for information on specific requirements and procedures. The time out of the program during an approved leave of absence/stop out will not count against the total time allowed to complete the MSW degree.

Policy #1.7 -- Readmission to the Austin Peay State University Master of Social Work Program following Probation, Suspension or Voluntary Leave of Absence

A person seeking to re-enter this program must re-apply to the College of Graduate Studies first, be readmitted by the College of Graduate Studies, then submit a letter to the MSW Program Coordinator. The letter to the MSW Program should discuss why the individual wishes to return to the MSW Program and the plans he or she has to ensure that he or she will now be able to participate fully and meet the program's course and field education requirements. The letter will be reviewed by the MSW Program Coordinator and the graduate faculty in the program. Their recommendation will be forwarded to the College of Graduate Studies.

Policy #1.8 – Advisement

Each MSW student will be assigned to a graduate faculty member who will serve as his or her advisor. The purposes of advisement are to:

- Provide guidance on academic matters
- Assist with problem solving
- Offer consultation on professional development and social work career opportunities

Students are expected to meet with their faculty advisors on a regular basis, at minimum once a semester.

Policy #1.9 -- MSW Graduation Requirements

To qualify for graduation, MSW students must complete all of this program's course and field education requirements and have a cumulative GPA of 3.00 or higher.