



DEPARTMENT OF
SOCIAL WORK
ST. CLOUD STATE UNIVERSITY™

School of Health and Human Services
MSW Student Handbook

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Preface

The St. Cloud State University (SCSU) Master of Social Work Program updates and publishes the Student Handbook each year. This Handbook is also available to students online on the Social Work Department's webpage (<http://www.stcloudstate.edu/socialwork/programs.aspx>). This Handbook outlines the curriculum requirements and policies for students during the year that they are admitted. The Student Handbook is a supplement to the SCSU Graduate Catalog. This Handbook is regularly reviewed and updated.

Message from the MSW Program Director

The Mission of the MSW Program highlights key aspects of the social work profession to enhance human well-being (this involves using strengths) and work towards a just society while recognizing our diversity. We do this work in the context of individuals, families, groups, communities, organizations, and policy. The Mission establishes the direction for academic study as well as professionalism. Students enter academic study as a joint venture with the faculty of the MSW Program and Department of Social Work.

This Handbook introduces you to the MSW Program, provides guidelines for students, admissions information, description of curriculum, student rights and responsibilities, academic standards including field placements, and resource information. Familiarity with the contents of this Handbook will ease students' progress through the Program. In addition to this Handbook, familiarity with the *Graduate Student Handbook* and the *Student Code of Conduct* of SCSU is expected. The Department of Social Work faculty and staff desire that students are successful in their academic accomplishments. We encourage you to seek advice and clarification, ask questions, and raise concerns regarding your educational plan and goals. Your time and learning is valuable to you and to the social work profession. We hope that this is a time of exploration, deep thought, and above all an enjoyable part of your journey in becoming a social work professional.

Social Work at SCSU

History of the Social Work Department

The Social Work Department at St. Cloud State University (SCSU) has been preparing students for entry-level social work practice since the early 1960s when a select number of social work courses were developed within the University's Sociology major. In 1981 the Bachelor of Social Work program was granted initial accreditation by the Council on Social Work Education. Reaffirmation occurred in 1988, 1997, 2006 and 2015. In 1987 the Social Work Department became a separate Department within the University's College of Social Sciences (COSS). From this early development to the present, the faculty have worked together to develop, evaluate, and modify the program's mission, goals, and objectives, with the intention of providing students an education that enables them to be effective practitioners, sensitive to diversity and committed to justice in a changing environmental context. In 2011, after University re-organization, the Social Work Department was placed in the new School of Health and Human Services, along with programs such as Nursing, Communication Disorders, and Gerontology. As the School of Health and Human Services celebrates its 10th Anniversary, we plan to transition from a school to a college, so our name is expected to change again in 2021.

The Council on Social Work Education (CSWE) accredits all Master of Social Work programs. Its authority extends over Social Work programs in the United States. CSWE accreditation is awarded only after programs meet CSWE Standards by extensively documenting their goals, objectives, curriculum, methods of evaluating the program, and have at least one graduated class. After the initial accreditation, a reaffirmation of accreditation occurs four years later and every eight years thereafter.

The MSW Program at SCSU achieved accreditation from the CSWE effective February 2011. Initial accreditation is from February 2007 through February 2015. The MSW was reaffirmed in February of 2015 and is actively working on the reaffirmation process, expected February 2023. The Reaffirmation process entails demonstration of achievement on Program Goals, Competencies, and Practice Behaviors. . Similar to the initial accreditation, Reaffirmation requires social work programs to complete a written Self Study and Site Visit with representatives from the CSWE.

The social work profession is firmly grounded in the six values found in the Code of Ethics as conveyed by the National Association of Social Workers. The six values of service, social justice, dignity and worth of the person, importance of human relationships, integrity and competence provide a strong foundation for the educational programs, and curriculum of the Department of Social Work. We educate and practice within this Code of Ethics. An outgrowth of our professional code is the Mission of the Department of Social Work:

From this mission, we seek to be change agents within our setting, fully incorporating knowledge and sensitivity towards all persons and groups in our daily lives. We invite and expect students to become part of this mission.

The MSW Program

The purposes of social work education are to prepare *competent and effective professionals, to develop social work knowledge, and to provide leadership in the development of service delivery systems*. Social work education is grounded in the profession's history, purposes, and philosophy and is based on a body of knowledge, values, ethics and skills. Social work education enables students to integrate the knowledge, values, ethics and skills of the social work profession for competent practice.

What is the advanced generalist degree?

The advanced generalist social worker possesses a broad and multi-faceted theoretical understanding of client systems with a focus on the person-situation-environment. Social workers with an advanced generalist degree grasp the social context of practice including the psychological, sociocultural, and political environments that impact approaches, methods, and means to enhance human well-being and to achieve social justice. Interventions may occur at the micro, mezzo, or macro level. To that end, advanced generalist social workers develop a wide range of skills that enable them to work comprehensively particularly in rural settings and to serve in positions of leadership.

Explanation of the MSW Program

The MSW Program offers both full and part time programs of study. Students who have completed a BSW within the last five years are able to enter the program in an Advanced Standing status. If a student's BSW degree is greater than five years old, they are required to take SW 610: Social Work Theory and Frameworks in Summer Session to be granted Advanced Standing Status. Students who have completed a Bachelor's degree with the appropriate prerequisites (see Admissions Section) enter the MSW Program as Foundation students. Advanced Standing and Concentration are synonymous as Advanced Standing Students join those Foundation students advancing to their Concentration (second) year of study.

The MSW Program has two Programs of Study for program completion. Option A entails completion of a thesis. Option B involves completion a comprehensive exam plus six approved Plan B course credits. The six Plan B course credits are typically completed in two 3-credit courses offered Summer Sessions I and II. The Plan B credits are selected by the student in consultation with the academic advisor based on career goals and interests. Plan B credits are noted on the Program Plan submitted to the School of Graduate Studies.

Advanced Standing students who select Option A complete 32 credit hours (35 credits if 610 is required). Advanced Standing students who select Option B complete 32 credits, which include six (6) Plan B credits.

Foundation students complete 59 credit hours if selecting Plan A or B.

All students complete academic coursework and field placement(s). Please see the MSW Plan of Study and Field Placement information on later pages.

The first field education experience for students entering as Foundation students occurs during fall and spring semesters. Students are required to complete 300 hours of field education in an approved field placement prior to progressing to the Concentration field placement. During the Concentration year field placement, students are required to complete 600 hours of field education. All students will work with the MSW Field Education Director to arrange and finalize their field education placements at an approved field site. Foundation and Advanced Standing students are expected to arrange their field placement prior to the start of the fall semester of their admission. Students register for Field Placement along with the Integrated Field Placement Seminar in fall and spring semesters.

Master of Social Work Program Mission, Goals, Competencies, and Program Objectives

Graduate Social Work education begins with the articulation of the Program's Mission, Goals, Competencies, and Practice Behaviors. These provide the groundwork for all studies and activities for students entering the MSW Program. Students that become familiar with the Mission, Goals, Competencies, and Practice Behaviors will have a better understanding of what will be expected and what they can expect of the program.

Mission of the MSW Program

Our mission is to engage students in an educational program that prepares them to think critically and evaluate practice and programs and contribute to the body of social work knowledge through active research. Students will be prepared to work effectively and collaboratively as professional social workers to enhance human well-being and promote economic, political and social justice in a diverse and global society. Using justice centered and community based practice approaches, the MSW program will prepare social work professionals at the advanced generalist level who can practice across a variety of social service settings.

Goals of the MSW Program

1. To educate advanced generalist social workers who are grounded in the liberal arts and in the values and ethics, theories and practice interventions of the social work profession.
2. To prepare highly skilled and culturally competent advanced generalist social workers who actively seek to create change, promote social justice and human well-being at all system levels.
3. To educate advanced generalist social workers to think critically, conduct research, and to analyze social welfare policies, practice, and research, in order to advocate for social justice at all levels.
4. Prepare advanced generalist social workers to assume leadership positions in public and private sectors to effect social change and influence public policy.

Master in Social Work Competencies & Practice Behaviors

Competency #1 – Demonstrate Ethical and Professional Behavior

Foundational social work education prepares students to:

FPB 1 – Make ethical decisions by applying the standards of the NASW Code of Ethics, relevant laws and regulations, models for ethical decision making, ethical conduct of research, and additional codes of ethics as appropriate to context

FPB 2 - Use reflection and self-regulation to manage personal values and maintain professionalism in practice situations

FPB 3 - Demonstrate professional demeanor in behavior, appearance, and oral, written, and electronic communication

FPB 4 - Use technology ethically and appropriately to facilitate practice outcomes

FPB 5 - Use supervision and consultation to guide professional judgment and behavior

Concentration social work education prepares students to:

CPB 1 - Employ multiple strategies of ethical reasoning to manage ethical dilemmas involving practice issues, ethical conflicts and personal values

CPB 2 - Communicate professional judgments to individuals, families, groups, organizations, communities, and colleagues in both verbal and written form

CPB 3 - Effectively incorporate the use of appropriate technology to inform practice

CPB 4 - Demonstrate knowledge of skills for supervising workers and improving professional knowledge

CPB 5 - Identify and teach professional skills through a strengths perspective, areas for growth and self- assessment, while focusing on anti-oppressive relationships

Competency #2 – Engage Diversity and Difference in Practice

Foundational social work education prepares students to:

FPB 6 – Apply and communicate understanding of the importance of diversity and difference in shaping life experiences in practice at the micro, mezzo, and macro levels

FPB 7 - Present as learners and engage clients and constituencies as experts of their own experiences

FPB 8 - Apply self-awareness and self-regulation to manage the influence of personal biases and values in working with diverse clients and constituencies

Concentration social work education prepares students to:

CPB 6 – Demonstrate an understanding of the intersectionality of a culture’s structure and values, personal biases and values, and life difference in practicing through an anti-oppressive lens

CPB 7 - Demonstrate an understanding of culturally competent practices with diverse populations through an anti-oppressive lens

CPB 8 - Develop and maintain a practice for maintaining cultural competence

CPB 9 - Advocate at multiple levels to reduce disparities for oppressed groups

Competency #3 – Advance Human Rights and Social, Economic, and Environmental Justice

Foundational social work education prepares students to:

FPB 9 - Apply an understanding of social, economic, and environmental justice to advocate for human rights at the individual and system levels

FPB 10 - Engage in practices that advance social, economic, and environmental justice

Concentration social work education prepares students to:

CPB 10 - Use anti-oppressive practice skills set to eliminate oppression within micro, mezzo, and macro social work settings

CPB 11 - Design practice delivery policies that promote social, economic and environmental justice and equity for individuals, families, groups, organizations, communities, and colleagues

Competency #4 – Engage in Practice-Informed Research and Research –Informed Practice

Foundational social work education prepares students to:

FPB 11 - Use practice experience and theory to inform scientific inquiry and research

FPB 12 - Apply critical thinking to engage in analysis of quantitative and qualitative research methods and research findings

FPB 13 - Use and translate research evidence to inform and improve practice, policy, and service delivery

Concentration social work education prepares students to:

CPB 12 - Critically appraise and apply empirical evidence and practice experience to create strategies for change

CPB 13 - Design, implement, and interpret evidence-based research that meets practice needs and contributes to practice dialogue

CPB 14 - Understand the importance of literature pertinent to research especially, and use qualitative and quantitative research designs to inform practice

Competency #5 – Engage in Policy Practice

Foundational social work education prepares students to:

FPB 14 - Identify social policy at the local, state, and federal level that impacts well-being, service delivery, and access to social services

FPB 15 - Assess how social welfare and economic policies impact the delivery of an access to social services

FPB 16 - Apply critical thinking to analyze, formulate, and advocate for policies that advance human rights and social, economic, and environmental justice

Concentration social work education prepares students to:

CPB 15 - Evaluate the impact of policies and regulations for their effectiveness in advancing social well-being in a local and/or global context

CPB 16 - Provide leadership that promotes social policies and program practices that advance social welfare and enhance service delivery

CPB 17 - Advocate for effective social policy to improve client systems

Competency #6 – Engage with Individuals, Families, Groups, Organizations, and Communities

Foundational social work education prepares students to:

FPB 17 - Apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks to engage with clients and constituents

FPB 18 - Use empathy, reflection, and interpersonal skills to effectively engage diverse clients and constituencies

Concentration social work education prepares students to:

CPB 18 - Develop culturally responsive relationships for practice with individuals, families, groups, organizations, communities, and colleagues

CPB 19 - Integrate theory-based relational skills in all areas of client engagement

CPB 20 - Maintain constant self-awareness to ensure effective client engagement

Competency #7 - Assess Individuals, Families, Groups, Organizations, and Communities

Foundational social work education prepares students to:

FPB 19 - Collect and organize data, and apply critical thinking to interpret information from clients and constituencies

FPB 20 - Apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks in the analysis of assessment data from clients and constituencies

FPB 21 – Develop mutually agreed-on intervention goals and objectives based on the critical assessment of strengths, needs, and challenges within clients and constituencies

FPB 22 - Select appropriate intervention strategies based on the assessment, research knowledge, and values and preferences of clients and constituencies

Concentration social work education prepares students to:

CPB 21 - Assess and utilize multi-level, strengths-based assessment data to inform a systematic and conceptually driven intervention process

CPB 22 - Assess and develop services that reflect a cognizance of overall societal and community change and context

CPB 23 - Synthesize and select relevant theories in all aspects of practice, such as assessment, intervention and evaluation

CPB 24 - Develop contracts with individuals, groups, community members and other stakeholders to be equal partners in change efforts

Competency #8 – Intervene with Individuals, Families, Groups, Organizations, and Communities

Foundational social work education prepares students to:

FPB 23 - Critically choose and implement interventions to achieve practice goals and enhance capacities of clients and constituencies

FPB 24 - Apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks in interventions with clients and constituencies

FPB 25 – Use inter-professional collaboration as appropriate to achieve beneficial practice outcomes

FPB 26 - Negotiate, mediate, and advocate with and on behalf of diverse clients and constituencies

FPB 27 – Facilitate effective transitions and ending that advance mutually agreed-on goals

Concentration social work education prepares students to:

CPB 25 - Critically evaluate, select, and apply mutually agreed upon interventions for all system levels utilizing an anti-oppressive perspective

CPB 26 - Collaborate with multi-level systems

CPB 27 - Develop, coordinate and implement culturally appropriate mechanisms and strategies for prevention and resolution of issues

CPB 28 - Critically evaluate theory and evidence-based knowledge when applying it to various (micro, mezzo, macro) client systems' situations

CPB 29 - Assess and develop services that reflect a cognizance of overall societal and community change and context

Competency #9 – Evaluate Practice with Individuals, Families, Groups, Organizations, and Communities Foundational social work education prepares students to:

FPB 28 - Select and use appropriate methods for evaluating outcomes

FPB 29 - Apply knowledge of human behavior and the social environment, person-in-environment, and other multidisciplinary theoretical frameworks in the evaluation of outcomes

FPB 30 - Critically analyze, monitor, and evaluate intervention and program processes and outcomes

FPB 31 - Apply evaluation findings to improve practice effectiveness at the micro, mezzo, and macro levels

Concentration social work education prepares students to:

CPB 30 - Analyze, monitor, evaluate, and document intervention outcomes and effectiveness to ensure

CPB 31 - Formulate assessment and evaluation tools

MSW Plan of Study

The Council on Social Work Education (CSWE) requires that MSW programs provide a plan of study that allows students to complete the MSW degree within a time frame of two years. The Social Work Department MSW Program offers both a Concentration and Foundation full time program and a Concentration and Foundation part time option. Students move through the program as a cohort. The following courses for Option A and Option B are listed; Foundation students complete all courses while Advanced Standing students complete the Concentration Year. Students may refer to the SCSU Bulletin

<https://catalog.stcloudstate.edu/Catalog/ViewCatalog.aspx?pageid=viewcatalog&catalogid=7&chapterid=569&topicgroupid=1871&loaduserredits=False>

Students not yet admitted to the MSW Program may take designated courses not to exceed nine credits prior to admission to the MSW Program and Graduate Studies of SCSU. Interested individuals must obtain instructor permission and speak with the MSW Program Director before making arrangements to register. Courses taken prior to admission to the MSW Program may be applied to the student's Program Plan (please see description in the A-to Z Academic Policies) upon admission to the MSW Program and with approval of the academic advisor. Courses taken four or more years prior to admission will be considered invalid and not be applied to the student's Program Plan.

MSW Plan of Study
**MSW Plan of Study – For Students entering without a Bachelor’s
Degree in Social Work**

Foundation Year

	Summer Session	Credits
610	Social Work Foundations	3
	Total Summer Session Credits	3
	Fall Semester	Credits
611	Generalist Social Work Practice I	3
613	Social Work with Marginalized Populations	3
614	Human Behavior and the Social Environment	3
615	Field Placement I (150 hours)	1
616	Integrated Practice Seminar I	2
	Total Semester Credits	12
	Spring Semester	
612	Generalist Social Work Practice II	3
621	Social Welfare Policy	3
622	Research I	3
625	Field Placement II (150 Hours)	1
626	Integrated Social Work Practice Seminar	2
	Total Semester Credits	12
	Total Credits for Foundation Year	27

MSW Plan of Study
Concentration Program Plan A – Thesis

	Fall Semester	Credits
650	Mental Health and Social Work Practice	3
631	Advanced Generalist Practice with Individuals and Families	3
635	Field Placement III (300 hours)	2
636	Integrated Practice Seminar III	2
634	Advanced Generalist Practice in Communities & Organizations	3
699	Thesis (fall)	3
	Total Semester Credits	16
	Spring Semester	
618	Advanced Practice with Refugees & Immigrants	3
645	Field Placement IV (300 hours)	2
646	Integrative Practice Seminar IV	2
642	Advanced Policy Practice	3
680	Advanced Clinical Practice	3
699	Thesis (spring)	3
	Total Semester Credits	16
	Total Program Credits	32

MSW Plan of Study

Concentration – Program Plan B or – Non-Thesis

	Summer Session	Credits
	Plan B approved course	3
	Plan B approved course	3
	Fall Semester	
650	Mental Health and Social Work Practice	3
631	Advanced Generalist Practice with Individuals and Families	3
635	Field Placement III (300 hours)	2
636	Integrated Practice Seminar III	2
634	Advanced Generalist Practice in Communities & Organizations	3
	Total Summer & Semester Credits	16
	Spring Semester	
618	Advanced Practice with Refugees & Immigrants	3
645	Field Placement IV (300 hours)	2
646	Integrative Practice Seminar IV	2
642	Advanced Policy Practice	3
680	Advanced Clinical Practice	3
	Total Summer & Semester Session Credits	13
	Total Program Credits	32 (35)

**MSW Program Part-time Option
School of Health and Human Services
St. Cloud State University**

**Foundation Students
Year One**

Semester	Courses
Summer	610 Social Work Foundations
Fall	SW 613 Social Work with Marginalized Populations SW 611 Generalist Practice I
Spring	SW 621 Social Welfare Policy SW 612 Generalist Practice II

Year Two

Semester	Courses
Fall	SW 614* HBSE SW 615 Field Placement I SW 616* Integrated Field Seminar I
Spring	SW 622* Research SW 625 Field Placement II SW 626* Integrated Field Seminar II

Year Three

Semester	Courses
Fall	SW 634 Communities & Organizations SW 631 Advanced Generalist Practice with Individuals and Families
Spring	SW 618 Adv. Practice with Refugees & Immigrants SW 680 Adv. Clinical Practice
Summer	6-credits of Plan B courses/Electives

Year Four Option A – Thesis

Semester	Courses
Fall	SW 650* Mental Health and SW Practice SW 635 Field Placement III SW 636* Integrated Field Seminar III SW 699* Thesis
Spring	SW 642* Advanced Policy Practice SW 645* Field Placement IV SW 646* Integrated Field Seminar IV SW 699* Thesis

Year Four Plan B-6 credits

Semester	Courses
Fall	SW 650* Mental Health and SW Practice SW 635 Field Placement III SW 636* Integrated Field Seminar III
Spring	SW 642* Advanced Policy Practice SW 645 Field Placement IV SW 646* Integrated Field Seminar IV

Students selecting Plan B will need to take 2 Plan B approved/elective courses (6-credits) prior to graduation. Students with advisement and approval will determine which courses and when these will be taken.

*Denotes HYBRID course

MSW Plan of Study
Advanced Standing – Program Plan A – Thesis

Summer Session		
	<i>May be required: SW 610 for BSW's greater than five years old.</i>	3
Fall Semester		Credits
650	Mental Health and Social Work Practice	3
631	Advanced Generalist Practice with Individuals and Families	3
635	Field Placement III (300 hours)	2
636	Integrated Practice Seminar III	2
634	Advanced Generalist Practice in Communities & Organizations	3
699	Thesis (fall)	3
Total Semester Credits		16
Spring Semester		
618	Advanced Practice with Refugees & Immigrants	3
645	Field Placement IV (300 hours)	2
646	Integrative Practice Seminar IV	2
642	Advanced Policy Practice	3
680	Advanced Clinical Practice	3
699	Thesis (spring)	3
Total Semester Credits		16
Total Program Credits		32(35)

MSW Plan of Study
Advanced Standing – Program Plan B – Non-Thesis

	Summer Session	Credits
	Plan B approved course	3
	Plan B approved course	3
	<i>May be required: SW 610 for BSW's greater than five years old</i>	3
	Total Summer Credits	6 (9)
	Fall Semester	
650	Mental Health and Social Work Practice	3
631	Advanced Generalist Practice with Individuals and Families	3
635	Field Placement III (300 hours)	2
636	Integrated Practice Seminar III	2
634	Advanced Generalist Practice in Communities & Organizations	3
	Total Semester Credits	13
	Spring Semester	
618	Advanced Practice with Refugees & Immigrants	3
645	Field Placement IV (300 hours)	2
646	Integrative Practice Seminar IV	2
642	Advanced Policy Practice	3
680	Advanced Clinical Practice	3
	Total Semester Credits	13
	Total Program Credits	32 (35)

**MSW Program Part-time Option
School of Health and Human Services
St. Cloud State University**

Advanced Standing Students

Year One

Semester	Courses
Summer	<i>May be required: SW 610 for BSW's > five years old.</i>
Fall	SW 634 Communities & Organizations SW 631 Advanced Generalist Practice with Individuals and Families
Spring	SW 618 Adv. Practice with Refugees & Immigrants SW 680 Adv. Clinical Practice
Summer	6-credits of approved Plan B courses

Year Two Option A

Semester	Courses
Fall	SW 650 Mental Health and SW Practice SW 635* Field Placement III SW 636* Integrated Field Seminar III SW 699* Thesis
Spring	SW 642 Advanced Policy Practice SW 645* Field Placement IV SW 646* Integrated Field Seminar IV SW 699* Thesis

Year Two Option B

Semester	Courses
Fall	SW 650 Mental Health and SW Practice SW 635* Field Placement III SW 636* Integrated Field Seminar III
Spring	SW 642 Advanced Policy Practice SW 645* Field Placement IV SW 646* Integrated Field Seminar IV

Field Education

The purpose of the field experiences for MSW students is to provide students with supervised practical experience with the application and implementation of values, ethics, knowledge, skills, and competencies relevant to the social work profession that have been learned in the classroom setting.

The first field education experience for students in the two year program entering as Foundation students occurs in the during fall and spring semesters. Students are required to complete 300 hours of field education as an intern in an approved field placement during this first year prior to progressing to the Concentration field placement. During the concentration year field placement, students are required to complete 600 hours of field education as an intern.

All students will work with the MSW Field Education Director to arrange and finalize their field education placements at an MSW Program approved field site. All students are expected to arrange their field placements prior to the start of the fall semester of the placement. Typically the placement process begins in the prior spring semester. Students register for Field Placement along with the Integrated Field Placement Seminar in fall and spring semesters.

The Foundation Field Placement in the fall and spring semesters involves 300 hours or approximately 8-10 hours per week in a single field site beginning approximately during the 4th week of the fall semester continuing through the spring semester. The Concentration/Advanced Standing Field Placement involves 600 hours or approximately 20 hours per week in a single field site over the course of the fall and spring semesters.

Students are encouraged to review the Field Placement Information in Appendix B and are referred to the MSW Field Manual for a full description of the field placement expectations, responsibilities, and procedures.

Admission to the Master of Social Work Program

All applications are submitted and reviewed by the School of Graduate Studies (<http://www.stcloudstate.edu/gradadmissions/default.asp>) before being forwarded to the Department of Social Work. Students are admitted to the MSW Program with start dates of the first summer session for Foundation and Advanced Standing students. (Please see #2 below for explanation of Advanced Standing and Foundation status). If you are an Advanced Standing student planning to pursue a Plan A Program of Study, please work with the MSW Program Director to have your admission semester changed to Fall.

Admission Requirements Specific to the MSW Program

Students are admitted to the MSW program as *Foundation students* or as *Advanced Standing students* according to the following criteria:

- 1) An application for admission to the Graduate School of St. Cloud State University.
- 2) An undergraduate degree from an accredited college or university.
 - a. **Advanced Standing** applicants must hold a BSW degree from a program accredited by the Council on Social Work Education. The social work degree must be granted prior to the first day of class. Official transcripts must be submitted with the application.
 - b. **Foundation** applicants **NOT** holding a BSW degree must provide evidence of completion of the following pre-requisites: Human Biology, Social Statistics, Human Life Cycle Development and three (3) additional courses in social/behavioral sciences. This includes courses in the disciplines of anthropology, sociology, economics, political science, psychology, history, and human relations. The courses may be taken at any accredited college or university. A transcript documenting completion of the courses is due at admission.
- 3) Applicants must have a minimum of a 3.0 grade point average on a 4.0 scale in the last two years of undergraduate education. Advanced standing students must have at least a 3.0 grade point average in their social work courses.
- 4) Paid or unpaid experience in human services, volunteer or social change activities are preferred for admission.
- 5) A current resume which addresses: education, position and responsibilities for paid or unpaid experience and community involvement which reflects frequency and duration of involvement
- 6) Letters of Recommendation from the School of Graduate Studies. Recommendations (3 needed) must be from individuals that can speak to your academic potential. Recommendations from friends or relatives will *not* be accepted.
- 7) A written essay (note – the written essay is in addition to the Letter of Intent required by the School of Graduate Studies): Please review the mission of the Department of Social Work (see below), MSW Program mission (see below), and the values of the Social Work profession as articulated in the NASW Code of Ethics (found at <http://www.socialworkers.org>). Please respond to the questions below.

- a) How are your career goals consistent with:
The mission of the Department of Social Work; The mission of the MSW Program;
and The values of the Social Work profession as articulated in the NASW Code of
Ethics?
- b) Describe a social justice issue that is of interest to you and describe the contribution you
plan to make toward the resolution of the problem.

Your response should be three to five (3 – 5) typed double spaced pages (12 point font).

Citations for any sources used must be included.

International Admissions <http://www.stcloudstate.edu/internationaladmissions/>

*** Please note: the Program does not give academic credit for life experiences and/or previous work experiences.**

Mission of the Department of Social Work

The mission of the Department of Social Work is to use an anti-oppression lens, with a focus on race, class and gender, to inform both its educational environment and educational programs. Faculty, staff and students commit to an experiential and transformative educational process that will challenge them to think critically and analyze systemic inequalities in the United States and the world. This process will prepare professional social workers to work as change agents in a diverse world.

Mission of the MSW Program

Our mission is to engage students in an educational program that prepares them to think critically and evaluate practice and programs and contribute to the body of social work knowledge through active research. Students will be prepared to work effectively and collaboratively as professional social workers to enhance human well-being and promote economic, political and social justice in a diverse and global society. Using justice centered and community based practice approaches, the MSW program will prepare social work professionals at the advanced generalist level who can practice across a variety of social service settings.

Procedures for Acceptance into the MSW Program:

Students' applications are first reviewed by the Graduate School and then forwarded to the MSW Program. The MSW Program Director reviews applications for completeness and to assure minimal standards for the Graduate School and the MSW Program have been met. Complete applications and those meeting the minimal criteria will have their files reviewed by two faculty associated with the MSW Program. Each faculty member will independently review the applicant's file and make an objective recommendation for acceptance. The MSW Program Director reviews the file with faculty recommendations and brings recommendations for admission to the MSW Program Committee. The MSW Program Committee makes a recommendation for admission or non-admission. Recommendations from the MSW Program are forwarded to the Graduate School for review and final decision. The Graduate School

notifies students of admission status. Once notified by Graduate Studies, the MSW Program contacts admitted students welcoming them to the Program, informing them of Field Placement procedures, orientation, location of Student Handbook and Field Education Manual, classes, and a contact person.

The MSW Program accepts applications beginning October 1. For priority consideration, applications must be submitted by January 15. Secondary consideration applicants are given the opportunity to be admitted into the MSW Program as space allows. Interested students should consult the Graduate Studies website, Social Work website, or the MSW Program Director for specific dates.

Students should be aware that applicants for a license from the Minnesota Board of Social -Work must document any ethical or legal irregularities. Certain irregularities or violations may prohibit students from obtaining a social work license to practice. Students with this history or having any questions should contact the Board of Social Work to obtain guidance on pursuing their degree.

Criteria for Acceptance into the MSW Program:

Applicants must meet all minimum requirements and demonstrate graduate level critical thinking skills, written communication, commitment to the social work profession including social justice, understanding of diversity, cross cultural experience and sensitivity, and capacity to relate to and accept individual differences, lifestyles, and values.

Life Experience Course Credit & Previous Work Experience:

The Program does not give academic credit for life experiences and /or previous work experiences

Transfer of Credits:

On a rare occasion a student transfers from another MSW Program. The MSW Program Director handles the transfer of credits with the approval of the MSW Program Committee. The decision to accept the transfer of credits is dealt with on a case-by-case basis and is at the discretion of MSW Program Director on behalf of the MSW Program Committee and Department of Social Work. Appropriate equivalencies from another accredited program may be accepted with the exception of credit for practice classes and field placements. Students who request the transfer of credit must provide the MSW Program Director with a syllabus of the course taken, evidence of a passing grade of a B or better, and a completed transfer of credit form.

Students should consider carefully a decision to transfer from one MSW program to another. Courses in graduate social work programs are developed specifically for the program's educational track and in support of foundation courses. Not every course will transfer, and transfer students may be required to take additional courses in the SCSU MSW Program in order to have content required for the Advanced Generalist track.

Plan B: Comprehensive Exam

Students who choose to take the comprehensive exam instead of the thesis will only have two (2) opportunities/attempts to pass the comprehensive exam with a score of at least 70% or higher and will take the exam together/at the same time as a group. There will be two different versions

of the comprehensive exam and the comprehensive exam will be composed by the Department's Assessment Team Committee with assistance from faculty who teach MSW classes. The MSW Program Director will be the only person to inform students about their score results on their first and second attempts via email.

****Students who fail the second attempt must meet with the MSW Program Director and the Performance Review Committee as soon as possible to determine their continued status in the MSW program. The MSW Program Director and the Performance Review Committee may recommend an alternative project/assignment in order to provide another opportunity for students to successfully complete their MSW degree or may recommend termination from the MSW program.**

The Department of Social Work

In the University academic structure, the MSW Program is located within the Department of Social Work and the School of Health and Human Services. The Dean of the School of Health and Human Services has oversight of all Departments within the School. The administration of the Department formally rests with the faculty who collaborate in the design, implementation, and evaluation of curriculum and administrative policies and procedures. The Department is organized collectively with all decisions made by the faculty as a whole. Every three years faculty nominates, and the Dean appoints, a Department Chair and MSW Program Director. We have a full-time staff in the position of Field Education Director who supports both BSW and MSW Field Education. The MSW Program Director and the Department Chair work with the Dean of the College to assure quality education as it relates resources within the Department.

Contact information:

Department of Social Work Main Office

Hours: 8:00 a.m. to 4:30 p.m. Monday through Friday (regular academic year)

Abbreviated hours available during the summer sessions.

Stewart Hall 226

320-308-3139

320-308-3285 (FAX)

Potential and current student interested in the MSW Program should contact the MSW Program Director at: <http://www.stcloudstate.edu/socialwork>.

Potential and current students are encouraged to find the current faculty listing at the Department of Social Work website - <http://www.stcloudstate.edu/socialwork/faculty.asp>

Committees for the MSW Program:

Two primary committees connected with the Department of Social Work are directly involved with the MSW Program.

The MSW Program has a faculty committee that addresses student issues prior, during, and even after graduation, to ensure that the Mission is achieved. The MSW Program Committee is made of six faculty with principal assignment to the MSW Program. The primary responsibilities of this committee are to address program development and needs, curriculum, and student support through advising and other educational and experiential opportunities. The MSW Program Committee works within the structure of the whole Department of Social Work. This committee meets regularly during the academic year. Additional committees may develop from the Program Committee for completion of tasks or other focused activities.

The MSW Community Advisory Board is comprised of social work practitioners, most with an MSW degree from the greater Central Minnesota community. Because the Central Minnesota area is a changing community that includes a diverse group of citizens and immigrants, an attempt has been made to obtain insight from other ethnic groups. Therefore, there may be members on the committee who do not hold an MSW degree but are practicing in the field of social services.

The role of the Community Advisory Board is to advise the faculty of issues that arise in the field that impact students and agency staff, changes in the field regarding working knowledge needed for client interaction, changes in the communities, and the need for master degreed social workers. Community Advisory Board members also review the Field Manual and field syllabi and make recommendations for change. They recommend agencies for potential field sites. They participate in the recruitment of students for the program by distributing recruitment material to persons in their agency. As they network in their own communities they recommend the SCSU MSW program to their constituents. They recommend conferences and other opportunities for the SCSU faculty to exhibit information about the program. Advisory committee members attend at least one committee meeting a year.

Affirmative Action Statement

St. Cloud State University is committed to providing equal education and employment opportunities to all persons regardless of race, color, creed, sex, age, religion, marital status, sexual orientation/affectional preference, national origin, mental or physical disability, status with regard to public assistance or physical disability or any other group or class against which discrimination is prohibited by State or Federal law. Further, the University will not tolerate acts of sexual harassment/assault within its area of jurisdiction. St. Cloud State University will continue to remain in full compliance with: Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, The Americans with Disabilities Act of 1990, and the 1992 Crime Bill. <https://www.stcloudstate.edu/oea/policies/aa-plan.aspx>

Inquiries or complaints concerning the application of affirmative action, equal opportunity or Title IX at St. Cloud State University should be referred to the affirmative action officer, 320.308.5123. Inquiries about services offered under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act of 1990 should be referred to the Director of Student Accessibility Services, 320.308.3117. <https://www.stcloudstate.edu/sas/default.aspx>

Student Participation, Involvement, Rights & Responsibilities

Student Participation in Department Policy and Program Evaluations

The Social Work faculty is responsible for setting and implementing Department policies. These policies include the content of the curriculum, the process for admission into the program, the time and frequency of course offerings, and many other decisions that directly affect students. Students are able and encouraged to have input in the Program in several ways.

- Any individual or group of students may discuss an idea or concern with a faculty member and ask that faculty member to bring it to a Department faculty meeting. It is strongly suggested that students put their ideas or concerns in writing so that the faculty member accurately represents them.
- Any individual or group of students may request the Program Director to schedule time at a Department faculty meeting during which the student or group can present their own ideas or concerns. A request for this should be made with the realization that the student presentation cannot necessarily be scheduled to occur at the very next faculty meeting.
- The MSW program director may hold open meetings each semester to listen to student ideas and concerns. Any student is welcome to directly voice or propose new ideas or share concerns.
- Faculty periodically bring questions to students in the classroom and survey student responses so the Department has more information with which to make decisions about such matters as scheduling courses. Faculty also conduct demographic surveys of students and alumni surveys to gain information to help assess the educational process offered within the Department.

Program Evaluation/Assessment

The Council on Social Work Education requires the MSW program to evaluate the attainment of the Program Goals, Competencies, and Practice Behaviors. . Students are critical to informed assessment and evaluation therefore, the Program and its faculty will seek student input specific to courses and the Program overall. Students are strongly encouraged to cooperate with these evaluations through the completion of surveys and students' evaluation of course learning objectives at the end of each semester. Students' names are not required on the forms. Students' responses will have no impact on the earned grade.

<https://www.stcloudstate.edu/socialwork/assessment.aspx>

MSW Student Organization

The Master of Social Work Organization was formed in the Fall Semester of 2011. The MSW Program Director will provide details regarding organization activities and how to join in Fall Semester.

Policies for All Department of Social Work Courses

Students should be aware of the following expectations, rights and responsibilities related to Social Work coursework.

- As a student in any Social Work course you have a right to be treated with dignity and respect by the professor and by the other students in the room.
- As a student in any social work course you have the right and responsibility to grow as a critical thinker. That is, to apply the critical reasoning skills to reflect on possible bias and conflicts with social work ethics and values in your thinking, to critically evaluate the sources of information that you make use of, and to value feedback from others to enhance your critical thinking skills.
- As a student in any Social Work course you have the right to have your academic efforts supported by other students and by your professor and a responsibility to support the academic efforts of others. At times, support will mean being challenged.
- As a student with diverse abilities you have the right to accommodation to enable you to satisfy course objectives in this class. Express your needs privately to the faculty person and / or to Student Accessibility Services in Centennial Hall, Room 202.
- As a student in any course you must abide by the University's Code of Conduct. This is available in the University Student Handbook and on line at <http://www.stcloudstate.edu/studenthandbook/code/default.asp>.
- As a student in any course you must not intentionally or knowingly participate in academic dishonesty in the form of cheating, plagiarism or fabrication of work. This is described more fully as the first example of Prohibited Conduct in the University Student Handbook. Engaging in academic dishonesty will have negative consequences on the grade earned.
- If you need to communicate with the professor, try all of these alternatives: visit the professor during the office hours; email a message to the address on page one of the syllabus; phone the professor at the numbers listed on page one of this syllabus.
- If you are dissatisfied with your final grade in this class, consult the University Student Handbook for the Grade Appeals Process.
- If you have a complaint regarding a faculty member please contact the Student Relations and Experiential Learning Director in the Dean's office and/or consult the University Policy on Student Complaint Concerning Faculty.
<https://www5.stcloudstate.edu/Policies/SCSU/Viewer.aspx?id=42>
- If you have other concerns about this class, please communicate them to the professor in person. You also should consult the University Student Handbook for the Student Complaint Process. The Department Office has forms on which you can document a concern to begin a resolution process.
- Social Work professors expect assignments to be completed on time; this is consistent with professional responsibility. Your assignments will be graded down for lateness.
- Social Work professors expect you to be pro-active in informing them beforehand if some unusual circumstance will cause you to be absent, miss an exam, or delay turning in an assignment. Any changes must be negotiated with the professor. Failure to do so will likely prevent you from being able to make up the work.
- Social work professors also expect that you will not be absent from class. Social work is an interactive profession that is mirrored in the academic environment through

conversations about the assignment reading material, lectures, class activities, guest speakers, etc. Therefore an attendance policy has been implemented that allows for only one absence without affecting the final grade.

- School closure notifications will be sent through the STAR Alert System and can be found on the SCSU website. Radio station KVSC (88.1) announces when University classes have been cancelled due to dangerous weather or conditions necessitating school closure. Classes will be held and faculty will be on campus until the University closes.
- Academic integrity is expected. The Social Work Department adheres to the SCSU policy on cheating and plagiarism, which is located in the University student handbook. Students in any course must not intentionally or knowingly participate in academic dishonesty in the form of cheating, plagiarism or fabrication of work. This is described more fully as the first example of prohibited conduct in the University Student handbook. Furthermore, students are expected to know, understand, and apply academic standards in use of source information. Engaging in academic dishonesty will have negative consequences for your grade in the course and academic discipline including dismissal from the Program and Graduate education at SCSU. It is expected that SCSU students are familiar with and utilize proper citing of sources to avoid issues of plagiarism. Students may view the SCSU code of conduct at:
<http://www.stcloudstate.edu/studenthandbook/code/default.asp>
- The Husky-Net email system is the **official** form of communication with students at SCSU. All email communications between students and faculty will occur via the SCSU email system. Students are responsible for checking their SCSU email in a timely manner.
- Students are expected to turn off or silence cell phones before the class begins. Leaving class to answer a call disrupts the class and distracts from everyone's classroom participation as does sending or receiving text messages.
- Students may use laptop computers for note taking and as an additional class resource but accessing the Internet in any fashion for recreational or non-class purposes should be reserved for outside of class.
- Student work must follow the most current standards set by the American Psychological Association (APA) - <http://leo.stcloudstate.edu> . Citations and bibliographies in written texts must comply with these standards. An APA manual can be purchased at the University Book Store or online at www.apastyle.org (Publication Manual of the American Psychological Association, Seventh Edition, 2019). The library has APA standards online to assist students and has a program called "Ref works" that is helpful when writing and developing bibliographies. However, this is not the definitive source for APA standards. This information may be found at <http://lrts.stcloudstate.edu/library/research/refworksHelp.asp>.
- The Write Place located in Ruby Cora Webster Hall, Room 117, 320-308-2031, is open daily during the academic year and reduced hours during summer sessions to help students improve writing skills (<http://www.stcloudstate.edu/writeplace/>). Online appointments are also available. The Write Place maintains writing assistants that can be accessed on-line in "real time" for short answers. To make the most of this service, students are encouraged to schedule an appointment to seek advice well in advance of assignment due dates. Appointments can be scheduled by phone at 320-308-2031 or email writeplace@stcloudstate.edu.

Grammatical advice and the APA citation style can also be found on at the Write Place website <http://leo.stcloudstate.edu/#commas> and as an ongoing reference for writing *Writing with Style: APA Style for Social Work* (2011). This book is available in the University book store. Students are strongly encouraged to purchase the most current version of the APA Writing Manual. Students will utilize the APA style for citations in papers and for the thesis. Students should review all of the writing standards in the APA manual including how to submit papers, font size, page numbers, and use of gender inclusive language.

Student Rights and Responsibilities

Student learning is a joint venture between the Program, its faculty, and students. Students hold rights and responsibilities in relationship to their learning in the MSW Program.

Student Rights

1. To be treated with dignity and respect by the professor and by the other students in the room.
2. To grow as a critical thinker. As a graduate student critical thinking is expected in the integration and application of the NASW Code of Ethics.
3. To have your academic efforts supported by other students and by your professor and have a responsibility to support the academic efforts of others. At times, support will mean being challenged.
4. To be informed about the social work program including its Mission, Goals, Competencies, Practice Behaviors, Policies, and Procedures. .
5. To know the purpose of each social work class in which you are enrolled and how each class fits into the overall social work curriculum.
6. To know the expectations of the class and methods used in assigning a grade. This right means that course syllabi should specify the relationship of course activity to the program objectives, the connection of the course to the rest of the curriculum, the assignments and methods of grading and evaluation. It does not mean that assignments and methods of grading and evaluation cannot be revised somewhat by the professor.
7. To receive faculty support for their ideas and actions that promotes social justice.
8. To receive support from your academic advisor who will meet with you to help you understand the social work program and make informed choices about your education and career.
9. To have social work faculty who uphold the values and ethics of the profession and act as professional role models.
10. To participate in the ongoing development of the social work program and participate in the development of Department policies and procedures. This right is limited to the right to give input. All final decisions rest with the faculty, who by contract, are responsible parties for setting departmental policy and procedure.
11. To appeal all decisions made by the Department that directly affect you as an individual student. This includes decisions about admissions, eligibility to enroll in specific classes, and possible termination from the program.
12. To learn in an environment that supports diversity and is free from discrimination or harassment based on age, class, color, culture, disability, ethnicity, family structure, gender, marital status, national origin, race, religion, sex or sexual orientation.

Students' Responsibilities

Social work students are expected to treat faculty, staff and peers with dignity and respect. In addition, all students have the following responsibilities:

1. To learn about and work for social, economic, and political justice.
2. To uphold the values and ethics of the profession.
3. To abide by the SCSU Student Code of Conduct that includes among other responsibilities: academic honesty and other behaviors that support rather than intimidate members of the University community.
4. To attend classes, participate, and contribute to the learning in the classroom and to submit assignments when due.
5. To pursue education with openness to learning about new ideas, about human diversity, and about yourself in relationship to others.
6. To inform the Department about barriers that may interfere with the ability to effectively practice social work.
7. To pursue Social Work education in an active manner taking primary responsibility for your own learning. This requires progressive movement toward self-directed learning and where faculty are viewed as guides, facilitators and collaborators in the learning process.

* Additional rights and responsibilities can be found on the SCSU Graduate website <http://bulletin.stcloudstate.edu/gb/policies/rights.asp>.

Grade Appeals

According to University policy, students have the right to appeal a grade if dissatisfied with the final grade in any class. Students are expected to contact the faculty member that issued the grade to resolve the matter. If the matter is not resolved, the following grading appeals process applies: <https://www5.stcloudstate.edu/Policies/SCSU/Viewer.aspx?id=47>

Step 1. Informal consultation with the faculty member.

Within ten business days of the first day of instruction of the next fall or spring semester the student will communicate with the instructor via e-mail, telephone, or by arranging a meeting with the faculty member to fully explain their concern about their grade. If the instructor is not available for consultation because the instructor of the course is no longer employed by the university, this consultation must occur with the chair of the department. The faculty member may elect to respond to the student immediately or at a later time; however, the student must receive the faculty member's written response within five duty days of the consultation about the complaint. If the faculty member's response is either not satisfactory to the student or is not made within the required time, the student has five business day to proceed to Step 2 and file all documents required to initiate a formal grade appeal if they choose.

Step 2. Formal Grade Appeal.

If the matter is not resolved through informal consultation, the student may file a Formal Grade Appeal by submitting a Grade Appeal Form to the Chair of the department/program in which the course is offered (*download the form, See Supporting Documents*). The Formal Grade Appeal

Form must be accompanied by all documentation that will serve as the basis of the grade appeal and must be submitted in electronic or paper format. At this time, the complaint is formally initiated and the 30-business day timeline to resolution is active. The Department Chair will have three duty days to verify that the student has consulted or attempted to consult the faculty member as required by Step 1, will sign, date and forward the Student Grade Appeal Form to the person(s) responsible for coordinating grade appeals within the department, or someone designated by the department (Grade Appeal Coordinator). If the grade appeal concerns the Grade Appeal Coordinator, the Chair of the department will act as the responsible party for coordinating the grade appeal.

The Grade Appeal Coordinator will have three duty days to inform the faculty member against whom the grade appeal has been brought and will provide a copy of the Grade Appeal Form and a copy of all documentation to the faculty member. The faculty member in question will have five duty days to submit supporting documents or any other written response to the Grade Appeal Coordinator. This may be done by email or in paper format.

Within 8 duty days of receiving the faculty member's response, the Grade Appeal Coordinator will arrange and conduct, along with the departmental faculty grade appeal committee, separate meetings with the student and faculty member. If the instructor in question is a member of the departmental faculty grade appeal committee, the instructor will withdraw from the committee and the remaining members may choose another member as a replacement. The intent of the separate meetings is to review the complaint and supporting documents, and to gather additional information to make a grade determination. Following the two meetings, the Grade Appeal Coordinator will work with the departmental faculty grade appeal committee to reach an outcome.

1. If the contested grade is an "F" or a "U," the committee may let it stand or change it to "W," "U," or "S."
2. If the contested grade is a passing grade, the committee may let it stand or change it to "S," meaning that the course would be counted toward graduation requirements but not be computed in the student's grade point average. To assign a grade of S during this process, the grade appeal committee must determine that the student's work in the course is equivalent to a grade of C or better. They may also change it to a "W".

Within three duty days after the date of the second meeting, the Grade Appeal Coordinator will provide a copy of the Grade Appeal Form to both the student and faculty member that is signed by the members of the departmental grade appeal committee indicating the outcome of the appeal. A copy of the Grade Appeal Form must also be sent to the Registrar's office if a grade change is determined. The Grade Appeal Coordinator will then follow the instructions for final routing and retention as indicated on the Grade Appeal Form.

It is the student's responsibility to monitor the timelines related to the processing of their complaint. If the departmental grade appeal committee fails to hear the grade appeal within the required time limits, the student may notify the Provost's office. The Provost (or designee) may extend the deadline for action and notify the student, faculty member and dean/director of the

appropriate college/school to monitor the process to see that it occurs within the extended time limits.

Step 3. Request for Formal Grade Appeal Review.

A request for a Formal Grade Appeal Review may be made only for the following reasons:

1. a procedural error which substantially affected the outcome;
2. failure of the departmental grade appeal committee to hear the appeal or to render a decision; or
3. new or newly discovered information of a character which may have substantially affected the outcome.

If one or more of the above criteria are met, a student may request a review of the departmental grade appeal decision by completing Step 3 of the Grade Appeal Form and submitting it to the Provost (or designee) within 5 business days of the original departmental grade appeal decision. Within 5 business days of receiving the Step 3 Grade Appeal Form, the Provost (or designee) will make a determination about whether the request is valid. If there is not sufficient reason for further review, the decision of the departmental grade appeal committee is final and not appealable. The Provost (designee) will notify the student in writing of that determination.

If, however, such circumstances are found by the Provost (or designee) to exist, they will forward the request (Step 3 on the Grade Appeal Form) for a Formal Grade Appeal Review to the Faculty Association Academic Affairs Committee (FAAAC). A committee consisting of at least three members of the FAAAC will conduct a meeting to review the appeal. No member conducting the review shall be from the department of the grade appeal that is being reviewed. At the meeting with the FAAAC, both the student and faculty member may be accompanied by any consultant of their choosing. The participation of such persons shall be consistent with the process outlined in the Assisting Students with University Policy and Procedure (see Related SCSU Policies section). These consultants may not speak during the grade appeal review and are only present to provide support. Lawyers or legal representatives may not serve as consultants because this is not a legal proceeding.

The Provost (or designee) shall convene the committee and observe the proceedings. A member of the FAAAC shall chair the meeting. The meeting and report of the outcome of the appeal review will be concluded within 10 duty days of receiving the Step 3 Grade Appeal Form from the Provost (or designee).

Upon conclusion of the review, the chair of the FAAAC review group shall complete the Summary of the Committee Review on the Grade Appeal Form and shall notify the student and faculty member of the outcome, and in cases where a grade change is warranted, the Registrar's office within 3 duty days. The FAAAC Chair will then follow the instructions for final routing and retention as indicated on the Grade Appeal Form.

1. If the contested grade is an "F" or a "U," the FAAAC may let it stand or change it to "W," "U," or "S."

2. If the contested grade is a passing grade, the FAAAC may let it stand or change it to "S," meaning that the course would be counted toward graduation requirements but not be computed in the student's grade point average. To assign a grade of S during this process, the FAAAC must determine that the student's work in the course is equivalent to a grade of C or better. They may also change it to a "W".

The decision to the FAAAC is final, and is not appealable unless there is evidence that the review decision was arbitrary, capricious or improper. In such a case, the student or faculty member may provide written concerns to the Provost to address the matter. If the Provost (or designee) finds that the FAAAC's decision was arbitrary, capricious or improper, they shall provide specific requirements to the FAAAC to address the concerns.

The assignment of grades is the exclusive prerogative of the faculty. Only the faculty member who assigned the grade, the departmental faculty committee, or the FAAAC as described in this process has the authority to change a grade.

Under extraordinary circumstances, the administration finds it necessary to change a grade directly (under the limits imposed in the procedure) because of the failure of the departmental grade appeal committee or the FAAAC to act, a written justification for such an action will be given to the faculty member, the chair of the department of the affected faculty member, the chair of the FAAAC and the President of the Faculty Association. Annually, all grades changed by the administration must be communicated to the Faculty Association through Meet and Confer.

Expedited Appeals and Reviews

Grade Appeals during summer sessions can have a significant impact on student progress. Additionally there may be other time constraints or restrictions that would warrant an expedited process. Faculty and students should make every effort to resolve issues at Step One, including the use of electronic media. If the faculty member for the class in question is unavailable a committee formed in collaboration with the colleagues within the school or department will collect information and attempt to resolve the grading concern at Steps One and Step Two. For grade appeals that move to Step Three the Faculty Association shall select at least three members of the FAAAC to meet and hear grade appeals following the usual practices of committee convening and selection.

Where possible electronic communication (e.g., conference phone calls, Skype, Adobe Connect, etc.) should be used to make sure the student and faculty member have every opportunity to work together to resolve the disputed grade. If deemed necessary by the Provost, a duty day can be paid to faculty who are not under contract to meet with the departmental or FAAAC committees. Resolution of the Grade Appeal should be within 7 business days. Any request to review the appeal at Step 3 shall also be processed within 7 business days.

This information may also be viewed at <http://bulletin.stcloudstate.edu/gb/policies/atoz.asp>. Additional information about grading appeals may be viewed on the SCSU website at <https://www5.stcloudstate.edu/Policies/SCSU/Viewer.aspx?id=47>

Grievance

Students have the right to appeal academic and disciplinary grievances or other alleged improper or unfair actions by faculty or other college personnel.

<https://www5.stcloudstate.edu/Policies/SCSU/Viewer.aspx?id=42>

Policy and Procedure for Handling Student Complaints Concerning Faculty

Policy

Students will have the ability to seek resolution to complaints or concerns about faculty or coaches through the procedures associated with this policy without retaliation.

This policy is established to specifically address student complaints about faculty who have provided instruction or advising and to assure fair treatment of all involved parties. This policy may not be used to address the following:

- General complaints about a faculty member unrelated to instruction or advising
- Grade appeals
- Complaints about non-faculty staff members
- Complaints involving unlawful discrimination/harassment (including sexual discrimination harassment/violence)
- University Student Code of Conduct violations
- Complaints about an academic program
- SCSU parking complaints or violations
- Matters determined by the Dean/Supervisor to be outside the proper boundaries of this process

(See Related Policies and Supporting URLs sections for additional information).

Procedure:

For the purposes of this policy and procedure, a student is defined as an individual or a group (See Definitions section).

Complaints and Appeals

Annually, each dean/faculty supervisor or designee will send out a call for nominations and establish a Student Complaint Review Pool. This pool will be comprised of both faculty and students. Because students serving on this committee will access protected data they would not

otherwise access, they shall complete a confidentiality form agreeing to keep data private. Members may be called upon during the year to serve on the Student Complaint Review Committee when official complaints are filed. Following is the complaint process:

1. When a student (or group of students) has a complaint, the student(s) shall contact either the chair of the department offering the course or a Student Relations Director (SRD)/or the faculty member's supervisor (who will assign a designee) to be informed of the process and obtain the Student Complaint Procedure Timeline. The Athletic Director supervises coaches and will assign the designee for complaints against coaches. If the complaint is against the chair, the student should contact the SRD/designee. If unclear about who to contact students may ask the Dean or College office or the Provost and Vice President for Academic Affairs office.
2. Students are encouraged to communicate directly, in person or via university email, with the faculty member in an attempt to resolve a complaint. The chair or supervisor's designee may assist in this communication to the faculty member.
3. When a student (or group of students) has a complaint which remains unresolved (preferably after consultation with the faculty member) the student(s) may file a Student Complaint Concerning Faculty Form (the complaint form) with the appropriate department chairperson or supervisor's designee no later than thirty (30) calendar days after the first day of classes of the next full term. To file as a group, the students must have a common complaint. Students filing as a group may file one form, but all students must be identified and include their specific complaint(s). All forms for this procedure can be found in the Supporting Documents section. Upon receipt of the form, the chair can assist with informal resolution. If the student has questions about the formal process the chair can provide advice. Once the student submits the form, within three (3) duty days the chair or supervisor's designee will provide the faculty member and the dean or supervisor with the complaint form. The dean or supervisor will then evaluate whether a remedy can be provided through this process, and if so, they will form the Student Complaint Review Committee by selecting members from the Student Complaint Review Pool within six (6) business days of receipt of the notification and shall provide the committee chair with the complaint form. The student(s) and faculty may provide additional documentation to the committee chair once contacted about meeting with the committee.
4. When a complaint is referred to a Student Complaint Review Committee, the committee shall meet with the student(s) first and subsequently with the faculty member separately within fifteen (15) duty days. The student(s) may bring a consultant to all meetings. This person may provide support and advise the student but cannot speak or present for the student. (See Assisting Students with University Policy and Procedure in the Related SCSU Policies section for a description of this role and resources for connecting with consultant options.) Following the review process, the committee must submit a written report to the dean/faculty member's supervisor within five (5) duty days. The report should include suggestions for non-disciplinary resolution of the immediate complaint that drew majority support and the ideas voiced by other members of the committee if offered. All committee members shall sign the report. Upon receipt of the Student Complaint Committee Report Form, the dean/supervisor will evaluate the report and may meet with the student(s) and faculty member separately to assist in forming a decision.

The dean/supervisor will issue a written determination within ten (10) business days. The student(s) and the faculty member will be provided with separate determination letters.

5. The student(s) may appeal to the Provost/Provost's designee within ten (10) business days of receipt of the determination letter if one or more of the criteria on the Student Complaint Concerning Faculty Appeal Form are met. The Provost/Provost's designee may seek additional information and respond in writing within ten (10) business days of receipt of the appeal form.

At the end of this process, all records should be forwarded to the Dean's office and will be subject to the record retention schedule.

Expedited Complaints and Appeals

It is expected that the student complaint process will be continuous throughout the academic year. This is especially necessary for students on suspension and for students waiting to progress in their programs. However, due to the nature of the course (i.e. an 8 week course), scheduling issues, the contractual availability of faculty (i.e. during summer or academic calendar breaks), or other unique situations there may be times when the student could be harmed by a prolonged complaint and/or appeal process.

In the event that a complaint is unable to be processed in the normal manner, the dean or supervisor may appoint an ad-hoc committee of on-duty faculty or chairs and a student to resolve the issue rather than selecting members from the annually established pool. The dean or supervisor will consult with the Provost or Provost's designee to determine shortened deadlines for an expedited process and will communicate those new deadlines with the chair of the ad-hoc committee.

During expedited student complaints concerning faculty, the student(s) and faculty shall be given every reasonable opportunity (including the use of electronic means of communication) to participate in the process. If deemed necessary by the Provost/Provost's designee, an extra duty day can be paid to faculty serving on an ad-hoc Student Complaint Review Committee.

Termination from the Program

Students are expected to adhere to the Student Code of Conduct of SCSU. Violations of this Code are handled by the Office of Student Affairs. Failure to abide by the SCSU Student Code of Conduct can result in various disciplinary actions up to and including expulsion from the University. Violations of the SCSU Code of Conduct or the Code of Ethics may result in students being terminated from the MSW Program. These violations include placing individuals at risk due acts of omission or commission or academic dishonesty. Procedures for addressing violations will be handled according to University Policy as found in the Student and Faculty Handbooks of St. Cloud State University.

The Satisfactory Academic Progress policy and procedure and the Dismissal/Termination of Graduate Student Status policy can be found at:

<https://www5.stcloudstate.edu/Policies/SCSU/Viewer.aspx?id=139>

The direct link to the PDF documents can be found at:

<https://www.stcloudstate.edu/graduatestudies/academics/academic-policy.aspx>

Please note the Social Work Department adopts all Graduate School Policies. Please review all policies related to academic integrity, performance, dismissal and termination.

According to the School of Graduate Studies policy, a student may be terminated from a graduate program and the School of Graduate Studies “for cause” based on the recommendations of the advisor/graduate committee, the department chairperson, and the graduate dean. “For cause” includes professional judgment of the department and the graduate dean that the student does not meet the academic or professional standards required for a student earning a graduate degree. Academic performance and professional behavior are two areas that can be considered. These are addressed in the following paragraphs.

Graduate students must maintain a cumulative GPA of 3.0. Students who fall below the 3.0 standard for graduate course work will have two semesters to obtain a cumulative GPA of 3.0. If the student is not able to bring the cumulative GPA to 3.0 within two semesters, she or he will be dismissed from the program. An earned grade LOWER than a C will not count towards program credit, and must be retaken.

Students are expected to become familiar with and adhere to the Code of Ethics as outlined by the National Association of Social Workers (this Code, in part, can be found in Appendix C and in entirety at <http://www.socialworkers.org>). MSW students are required to adhere to the NASW Code of Ethics that defines the ethical values of the profession and delineates the principles and ethical standards relevant to the professional activities of all social work practitioners. Termination from the MSW program can be recommended if a student is considered to have violated the Code of Ethics.

Any faculty member who is concerned about a student’s continuation in the Program for any of the above stated reasons will file a form for recommended termination with the Chair of the Social Work Department. This will specify the cause for concern in as much detail as possible, clearly identifying the behaviors that justify a possible termination of a student from the MSW Program.

The Chair of the Department of Social Work will notify the faculty that a student has been recommended for termination. The situation, allowing for student anonymity, would be discussed at the next faculty meeting. If the faculty agree on the need to explore the issue further a faculty committee composed of three faculty members is formed. Any faculty member, except the faculty member raising the concern, is eligible to be on this committee. The student will be notified by the Chair that a committee has been assigned. The committee is responsible to gather pertinent information, review the information, and submit a written report with recommendation to the faculty at the next faculty meeting. The student is encouraged to cooperate with faculty committee requests to complete the review. This may include an interview with the student to give the student an opportunity to discuss the circumstances that were the cause of concern. The committee will then make a decision. The faculty may decide to:

- Drop the concern for termination

- Recommend the student meet specific conditions to continue the program
- Terminate the student from the program

The student may appeal the decision of the Department to the Dean of the Graduate School. The decision of the Dean of the Graduate School may be appealed to the Provost of the University.

APPENDIX A

Definition of Terms – Policies

Assignment Completion:

Social work professors expect assignments to be completed on time. This is consistent with professional responsibility. Late assignments may receive a lower grade. Students should read each faculty member's syllabus for specific policies concerning assignment completion.

Academic Advising:

Once admitted to the MSW program, all students are assigned a Faculty Advisor whose responsibilities are to work with the student to review and update semester schedules, program plans, and to help with other forms/documents that are required throughout the process of the MSW program. The advisor also works cooperatively with the student, the Field Liaison, and the Field Education Director to help students with the process of field placement and to assist with issues related to your field placement. MSW Faculty Advisors are assigned yearly, and students are informed as soon as these decisions are made. The Field Education Director is available throughout the course of the program to advise and assist students with issues related to their field experience. The Social Work Department faculty value academic advisement and are available to meet the advising needs of potential and admitted graduate social work students. Faculty members post their office hours outside of their office doors and on their course syllabi. The Office Manager has a copy of faculty office hours in the Social Work Office. Contact information is also available on course syllabi such as email addresses, phone numbers and fax numbers.

The Director of the MSW Program is the assigned academic advisor for entering graduate students. Students entering the program are assigned another Faculty Advisor at the beginning of the academic year. Students may request to change their academic advisor by contacting Advising and Records and Registration. For students selecting Option A (Thesis) for the culminating project the thesis chairperson will serve as Faculty Advisor for the student. The student should complete a change of advisor form to reflect the thesis chair as the academic advisor.

Students should make an appointment with their Faculty Advisor to discuss academic goals **during each semester**. Students are strongly encouraged to become familiar with the requirements of the MSW Program and to review their plan of study before meeting with their advisor. While the Faculty Advisor participates actively in the student's academic planning and monitors student progress, final responsibility for recognizing and fulfilling graduation requirements rests with the student.

Advanced Standing Student:

An Advanced Standing Student is one that has obtained a bachelor's degree in social work from a CSWE accredited program. Taking graduate coursework prior to admission does not constitute admission to the MSW Program.

Concentration Student:

A Concentration student of the MSW Program is one that has successfully completed all coursework established for Foundation Students and has entered the next level of coursework.

Degree Completion:

Completion of the MSW Program is expected within two academic years for Foundation students and one year for Advanced Standing full-time students. Part-time students are expected to complete the Foundation Program in four years and the Advanced Standing Program in two. Students exiting the Program prior to completion of all course work may need to apply for readmission to the Program unless other arrangements have been made with the MSW Program through its Director (please see Readmission Policy).

Desire2Learn:

Many faculty utilize Desire2Learn (D2L) to support and encourage student learning. It is up to the discretion of the faculty if they want to use D2L. Students may access information, such as the syllabus, grades, assignments, additional readings, using the D2L classroom management program. To access D2L, students may go to www.stcloudstate.edu, click on *Current Student* and then on Desire2Learn. Students will need their StarID and password to be able to access this program. Additional information may be posted on D2L during the course of the semester. Students should see individual faculty with questions.

Field Placements:

Students need to make an appointment with the Field Education Director to discuss field education interests and to make plans for Field Education Director. All students will make these arrangements during the spring semester and may out of necessity work through summer to complete placement arrangements so that the Field Placement might begin at the start of the fall semester. For complete information on Field Placements, students are referred to the MSW Field Education Manual found on the Department of Social Work website (<http://www.stcloudstate.edu/socialwork/>).

Foundation Student:

A Foundation student is one that has entered the MSW Program with a bachelor's degree from an accredited institution of higher learning. A student that has obtained a bachelor's degree in social work more than seven years prior to admission to the MSW Program is considered a Foundation Student.

Library Services:

The Miller Center Library is located on the north end of campus on 6th street. The Miller Center Library has a subject librarian, Michael Gorman that works with the Department of Social Work. Contact information is msgorman@stcloudstate.edu or 320-308-2028. Students are encouraged to contact him with any informational needs.

The Department of Social Work has a subject guide webpage developed by Michael Gorman, which has “quick links” to access journal/article databases, books, facts, definitions, overviews, and statistics that pertain to social work. This webpage can be found at <https://www.stcloudstate.edu/library/>

The Miller Center Library has electronic databases, which help facilitate student research projects. Graduate students may also get assistance with their research needs by stopping by the Reference Desk on the first floor of the Library. Also, reference librarians are available by appointment for more extensive research. SCSU librarians can assist students in topic selection (once clear on assignments from the professor), article search, creation of a bibliography, and more. For research assistance, contact a librarian directly or use a librarian-created guide. More information can be found at <https://www.stcloudstate.edu/library/>

Additional library services can be found at the Miller Center Library Circulation Desk on 1st Floor West. These services include:

- Access to student study rooms,
- Checkout for laptop and equipment,
- Borrowing and check out policies,
- Access to Interlibrary loan (ILL),
- Access to electronic reserves, and
- On site computers and study areas.

Students are encouraged to discover the full array of services at the Miller Center Library website found at <https://www.stcloudstate.edu/library/> or by calling 320-308-2084.

For students needing computer access outside of the regular hours, extended 24 hours computer labs are available just outside the main library in Miller Center 102 and Miller Center 125. To access the labs, students must show their SCSU Student ID.

Any other questions about the library can be answered using the “Ask A Librarian” feature located on the home page of the website found at the top right corner of the page. Go to <https://www.stcloudstate.edu/library/> to access this feature.

Life Experience Course Credit & Previous Work Experience:

The Program does not give academic credit for life experiences and /or previous work experiences

Program of Study:

All graduate students of SCSU complete a Program of Study (<https://documentcloud.adobe.com/link/review?uri=urn:aaid:scds:US:05aed8d3-afc4-47ae-b6a6-ba0db10baeac>) to achieve the desired degree. The Program of Study is a contract between the student and the University for expected course and credit requirements. MSW students complete a Program of Study with their academic advisor and MSW Program Director no later than the first semester of study. The Program of Study must be submitted to the School of Graduate Studies to be valid.

Student Files:

Electronic, password-protected files are maintained on all MSW students. The student file primarily consists of application information including: a copy of the application, GRE scores (if submitted), transcripts, letters of recommendation, and the 3-5 page essay required by the department for admission, the letter of admission to the program, other correspondence to or from the student regarding their admission and/or status in the program, contact information, Field Placement learning contracts and evaluations.

Confidentiality of student files is important. Student files are kept in a password-protected file and drive. These files are only accessible to the Office Manager and faculty. Students have the right to review their own file. A student who would like to review his or her file should contact their advisor who will retrieve the file for the student. The student may review the file in the Social Work office or the office of their advisor. Student files cannot be removed from the building. When the student is finished with the file, the faculty advisor returns the file to the cabinet.

After graduation, students may choose to copy materials and remove prior to destruction for students' own use. According to University policy, files are retained by the Department for a period of three years after graduation before being routinely destroyed by the University. The Social Work Department adheres to the Family Educational Rights and Privacy Act (FERPA), a federal law that protects the privacy rights of students 18 years or older.

Thesis:

Students in the MSW Program who select Option A for the Program Plan of Study are expected to complete a Thesis. A thesis is a written document based upon an area of research or study completed by the student. Students work with the Thesis chairperson to guide them through this process. Students may obtain more information regarding SCSU standards and thesis preparation at <https://www.stcloudstate.edu/graduatestudies/forms/default.aspx>.

Transfer of Credits:

On a rare occasion a student transfers from another MSW Program. The MSW Program Director handles the transfer of credits with the approval of the MSW Program Committee. The decision to accept the transfer of credits is dealt with on a case-by-case basis and is at the discretion of the MSW Program Director on behalf of the MSW Program Committee and Department of Social Work. Appropriate equivalencies from another accredited program may be accepted with the exception of credit for practice classes and field placements. Students who request the transfer of credit must provide the MSW Program Director with a syllabus of the course taken, evidence of a passing grade of a B or better, and a completed transfer of credit form.

Students should consider carefully a decision to transfer from one MSW program to another. Courses in graduate social work programs are developed specifically for the program's educational track and in support of foundation courses. Not every course will transfer and transfer students may be required to take additional courses in the SCSU MSW Program in order to have content required for the Advanced Generalist track.

University Code of Conduct:

Students in any course must abide by the University's Code of Conduct. This is available in the University Student Handbook and online at

<http://www.stcloudstate.edu/studenthandbook/code/default.asp>.

Withdrawal:

Withdrawals from courses dates are listed each semester in the course information on the University Web site (<https://www.stcloudstate.edu/srfs/withdrawals/default.aspx>). Late withdrawals may be listed as a "W" on the student's transcript.

Additional Graduate Policies:

The Graduate School has additional policies, such as repeating a course, time-limits, and etc. which are important to students. These policies may be viewed online at

<https://www.stcloudstate.edu/graduatestudies/academics/academic-policy.aspx>.

APPENDIX B

Course Descriptions

<https://catalog.stcloudstate.edu/Catalog/ViewCatalog.aspx?pageid=viewcatalog&catalogid=7&chapterid=569&topicgroupid=1871&loadusercredits=False>

APPENDIX C

Field Placement Information

<https://www.stcloudstate.edu/socialwork/programs.aspx>

APPENDIX D

State of Minnesota Board of Social Work

<https://mn.gov/boards/social-work/>

APPENDIX E

Resource Reference List

	Phone	Room
• Academic Affairs	308-3143	AS209
• Academic Learning Center (Tutoring)	308-4993	CH236
• ADAPT (Alcohol/Drug Awareness Prevention)	308-4850	HiH
• Advising Center	308-6075	CH366
• Affirmative Action	308-5123	AS102
• Atwood Information	308-4636	AMC
• Business Services	308-4003	AS122
• Bookstore	308-1489	CH
• Career Services	308-2151	CH215
• Computer Assistance		
○ Help Desk (Computing & Technology)	308-2077	AMC 165
• Computer Lab	308-2068	MC 204
• Counseling Center (Career/personal)	308-3171	SH103
• Escort Service	308-3333	PS
• Fitness Center	308-3613	HaH S102
• Financial Aid	308-2047	AS106
• Campus Dining	308-4499	Atwood
• Graduate School	308-2113	AS121
• Health Services	308-3191	HiH
• Lindgren Child Care Center	308-3296	ECC122
• Math Skills Center	308-3840	CH224
• Multicultural Student Services	308-3003	AMC154
• Public Safety	308-3333	PS
• Records & Registration	308-2111	AS118
• Sexual Violence Prevention Program	308-3995	WC
• Student Accessibility Services	308-3117	CH202
• Technology Support Line	308-8324	
• Veterans Program	308-2185	AS 100
• Volunteer Connection	308-5693	AMC139
• Women's Center	308-4958	WC
• The Write Place	308-2031	Bldg. RCWH 177A

APPENDIX F

SCSU Parking Information

All SCSU parking facilities require display of a valid parking permit. This permit can be purchased through the Public Safety Office located in the lower level of 4th Avenue Parking Ramp. Permits can be requested at <https://www.stcloudstate.edu/campusmap/parking/default.aspx> go to Parking and Transportation section). Or contact 320-308-3453 with additional questions. Student commuter lots are V, M, and K. Visitors and students may park in the following locations: South Pay Lot, Miller Pay Lot, and 4th Avenue Parking Ramp (Pay Lot). Students are placed on waiting lists for parking permits, which are created new each year. Students who are pre-registered for parking will be assigned to the lists with priority by most semesters completed for resident hall students or by most credits completed for commuting students. After the registration deadline, it is based on date and time of registration.



APPENDIX G

COVID-19 Resources and Planning

1. MSW Students engaging in MSW Field Practicum (all students in SW 615, SW 625, SW 635 and SW 645) will need to complete the University Attestation Process found here:
<https://www.stcloudstate.edu/emergency/covid19/student-information/attestation-instructions.aspx>

You are currently not required to provide a COVID-19 attestation.
[Return to eServices](#)

Our top priority is the health and safety of all students, faculty, and staff as well as to provide proof of vaccination or get tested weekly for COVID-19:

- living in residence halls,
- **or** are engaged in athletics,
- **or are** involved in select extra-curricular activities as defined by their college

Please identify which of the following applies to you:

- Live in residence hall
- Participate in athletics
- Participate in college/university identified extra-curricular activity

[Continue](#)

[Return to eServices](#)

This is a SCSU/Minn State Requirement. Students must be in compliance with this requirement regardless of vaccine and testing mandates at their field sites.

2. For the most current COVID-19 updates at St. Cloud State University, please see:
<https://www.stcloudstate.edu/emergency/covid19/>