

# **Student Handbook 2022-2023**

1255 Amsterdam Avenue  
New York, NY 10027  
<http://socialwork.columbia.edu/>

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[Provide feedback!](#)

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## THE CSSW HANDBOOK

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The policies and procedures herein apply to all students enrolled in the Columbia School of Social Work. This document also contains important information related to admissions, registration, academics, degree requirements, standards of conduct, and financial aid. All master's and doctoral students should familiarize themselves with and follow the regulations of the University and the School of Social Work. Please be aware that lack of knowledge about the University or CSSW rules and policies does not excuse students who fail to comply with these regulations.

The degree and academic requirements in place normally will not change within any given academic year. However, policies and procedures are reviewed and updated annually. At times, a review of academic, financial, or other considerations may lead to changes in policies mid-year. The School of Social Work reserves the right to make changes at any time.

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## COLUMBIA SCHOOL OF SOCIAL WORK

### MISSION STATEMENT

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#### **Mission**

The mission of the Columbia School of Social Work is to interrogate racism and other systems of oppression standing in the way of social equity and justice, and to foster social work education, practice, and research that strengthen and expand the opportunities, resources, and capabilities of all persons to achieve their full potential and well-being.

#### **Goals**

- 1) Create an inclusive learning and work environment that promotes diversity and excellence in research, teaching, and the training of social work professionals.
- 2) Partner with community service providers, advocates, and professionals across all disciplines to promote effective practices, programs, and policies that center and protect the dignity of individuals and their human rights.
- 3) Uphold ethical standards of competence, service, and integrity as applied locally, nationally, and globally.

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## KEY ATTRIBUTES OF A SOCIAL WORKER

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The following standards, distinguished from academic standards, describe the physical, cognitive, emotional and character requirements to provide reasonable assurance that students can complete the entire course of study and participate fully in all aspects of social work education and practice. Acquisition of competence as a social worker is a lengthy and complex process that will be undermined by significant limitations of the student's ability to participate in the full spectrum of the experiences and the requirements of the curriculum.

All students in the Columbia University School of Social Work are expected to possess the following abilities and attributes at a level appropriate to their year in the program. They are expected to meet these standards in the classroom, in their practicum, and elsewhere. Attention to these standards will be part of evaluations made by faculty responsible for evaluating students' classroom and practicum performance. ***Failure to demonstrate these key attributes consistently may lead to termination from the program.***

### **Communication Skills**

The social work student must communicate effectively and sensitively with other students, faculty, staff, clients and other professionals. Students must express their ideas and feelings clearly and demonstrate a willingness and ability to listen to others. They must have sufficient skills in spoken and written English to understand the content presented in the program.

### **Self-Awareness**

The social work student must know how their values, attitudes, beliefs, emotions and past experiences affect their thinking, behavior and relationships. The student must be willing to examine and change their behavior when it interferes with their work with clients and other professionals and must be able to work effectively with others in subordinate positions as well as with those in authority.

### **Professional Commitment**

The social work student must have a strong commitment to the goals of social work and to the ethical standards of the profession. The student must be committed to the essential values of social work which are the dignity and worth of every individual and their right to a just share of society's resources.

### **Knowledge Base for Social Work Practice**

The professional activities of social work students must be grounded in relevant social, behavioral and biological science knowledge and research. This includes knowledge and skills in relationship-building, data-gathering, assessment, interventions and evaluation of practice.

### **Objectivity**

The social work student must be sufficiently objective enough to systematically evaluate clients and their situations in an unbiased, factual way.



### **Empathy**

The social work student must endeavor to seek to comprehend another individual's way of life and values. They must be able to communicate this empathy and support to the client as a basis for a productive professional relationship.

### **Energy**

The social work student must be resilient when experiencing undesirable effects of stress, exercising appropriate self-care and developing cooperative and facilitative relationships with colleagues and peers.

### **Acceptance of Diversity**

The social work student must appreciate the value of human diversity. They must serve in an appropriate manner all persons in need of assistance, regardless of the person's race, ethnicity, national origin, color, sex, sexual orientation, gender identity or expression, age, marital status, political belief, religion, immigration status, or mental or physical ability.

### **Interpersonal Skills**

The social work student must demonstrate the interpersonal skills needed to relate effectively to other students, faculty, staff, clients and other professionals. These include compassion, altruism, integrity, and the demonstration of respect for and consideration of others.

### **Professional Behavior**

The social work student must behave professionally by knowing and practicing within the scope of social work, adhering to the profession's code of ethics, respecting others, being punctual and dependable, prioritizing responsibilities, and completing assignments on time.

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## CORE COMPETENCIES OF MASTER'S LEVEL SOCIAL WORK EDUCATION

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The Council on Social Work Education, the accrediting agency for social work programs in the United States has identified nine (9) core competencies with which master's level social workers must graduate. These competencies are embedded in the learning outcomes of courses throughout the generalist curriculum and the specialized curricula.

The CSSW Office of Institutional Research and Evaluation uses a range of student-level data, including class assignments and field education scores and grades and other instructor ratings, to evaluate the extent to which the CSSW student body within the generalist and specialized years is achieving mastery of these competencies. Data are reviewed in aggregate form only. These data allow the faculty to monitor the overall effectiveness of the curriculum in the preparation of CSSW graduates with respect to these competencies. The competencies are listed below and can be reviewed in detail at <https://www.cswe.org/Accreditation/Standards-and-Policies/2015-EPAS>.

*Competency 1: Demonstrate Ethical and Professional Behavior*

*Competency 2: Engage Diversity and Difference in Practice*

*Competency 3: Advance Human Rights and Social, Economic, and Environmental Justice*

*Competency 4: Engage in Practice-Informed Research and Research-Informed Practice*

*Competency 5: Engage in Policy Practice*

*Competency 6: Engage with Individuals, Families, Groups, Organizations, and Communities*

*Competency 7: Assess Individuals, Families, Groups, Organizations, and Communities*

*Competency 8: Intervene with Individuals, Families, Groups, Organizations, and Communities*

*Competency 9: Evaluate Practice with Individuals, Families, Groups, Organizations, and Communities*

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## SCHOOL OF SOCIAL WORK MASTER'S DEGREE PROGRAM OVERVIEW

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### Degree Programs

The Master's Program prepares students for entry into advanced social work practice. The curriculum emphasizes promoting social and economic justice, particularly for populations at risk; practicing with diverse populations; and evaluating practice outcomes.

The Master of Science (M.S.) degree from Columbia School of Social Work is earned by completing a progressive sequence of courses designed in accordance with the standards of the Council on Social Work Education (CSWE), the School's accrediting body. All students are required by the CSWE to take courses in human behavior and the social environment, social welfare policy and services, research, social work practice, and field education. For a complete description of courses, review the CSSW Course List available at <https://socialwork.columbia.edu/current-students/registration-information/>.

The specific requirements and format for each of the School's master's degree programs - the Two-Year and 16-Month programs, One-Year Residency and Part-Time to Full-Time programs, Advanced Standing program, Transfer program, and Part-Time Program – can be found below.

### Master of Science in Social Work Requirements

The MSW at Columbia requires successful completion of 60 credits, which includes Field Education. To qualify for the degree, students must have a grade point average (GPA) of at least 3.0 (a B average). **All requirements for the degree must be completed within four (4) years of the date of matriculation.**

The following foundational generalist courses are required of all M.S. students:

- T6010 First-Year Field Education
- T0008 Motivational Interviewing Lab
- T6011 Reduced Residency Seminar (One-Year Residency for Working Professionals Only)
- T660A Human Behavior and the Social Environment I (HBSE I)
- T660B/C Human Behavior and the Social Environment II (HBSE II)
- T6501 Social Work Research
- T6505 Introduction to Statistics
- T6801 Social Welfare Policy
- T7100 Foundations of Social Work Practice: Decolonizing Social Work
- T7102 Direct Practice with Individuals, Families & Groups
- T7103 Advocacy in Social Work Practice

Based on a student's selected specialization (see "Areas of Specialized Practice" below), they take the following courses in their final, specialized year:

- At least two additional practice courses in the student's chosen area of specialized practice
- A required course in a specified field of practice and an advanced research course, taken in the third term
- T6020 Field Education (two terms)
- Remaining electives (as necessary)

## **Areas of Specialized Practice**

Prior to entering the specialized/second year, students select an area of specialized practice. All four specializations are available to students in both Online and Residential campuses. The student's choice of specialization determines the type of second-year field placement they will have, and the series of second-year courses for which they will register. The School's four specializations are:

Advanced Clinical Social Work Practice (ACP) emphasizes assessment, intervention, and evaluation within a field of practice, using evidence-based individual, family, group, and case management strategies; clinical application of risk and resilience theories and research to at-risk populations; and clinical issues with specific client populations.

Advanced Generalist Practice and Programming (AGPP) focuses on direct practice with individuals, families, and groups as well as collaboration with stakeholders on assets and needs assessments, program design, grant writing, community building, advocacy, policy development and program evaluation.

Leadership, Management, and Entrepreneurship for Social Justice (LME) (formerly titled Social Enterprise Administration (SEA)) builds knowledge, skills, and values in administering social service programs including social planning and program development, program evaluation, financial management, staff development and training, human resource management and supervision, and management information systems.

Policy Practice (POL) explores policy analysis and policy advocacy, including the development of knowledge, values, and skills needed to define policy issues from a social work perspective, collect and analyze relevant data, develop policy options, prepare testimony, and present recommendations.

## **Fields of Practice**

In addition to selecting a practice specialization, students select a field of practice that will define, in part, the population and/or substantive focus of the student's specialized year field placement. All seven fields of practice are available to students in both Online and Residential campuses.

Aging focuses on the role, status, and social problems of the elderly; sociology of the family; age stratification; policies providing financial support, health, and social care for the elderly; and social service provisions for the aged.

Contemporary Social Issues (CSI) explores emerging social problems, their etiology, epidemiology, and interconnections; relevant policies, programs, and practices; and coordination or lack thereof among service systems that seek to address these problems. CSI, via advocacy and a forensic approach, addresses the impact of issues and problems in the criminal justice system, homelessness, domestic violence/violence, and substance abuse and their impact on individuals, groups, couples, families, communities, and society.

Family, Youth, and Children's Services addresses the economic and social status and service needs of families, youth, and children; laws, funding, and service organizations; family support and child care services; preventive and protective services; school-related and/or school-based services; and adolescent issues.

Health, Mental Health, and Disabilities identifies health factors and social stressors that affect clients; program development and evaluation; fiscal, legal, and organizational sanctions and influences, including managed care; assessment of system entry credits for client care and advocacy.

International Social Welfare and Services to Immigrants and Refugees examines global social problems; international trends in social policies and programs, including response to disasters; needs of immigrants and refugees; community development; and activities of major international organizations and voluntary agencies working internationally. Preference will be given to those fluent in a second language.

School-based and School-linked Services explores practice issues in public education; problems of school failure; design, administration, financing, delivery, and evaluation of school-based or school-linked child and family services; and interdisciplinary collaboration.

World of Work focuses on the composition, status, and needs of the labor force; conditions interfering with work roles; services for clients as workers and for their dependents; collective bargaining; discrimination and unequal opportunity; interdisciplinary initiatives; and legislation related to work and social welfare.

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## ACADEMIC CALENDAR

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CSSW's Academic Calendar: <https://socialwork.columbia.edu/about/academic-calendar/>

Please note that the calendar is subject to change.

### **Religious Holidays**

It is the policy of the University to respect its members' religious beliefs. In compliance with New York State law, each student who is absent from school because of their religious beliefs will be given an equivalent opportunity to register for classes or make up any examination, study, or work requirements that they may have missed because of such absence on any particular day or days. No student will be penalized for absence due to religious beliefs, and alternative means will be sought for satisfying the academic requirements involved.

Officers of administration and of instruction responsible for scheduling academic activities or essential services are expected to avoid conflict with religious holidays as much as possible. If a suitable arrangement cannot be worked out between the student and the instructor involved, they should consult the appropriate dean or director. If an additional appeal is needed, it may be taken to the Provost.

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## PATHWAYS TO THE MSW AT COLUMBIA

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Pathways are determined upon submission of your application to Columbia School of Social Work.

Part-Time to Full-Time program and Part-Time program students may be permitted to apply to change their pathway to the One-Year Residency program. The application for this change must be submitted by January prior to the start of the intended fall semester and may include additional admission essays and supervisor recommendation. The change cannot take place mid-semester or mid-year. You must meet with the Office of Advising to discuss your plan prior to submitting the application form.

2-Year program and 16-Month program students may request to change their pathway to the Part-Time to Full-Time program prior to the end of the Add/Drop period of their first semester.

Students are permitted to request to change from the Residential program to the Online Campus and vice versa. The change cannot take place mid-semester or mid-year. This change request must be submitted by June 1 prior to the start of the intended fall semester.

### Two-Year

This is the traditional path to the MSW degree and is designed for students who can commit to full-time academic study and field work. The period of study is four semesters: fall-spring-fall-spring, including 1,200 hours of Field (3 days, 21 hours per week). Study during the summer is not required. Students spend two semesters in each of two different agencies, which are selected from among the more than 800 social service agencies throughout the metropolitan area and more than 300 across the country that are affiliated with the School.

### 16-Month Accelerated

An accelerated path to the MSW degree, the 16-Month option is identical to the Two-Year pathway in the sequence of courses. Students begin study in the spring semester and complete the program in four consecutive semesters, including a summer term. The period of study is spring-summer-fall-spring, with two 600-hour Field placements.

### One-Year Residency for Working Professionals (Reduced Residency)

The One-Year Residency program offers students who are currently employed in approved human services programs the opportunity to earn the M.S. degree while counting a portion of their employment toward the field education requirement. Students in this program fulfill the same 60-credit degree requirement as other students enrolled in the School, and earn their Master of Science in Social Work degree through a combination of part-time and full-time study over a period of up to 4 years. In place of a generalist year field placement, students enroll in a field education seminar in which they integrate classroom learning with their employment experiences.

In their final year, while typically still in their place of employment, students complete a 28-hour per week field placement of which 14 hours of their usual employment activities may be counted. Most students complete their field education requirement in a four-day per week schedule.

Though every attempt will be made to arrange an appropriate field placement at a student's place of employment, the School is not able to guarantee it. If this is not possible, the School will work with students to have a placement from its pool of partnering agencies.

Please note, while the School does offer select classes in the evening (and even more seldom weekends), it is not possible to complete all program requirements by only taking evening or weekend classes.

### Part-Time to Full-Time (Extended Program)

The Part-Time to Full-Time Program offers students the opportunity to pursue the M.S. degree beginning as a part-time student and eventually moving to full-time status in their final year. Part-Time to Full-Time Program students meet the same course and field education credit requirements as Two-Year Program students, except they may complete the program in three to four years. Students may elect to enroll in the summer term in order to reduce their course load in the fall and spring terms. Once a Part-Time to Full-Time student begins Field Education, they must plan to be at their placement site three days per week (21 hours). Weekend or evening only placements are not available.

Please note, while the School does offer select classes in the evening (and even more seldom weekends), it is not possible to complete all program requirements by only taking evening or weekend classes.

### Advanced Standing Program

This accelerated route to the MSW degree is available to graduates currently within 5 years of a CSWE-accredited undergraduate social work program. Study is nearly, but not exactly, identical to the specialized final year of the Two-Year pathway. The period of study consists of an intensive during the summer term (late July to August) followed by two semesters: fall-spring, including 600 hours of field work at one field placement.

Advanced Standing students receive up to 27 transfer credits (having earned a B or better in their BSW courses). Advanced Standing students complete a minimum of 33 credits at CSSW which includes 12 in field education. Under extenuating circumstances, a generalist year MSW requirement that has not been fulfilled may be taken prior to graduation at Columbia School of Social Work. Students may not transfer credits once matriculated.

*BSW graduates from Canadian institutions will not receive credit for T6801 Social Welfare Policy.*

Advanced Standing students may not pursue a dual degree.



Current employment may not be utilized to satisfy the CSSW Field Education requirement.

### Transfer Program

Students who have completed a full year of field and course work at another CSWE-accredited graduate school of social work within the last five years may apply to CSSW's Transfer Program.

A maximum of 30 credits, earned while a full-time degree candidate, may be granted toward the M.S. degree.

Students who are accepted into the Transfer Program will complete their degree in one academic year, beginning the program as students in their final year.

Transfer students may not pursue a dual degree.

Current employment cannot be used to satisfy the CSSW Field Work Requirement.

Under extenuating circumstances, a generalist year MSW requirement that has not been fulfilled may be taken prior to graduation at Columbia School of Social Work. Students may not transfer credits once matriculated.

### 5-Term International Program

During the first term that international students are in this program, instead of beginning Field work, students participate in an Immersion Seminar in which students will be acclimated to the School of Social Work and the broader community in which they will serve. Following this preparation, students will begin field work in the subsequent spring term. The program then continues into the following summer, fall, and spring terms.

All international registrants in non-immigrant classifications F or J and full-time registrants in other nonresidential classifications are charged an International Service Charge of \$120 per term.

### Part-Time Program

The Part-Time Program offers students the opportunity to pursue the M.S. degree as a part-time student throughout the program. Students in this program fulfill the same 60-credit degree course and 1,200-hour field education requirements as Two-Year Program students, and earn their Master of Science in Social Work degree through part-time study over a period of up to 4 years. In the first year of study, students enroll in 2 semesters of coursework. During the second and third years, students enroll fall-spring-summer in coursework and field education. The fourth year can be utilized to complete any remaining coursework, such as electives. Students in this program can and must complete all degree requirements within 4 calendar years from the point of matriculation.

## Online Campus

The degree requirements for Online Campus students are the same as for those enrolled in the Residential Campus.

## Dual Degree Programs

Applicants seeking admission to dual-degree studies must apply separately to each of the two collaborating schools and must meet the admissions requirements of both. Once both schools grant admission to the individual degree programs, the student may begin an integrated dual-degree program. Students considering dual-degree programs are strongly encouraged to apply to both schools as early as possible. Advanced Standing and Transfer students are not permitted to pursue dual degrees. Online Campus students are able to pursue dual degrees and minor programs if they're able to attend courses in NYC at the partner school or find eligible course offerings via an online option.

- Detailed information about the specific requirements of these programs is available via the [Dual Degree Guide](#)). Dual degree partner school requirements should be secured from the admissions office or dual degree coordinator of the other participating program.
- Students who elect to withdraw from the dual degree program and remain in CSSW as a Two-Year MS student, must meet with staff in the Office of Advising to discuss a revised course plan.

*The M.S. in Social Work degree is conferred only when all requirements for **both** programs are completed. Both partner schools must confer each degree concurrently.*

- Social Work and Columbia Business School (MSW/MBA)
- Social Work and Mailman School of Public Health (MSW/MPH)
- Social Work and Jewish Theological Seminary (MSW/MA)
- Social Work and Columbia Law School (MSW/JD)
- Social Work and Union Theological Seminary (MSW/M.Div.)
- Social Work and Graduate School of Architecture, Planning and Preservation (MSW/MS)
- Social Work and School of International and Public Affairs (SIPA) (MSW/MPA; MSW/MIA)
- Social Work and Bank Street College of Education (MSW/MSEd)

### Additional classes (*formerly Minors*)

Students may enhance their plan of study by choosing to enroll in classes related to their area of interest as electives.

To cross-register for courses outside of CSSW, students MUST submit the [Cross-Registration Course Approval Form](#). CSSW cannot guarantee entry into any non-CSSW course. Students must abide by the cross-registration procedures of the school to which the course belongs.

Examples include:

#### **Social Work and Advocacy in the Criminal Justice System**

- T6720 Race and Representation in the Criminal Justice System
- T6722 Forensic Social Work
- T6724 Restorative Justice
- T7901 Legal Foundations I
- T7902 Legal Foundations II

#### **Emerging Technology, Media and Society**

- T6009 Advocacy in Digital Media and Society
- T6009 Human Centered Design Justice
- T6009 XR for Good: Exploring Extended Reality Social Work + Social Justice
- T6009 Statistical Thinking for Data Science w/ Python Lab

#### **International Social Welfare**

- T6009 Global Social Policy
- T6925 International Social Welfare
- T7308 Seminar on US Immigration

#### **Social Welfare Policy**

- T7310 Harm Reduction
- T6910 Healthcare System
- T7803 Homelessness
- T7806 Mental Health Policy
- T7807 Long-Term Care Services and Support
- T7808 Child Welfare Practice and Policy

### Curriculum Study Plans

For information regarding course descriptions and curriculum study plans, please visit the Registration Information website (within section *Registration Guides and Course Information*): <https://socialwork.columbia.edu/current-students/registration-information/>

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## FIELD EDUCATION

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Field Education is designed to prepare students for their place in social work whether they are planning to do clinical, programmatic, policy or administrative work in the future. It will prepare them for their place on the international, national or local stage, wherever they initially plan to practice. This is accomplished through the design of our curriculum and the implementation of the skills taught in that curriculum in the Field. The success of that implementation is due to the commitment of the field instructors, education coordinators, and advisors connected to CSSW.

The Field Education Manual has the description of the necessary skills for each social work student's second/specialized year method area specifically spelled out as Learning Objectives. Field instructors will fill out Student Evaluation forms with questions connected to competency behaviors at the end of each term. This material provides great specificity regarding students' learning of core practice skills during their educational experience.

CSSW Field Education Manual: <https://socialwork.columbia.edu/wp-content/uploads/fe-manual.pdf>

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## SPECIAL PROGRAMS

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### Accelerated Policy Practice

Students within the Accelerated Policy Practice Program begin taking courses in the Policy Practice method area in their first year, which allows them to take advanced and varied courses their second year.

Soon after being admitted to the School, students will be invited to apply for this specialization. The Policy faculty seek students who are certain they want to complete the Policy Practice method area and who have an outstanding undergraduate record as well as prior paid social work or social welfare experience.

### Evidence-Based Practice (EBP) Project for Persons with Mental Health Conditions

The EBP Project is a collaboration between CSSW and the New York State Office of Mental Health (OMH) to prepare social work professionals to work effectively with individuals with persistent mental health conditions and is open to both Advanced Clinical Practice (ACP) and Advanced Generalist Practice and Programming (AGPP) students. Students will complete all generalist curriculum requirements and apply to this focused specialization for entry in the specialized year. Students in this program are required to take a special one-term course, T7340 Evidence-Based Practice for Persons with Serious Mental Health Conditions, and participate in a series of colloquia for students, faculty, and field instructors that focus on recovery-oriented and strengths-based interventions for persons with mental health conditions. Concurrent to coursework, students complete a unique evidence-based field placement with one of nine agency partners in which they will provide community-based interventions that include assertive community treatment (ACT), family psycho-education, supported employment, or wellness management. Interested students should identify themselves to Professor Amy Kapadia and/or the Director of Field Education at the time of the specialization selection process.

### Dialectical Behavior Therapy (DBT)

DBT is a cognitive-behavioral approach designated by the American Psychiatric Association as one of the empirically demonstrated effective interventions for Borderline Personality Disorder (BPD). It has also been demonstrated as effective in randomized clinical trials with individuals who have been dually diagnosed with BPD and substance abuse, geriatric individuals suffering from depression, women who have a binge-eating disorder, and other adults and adolescents with other mental health conditions with severity.

The program is 12 months long, from May at the end of the first year, through graduation a year later. It consists of a rigorous academic curriculum, including two summer classes, paired with field-based DBT internship experiences that take place under experienced, intensively trained, and

certification-eligible supervisors. In addition to prescribed academic requirements, students participate in online study and on-campus preparatory classes from May through August of the first summer. Ten days of DBT Intensive Training are provided by Behavioral Tech, LLC: five training days in August prior to the start of the academic year and five during the January holidays. A 2.5-day workshop seminar in Suicide Risk Assessment and Management is also held during fall semester.

Students interested in applying to the DBT program must attend a series of informational sessions held in January and February of their first year, and complete an application which includes a statement of personal interest. Evaluations are based on academic preparation, prior clinical experience with cognitive-behavioral interventions, and research interest. Interviews are offered in late February and students will be informed of their selection into the DBT program.

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## ACADEMIC POLICIES AND GUIDELINES

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### Degree Requirements

The Master of Science in Social Work Program requires successful completion of a 60-credit curriculum which includes Field Instruction. To qualify for the MSW degree, students must have a grade point average of at least 3.0 (corresponding to a B average).

Students have a total of 4 years from the point of matriculation to complete all degree requirements. Each student has the responsibility to ensure that they meet the degree requirements.

**Stellic Degree Audit Tool:** CSSW utilizes a degree audit tool for you and your advisors to organize your upcoming semesters and keep track of your degree progress. You may access [this guide](#) to get started.

Additional Requirements:

- Students are responsible for the removal of any account holds that may prevent a student from registering.
- Students are responsible for registering for required classes in the correct sequence.
- Students must complete all generalist courses, including Field Education, prior to enrolling in final year courses.

### Audit Policy

*Students may audit one (1) elective course per term.* Auditors must meet course prerequisites. Audit requests are approved only if there is space in the course and will not be allowed for any course with a waitlist. If students want to audit a course, they need to complete an [Audit Request Form](#) prior to the beginning of the term for which they are requesting the audit. Students who are approved to audit an elective will be added to the course's Canvas site. Students who audit courses are expected to attend each class session and participate actively.

NOTE: When a student audits a course at the School of Social Work, they:

- Are not registered for the course
- Do not receive credit for the course
- Are not charged for the course

Students who wish to audit a course in another school of the University must consult the audit policies of the school in which the course is housed.

## Transfer Credit Policies

Students who have completed graduate-level courses in social work or in related disciplines may request, and in some cases be granted, transfer credits for eligible courses completed with a grade of B or above, within five years of the date of matriculation at CSSW. Courses taken at other institutions after a student has matriculated at CSSW are not eligible for transfer credit. Please note that this "Transfer Credit" option is not the same as the CSSW Transfer Program.

*CSSW course credit will not be granted for courses used to fulfill graduation requirements for a degree that was conferred.*

A maximum of nine (9) credits may be transferred from CSWE-accredited schools; only six (6) of these may be for electives.

Students may receive transfer credit for the following required Columbia courses *only* if they were earned at a **CSWE-accredited U.S. graduate school of social work and not as part of an undergraduate degree (unless the student is enrolling in the Advanced Standing Program)**.

- T660A-B/C Human Behavior and Social Environment I and II
- T6501 Social Work Research
- T6801 Social Welfare Policy

A maximum of six credits from a related discipline (i.e., other than social work) may be eligible for transfer credit as electives. Students who receive transfer credit for electives are still required to meet all degree requirements for their chosen method area. In some instances (e.g., the Leadership, Management, and Entrepreneurship for Social Justice/Social Enterprise Administration specialization), transfer credits cannot be used to fulfill certain degree requirements.

It is the responsibility of the admitted student to request transfer credit. The [Transfer Credit Form](#) must be submitted to the Office of Student Affairs no later than the Friday of the first week of classes of the term in which the student matriculates. All requests are reviewed for relevance of the course(s) to social work, grade(s) earned, and date of completion. The Office of Student Affairs, in conjunction with the Office of Academic Affairs, determines whether graduate social work credit taken at another school of social work is to be transferred as "elective" credit or as the equivalent of a particular required Columbia course. Courses may be accepted as electives if the content is reasonably related to the professional and educational objectives of the Columbia School of Social Work.

No transfer credits can be granted for course(s) taken at international universities.

***Columbia University School of Social Work does not give academic credit for life experience or previous work experience, in whole or in part, in lieu of the field practice or of courses.***



## Waiver Exams

The following courses may be waived by successfully passing an examination:

- T6505 Intro to Statistics
- T6501 Social Work Research
- T6801 Social Welfare Policy

Waiver exams may only be taken prior to matriculation.

Students may sit for each waiver exam only once. If T6501 Social Work Research or T6801 Social Welfare Policy are waived by examination, an elective for the same number of credits must be taken.

## Cross-Registration

When registering for courses in other divisions of the University, students may be required to secure approval from that division's academic department or instructor of the course using an Add/Drop Form. Please visit the site of the school in which the course resides for cross-registration policies.

Note: Students who cross-register at Teachers College (TC) will be charged the TC tuition rate per credit, which may be more than the CSSW rate. Classes taken at TC are not covered under CSSW's flat-rate tuition plan. Any student registering for a TC course will be charged separately for the cost of that course. Students who are cross-registering at all other Columbia divisions are charged the CSSW tuition rate per credit. These courses will be covered by CSSW's flat rate tuition plan, as long as the student is registering for no more than 19.5 credits.

## Independent Study

A tutorial or independent study offers students an opportunity to study content not offered within the School of Social Work. Students wishing to register for a tutorial (independent study) make arrangements with a full-time faculty member who agrees to serve as the instructor for the tutorial. The faculty member and the student's advisor must sign an [Independent Study/Tutorial Form](#). The form is then submitted to the Office of Academic Affairs for approval.

A description of the proposed tutorial, including the content, objectives, time frame, assignments and plan for evaluation must accompany the form. Once the tutorial is approved, the Office of Academic Affairs sends a copy of the form to the Office of Student Affairs for processing. Independent studies cannot be developed and completed in lieu of program requirements.

**Creating an independent study that may count toward LCSW education requirement**

Occasionally a student will create an independent study with a clinical focus and would like this course to contribute toward the 12 educational credits required for LCSW licensure. In these cases, it is important to take the following steps:

1. Make sure the tutorial has a title that clearly describes the clinical focus of the content.
2. Make sure a syllabus is developed that clearly outlines the clinical content. The most important sections are:
  - a) description
  - b) learning outcomes
  - c) reading list
3. Make sure a copy of this syllabus is uploaded to the Canvas page that is created for the tutorial and submitted to [swcourses@columbia.edu](mailto:swcourses@columbia.edu).

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## ATTENDANCE POLICY

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Students are expected to attend all classes for each course. However, if needed (e.g., late enrollment, illness, religious holidays, emergencies, self-care), students may access:

- a) Up to a total of 3 absences for 14-week classes; and
  - b) Up to a total of 2 absences for classes fewer than 14 weeks (e.g., 7-week classes, summer classes).
1. No explanation will be required. However, students should inform instructors when they are using an allowed absence either before the class, or within 24 hours of the class that they will miss.
  2. If a student has not notified the instructor after a 2nd consecutive absence, instructors should reach out to the student to remind them of the policy and inquire about enrollment. Instructors should also notify [swadvising@columbia.edu](mailto:swadvising@columbia.edu) when a student has been absent 2 or more times.
  3. While expected to make up work missed in class, no students should be penalized (e.g., required to submit *additional* work in lieu of attendance on that day, or graded down for participation).
  4. Expectations about assignments, and keeping up with course material (readings, other) in order to effectively continue to engage in the curriculum, remain in place. Consistent with this, students are expected to watch the recordings of any missed sessions. Please note that **ALL classes will be recorded**, whether they are in person, on Zoom, or via Adobe Connect.
  5. Individual instructors will have full discretion to determine how more than three absences for a 14-week course, or more than two absences for a 7-week class, may impact a student's grade. Faculty should indicate their expectations in their syllabi, articulating clearly how more than two or three absences will affect a final grade. An absence in excess of those allowed should initiate 1) a review of the student's progress in the course, and 2) a notice to student support office and Academic Affairs.

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## REGISTRATION

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**Registration** is the process whereby an eligible student reserves a seat in a particular course. It is accomplished by following the procedures announced in advance of each term's registration period.

**Enrollment** is the completion of the registration process and affords the full rights and privileges of student status.

Students who have not registered for any classes by the end of the change of program period will not be allowed to enroll that term and must file for a leave of absence or withdrawal.

Students who take a leave of absence or who do not register for the semester are not considered to be active Columbia students, and will not be able to fulfill their requirements for the degree while they are not registered or on leave.

With the exception of approved dual degree programs, students may not pursue a degree in more than one Columbia program concurrently, and may not be registered in more than one degree program at any institution in the same semester. Enrollment in another degree program at Columbia or elsewhere while enrolled at the School of Social Work is strictly prohibited. Violation of this policy will lead to the rescission of an offer of admission, or dismissal from the program.

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## COURSE WITHDRAWAL

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Students can withdraw from any course with a full refund and without a W (withdrawal) grade on their record during the designated add/drop registration period (see [academic calendar](#) for dates).

Following this add/drop period, students can withdraw from a course until the 10th week of classes during the fall and spring terms (or 7th week during the summer term) but will be held responsible for 100% of the related tuition and fees. After the 10th week, all students must accept a grade for the course.

Students who decide to withdraw from a course after the add/drop registration deadline must contact the Office of Student Affairs to facilitate the course being dropped ([swstudentaffairs@columbia.edu](mailto:swstudentaffairs@columbia.edu)). Students should contact CSSW's Financial Aid office to discuss how dropping a course can impact loans, scholarships, and financial aid eligibility.

Failure to attend classes or to notify the instructor does not constitute a formal withdrawal or drop of a class. Students who cease attending but do not formally drop a class with the Office of Student Affairs will be financially responsible and will receive a mark of UW (Unofficial Withdrawal) for the course.

Students seeking to drop Field Education need written approval from the offices of Advising and Field Education. If a student is granted permission to drop either Field or their required practice class, they will also be withdrawn from any corresponding required courses. Field and the required practice classes must be taken concurrently. For more detail, review the [CSSW Field Education Manual](#).

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## PROGRAM WITHDRAWALS, LEAVES, & READMISSION

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Students can request a leave of absence at any time during the academic year. When a student takes a leave of absence during a term, this action is also considered to be a withdrawal. Withdrawal is defined as the dropping of one's entire academic program in a given term after the first day of classes of the term. When a student requests a leave of absence, their intent is to resume their studies based on an approved timeframe. However, if a student requests to withdraw from the program, their enrollment at the School is terminated, and they must reapply via the standard admissions process should they wish to re-enroll at a later date.

Withdrawing from the School of Social Work after the start of the semester can have implications for financial aid, your student health insurance and University housing status. Students are encouraged to speak with these respective offices directly as necessary.

Any student who wishes to withdraw from the School of Social Work completes the [LOA/Withdrawal Form](#). Neither notification to instructors of a plan to withdraw nor failure to attend classes will constitute an official withdrawal from the School of Social Work.

**It is recommended that students discuss their LOA or Withdrawal request with the [Office of Advising](#) PRIOR to submitting this form.**

Students who withdraw or take a leave of absence from the program after the Add/Drop period has ended will be responsible for paying the related tuition and fees owed according to the [Registrar's Refund Schedule](#). In addition, a \$75 withdrawal fee is charged to all students who withdraw. This is a University Administrative Fee and no exceptions are made.

### Withdrawal from School

Students who are considering a full withdrawal from the school should meet with the Office of Advising prior to submitting the online withdrawal form. Once this form is processed, the student will no longer be enrolled at the university and would need to reapply for admission in order to re-enroll.

### Leaves of Absence

*Voluntary vs. Involuntary Leaves of Absence:* Most leaves and withdrawals are voluntary. Involuntary leaves and withdrawals will be used in cases of academic performance dismissal and as an option in the cases of danger to self, others, or property.

### **Voluntary Medical Leave of Absence**

A medical leave is granted to a student whose health interferes with successful completion of the MSW program. A leave can be granted for a minimum of one term (for those students who have

not begun field work) or one year for those students who have been enrolled in Field Work (e.g., T6010 or T6020). In either case, a medical leave can be granted for no more than two years.

It is recommended that students consult with the Office of Advising prior to initiating a leave of absence.

Students must submit a [Leave of Absence/Withdrawal Request Form](#) and should be prepared to provide medical documentation to support their request.

While on leave, students should be actively engaged in a course of medical treatment that leads to recovery. In addition, students are expected to check their Columbia email while on leave as this is the official means of communication used by the University.

Students returning from a medical leave must apply for readmission to the School of Social Work. Students must provide medical documentation supporting their readmission. Normally, students may only return in the fall or spring term. Only in rare circumstances will students be readmitted from medical leave and permitted to enroll in the summer term. See Readmission from Medical Leave.

## **Readmission from Medical Leave**

Students must complete all parts of the following readmission procedure by the following deadlines:

Fall term readmission: April 1

Spring term readmission: November 1

Summer term readmission: not permitted

In order to begin the readmission process, the student must complete the [Readmission Form for Medical Leaves](#). The form requires students to provide the following:

1. Request for readmission: This letter should review the circumstances that led to the leave, and outline a plan for continued support. The letter should also indicate whether or not you were receiving or will require Office of Disability Services accommodations.
2. Letter from a medical practitioner supporting readmission: the letter should provide an evaluation of the student's readiness to return to full-time study at the School of Social Work, and outline the recommended continued care plan upon readmission. With respect to HIPAA, we do not ask medical personnel to share details about the nature of the student's illness.

These materials will be reviewed by a committee consisting of a member(s) from the Offices of Advising, Student Affairs and, if pertinent, Field Education. Review is not guaranteed when documentation is submitted after the aforementioned deadlines. Students will receive notification

regarding one of the following three outcomes of the committee's assessment of readmission request:

1. Applicants are approved for an interview by a Columbia Health practitioner for final adjudication (if deemed necessary). Students may then be officially readmitted or denied readmission and will be notified of a decision by the Office of Student Affairs by email within 7 days of submission of the form.
2. Additional information is requested.
3. Readmission is denied. Students may reapply the following semester for readmission.

Once officially readmitted, students will be provided an online registration appointment in order to enroll for the coming term. Normally, students will be able to register in late June for the fall or early December for the spring.

Students must address all financial or other obligations to the University that are still outstanding from when they took their leave. If holds have been placed on their registration, these holds must be cleared before they can enroll in classes or resume field work. If after being readmitted for the following semester, a student cannot register by the end of the Add/Drop period of that semester, they will be placed on another leave of absence.

Students are encouraged to meet with their advisor during the first two weeks of their return to ensure a smooth transition back to the community.

Students who are on the University Medical Insurance Plan at the time of requesting a medical leave of absence, and who had been on the Student Medical Insurance Plan for a prior year, may request to remain on the Student Medical Insurance Plan for a maximum of 2 semesters. Such requests are reviewed on a case-by-case basis by the University's Insurance Office. The cost of this extended insurance plan will be higher than the rate charged to enrolled students. That cost is determined at the time the leave is granted, but general plan information can be found [online](#). Students must inform the Office of Student Affairs if they wish to request this Continuation Plan.

### **Voluntary Personal Leave of Absence (non-medical)**

A voluntary leave of absence may be granted to students who would like to temporarily withdraw from the School of Social Work for a non-medical reason. Students considering a voluntary leave may discuss this option with the Office of Advising prior to submitting the [Withdrawal Form](#).

A leave can be granted for a minimum of one term (for those students who have not begun field work) or one year for those students who have been enrolled in Field Work (i.e. T6010 or T6020). In either case, a leave can be granted for no more than two years.



## Readmission from Non-Medical Leave

In general, students seeking readmission to the School of Social Work must submit evidence that they have achieved the purposes for which they left.

Students must complete all parts of the following readmission procedure by the following deadlines:

Fall term readmission: April 1

Spring term readmission: November 1

Summer term readmission: extenuating circumstances only

Students must address all financial or other obligations to the University that are still outstanding from when they took their leave. If holds have been placed on their registration, these holds must be cleared before they can enroll in classes or resume field work. If after being readmitted for the following semester, a student cannot register by the end of the Add/Drop period of that semester, then they will be placed on another leave of absence.

Included with the readmission form should be a letter requesting readmission. The letter should review the circumstances that led to the leave, describe in detail any activities pursued while out of school, and explain why you now feel able to resume studies successfully.

## Academic Standing and Transcript Notations

Students who leave in good academic standing will return in good academic standing; students who leave while on a Corrective Action Plan (CAP)/Performance Improvement Plan (PIP) will return on the CAP/PIP. When a leave begins after the start of the term, the student's transcript will reflect the action of withdrawal and the date of withdrawal. If the date of withdrawal for a **medical leave** is *on or before* the School of Social Work withdrawal deadline (the Friday of the 10th week of the term, noted on the academic calendar) the student's transcript will not reflect the individual's courses attempted during the term. If the date of the withdrawal for **any leave** begins *after* the School of Social Work withdrawal deadline, individual courses will remain on the transcript.

Ordinarily, School of Social Work students who are authorized to withdraw after the withdrawal deadline will receive a mark of W for each of their courses for the term. This notation indicates an *authorized withdrawal* from the courses. In rare cases, when a student must take a leave after the withdrawal deadline, a student and the Office of Advising can work together with faculty and the Office of Academic Affairs to determine whether an Incomplete would be a more appropriate notation on the transcript. In order to be eligible for an Incomplete, the student must have completed all work for the course except the final paper, exam, or project. The student must also obtain approval from the Office of Academic Affairs.

Students who have been approved for an Incomplete in the last semester before their leave must complete the work for each course upon their return to campus by the end of the Add/Drop

period. If the work is not complete by the end of the Add/Drop period of the term in which the student returns, the grade may convert to a contingency grade or to an F. Due dates for incomplete work should be determined in consultation with the Office of Advising and the Office of Academic Affairs upon notification of readmission.

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## GRADING

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The School of Social Work's grading system is as follows: A, B, C, F. Plus and minus letter grades are also used. **All required (generalist or specialization-related) courses must be taken for a letter grade.** Introduction to Statistics, Motivational Interviewing Lab, Child Abuse Reporting Education (CARE), field education courses, Professional Immersion Seminar, and the One-Year Residency field education seminars receive a grade of Pass or Fail. Students are also allowed to take up to 3 credits per semester (limit: 6 credits total over the course of their degree) of elective coursework offered by CSSW as Pass/Fail. The numerical equivalent for each grade is as follows:

A	4.0	B	3.0	C	2.0
A-	3.67	B-	2.67	C-	1.67
B+	3.33	C+	2.33	F	0

Note: Students may only retake/repeat a *failed* course, in order to complete the degree requirement. It is not permitted to retake a course in which a passing grade was received in order to attempt a higher grade.

### Credit Pending (CP)

The mark of CP implies satisfactory progress. It is differentiated from IN (Incomplete) in that it is given only for Field Education (T6010 and T6020) in those rare situations in which the required hours or assignments unavoidably and predictably continue beyond the end of the term. Furthermore, students may not request a CP as it is only assigned by the instructor/advisor in consultation with the offices of Advising and Field Education. Upon completion, the final grade is assigned and credit allowed.

Deadlines for courses with the mark of CP follow the deadlines for courses with the mark of IN.

### Fail (F)

Students who receive the grade of F in any required/practice course must retake the entire course the next time it is offered and obtain a satisfactory grade. The F grade remains on the student's transcript even after the course is retaken for a passing grade (C- or higher). Moreover, both grades will be counted in their official Columbia University GPA. The School of Social Work will conduct an informal manual GPA calculation for the purpose of determining Satisfactory Academic Progress (SAP) and graduation eligibility.

Repeating a course may require a student to take additional credits beyond what is allowed under the flat-rate tuition. Alternatively, a student may need to retake the failed course in an additional semester. Costs associated with these circumstances are the responsibility of the student.

Note: Students who earn more than one F grade, whether in a single semester or across multiple semesters, may be terminated from their degree program.

### Incomplete (IN)

At the instructor's discretion, ***extensions*** may be granted up until the grading deadline. If more time is agreed upon, an instructor may assign a grade of Incomplete (IN) but *must also establish a specific, and reasonable, deadline for completion*. An Incomplete is only permitted when the majority of the course requirements and assignments have been successfully completed, and when the student is unable to complete remaining assignments due to highly extenuating circumstances.

Students may not arrange unofficial Incompletes or extended deadlines past the grade deadline with their instructors; any Incomplete must be officially approved by the instructor and in conjunction with the Office of Academic Affairs.

Students who are granted an IN are assigned a deadline for completion of the incomplete paper or project or a date by which a deferred examination must be taken. Those who fail to meet the assigned deadline or who miss the deferred examination will receive the contingency grade indicated by the instructor. All other marks of IN that remain unresolved by the end of one calendar year will be converted to the contingency grade.

*NOTE: A student who receives an IN is at risk of delayed disbursement of their federal aid until the IN is resolved and their GPA can be evaluated.*

### Unofficial Withdrawal (UW)

The mark of UW is assigned to a student whose name appears on the roster but has never formally requested to withdraw from the course. A UW is also assigned to those students who have discontinued participation prior to the due date of substantive work. Participation includes regular attendance and completion of readings and assignments.

### Grade Appeals

CSSW recognizes that faculty members have both the right to determine grading policies for their classes, and the expertise to evaluate their student's work. A grade appeal requires objective evidence of a substantive breach in grading policy. Students wishing to appeal a final grade should first contact the instructor to attempt to resolve the dispute informally. If after speaking with the instructor the student feels the grade appeal remains unresolved, they may appeal grades of B or lower to the Office of Academic Affairs using the following form (<http://bit.ly/CSSWGradeAppeal>) no later than three weeks after grades for a given course are posted. Instructors will be given the opportunity to respond to the students' grade appeals.

The grounds for changing a disputed grade are limited to when there is compelling evidence that the faculty member acted out of bias or discrimination, or if there were errors in the calculation of

the grade. In the absence of such evidence, the Office of Academic Affairs will defer to the judgment of the instructor.

Note: Grade changes are not allowed after a student has graduated and the degree has been conferred.

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## ACADEMIC PROGRESS

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At the end of each term, the School of Social Work reviews the records of all students enrolled in the school to determine student standing, and to determine whether academic action is warranted – including academic warning, academic probation, and dismissal. Students must maintain good academic standing, good administrative standing, and satisfactory academic progress (SAP) toward the degree each semester.

### Good Standing

Good academic standing includes but is not limited to:

- Maintaining a cumulative GPA of at least 3.0
- The student may not earn more than one IN or F grade in a given term
- Making progress toward completing all degree requirements

### Good Administrative Standing

Students are expected to remain in compliance with all applicable administrative policies and procedures of the university including the [Student Conduct and Community Standards](#) as well as the regulations described in the [University Policies](#).

### Failure to Maintain Good Standing

Consequences for failing to maintain good academic standing, good administrative standing, or satisfactory academic progress may include academic or administrative warning, probation, or dismissal. In cases of evident and extreme failure to achieve progress, a student may be dismissed from the degree program without a probationary period.

### Academic Warning

One-Year Residency and Part-Time to Full-Time students are placed on academic warning if their GPA falls below 3.0 in **any given semester before** they have attempted 12 credits. Students may receive notice of academic warning if they receive a grade of F.

### Academic Probation

Students are placed on academic probation if their cumulative GPA falls below 3.0 in any given semester. A grade of Pass (P) in a pass/fail course is not factored into the GPA.

One-Year Residency and Part-Time to Full-Time students shall be placed on Academic Probation if their cumulative GPA falls below 3.0 in **any given semester after** they have attempted 12 credits.

When placed on academic probation, the student will be notified by the Office of Advising. At that time the student is instructed to schedule a meeting with a member of that office to develop a Performance Improvement Plan (PIP) that should result in the student being removed from academic probation by the start of the subsequent term. If a student fails to initiate this meeting, an Academic Progress Hold will be placed on the student's record which will prevent registration and can ultimately result in an administrative withdrawal.

### Academic Dismissal

Students who fail to improve after being on academic probation, may be administratively withdrawn or may choose to withdraw themselves from the School of Social Work.

Consequences for failing to maintain good academic standing, good administrative standing, or satisfactory academic progress may include academic or administrative warning, probation, or dismissal. In cases of evident and extreme failure to achieve progress, a student may be dismissed from the degree program without a probationary period.

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## SATISFACTORY ACADEMIC PROGRESS

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**The requirement of maintaining satisfactory academic progress (SAP) is applicable to all students at the School of Social Work.** The policy is applied equally to students irrespective of whether a student receives Federal Student Aid. Nevertheless, federal regulations require that students receiving federal aid make satisfactory academic progress in accordance with standards set by the university.

Columbia University School of Social Work (CSSW) is required by federal law to ensure that all students receiving federal financial aid are making satisfactory academic progress towards completion of their degree requirements. Per federal regulations (34 CFR sections 668.16(e), 668.32(f), and 668.34), CSSW must monitor the academic progress of students who apply for and/or receive financial assistance under Title IV Federal Student Aid programs. For CSSW students, that includes:

- Federal Direct Unsubsidized Stafford Loan
- Federal Perkins Loan
- Federal Direct Graduate PLUS Loan
- Federal Work Study

*Satisfactory Academic Progress (SAP)* consists of three evaluation standards:

- a student must maintain a minimum 3.0 GPA,
- complete a minimum of 77% of their total attempted credits,
- and must complete their degree within the maximum specified timeframe.

### Grade Point Average (GPA)

- Full-time students must maintain a minimum 3.0 cumulative grade point average in order to meet the satisfactory academic progress GPA requirement at CSSW.
- After having attempted a minimum of 12 credits, One-Year Residency and Part-Time to Full-Time students shall be placed on Academic Probation if their GPA falls below 3.0 in any given semester.

NOTE: A student who receives an IN is at risk of delayed disbursement of their federal aid until the IN is resolved and their GPA can be evaluated.

### Pace of Completion

Full-time students must complete a minimum of **77% of all credit hours attempted each term**. For example, a student who attempts 19.5 credits must complete at least 15 credits to meet the 77% completion requirement.



## Maximum Timeframe

All CSSW students are expected to finish their program of study within a maximum timeframe, which cannot exceed attempted credits of more than 130% of the program's required credits. With the exception of the school's Dual Degree Programs, all students must complete 60 credits to earn the Master of Science Degree from CSSW. To remain SAP-compliant and receive federal aid, students may register for no more than 78 attempted credits while completing their required 60 credits. Attempted credits include:

- Accepted transfer credits (including Advanced Standing and Transfer Program students)
- Credit-bearing classes earning grades of F (fail) and UW (Unofficial Withdrawal)  
(*NOTE: Students who receive an F or UW in a required course must retake the course in the subsequent term.*)
- Credits earned through cross-registration at CU schools outside of CSSW, which do not count towards the student's degree program (e.g., non-SW electives)
- Any credit/course for which a student was registered if they **WITHDRAW** *after* the term begins (unless the student does not attend any classes for the term, or receives 100% refund)

Students who have met the maximum timeframe without completing their program of study may appeal on the basis of extenuating circumstances that prevented completion in the maximum timeframe.

*These SAP standards are as strict as or stricter than the Columbia University standards for a student enrolled in the same educational program who is not receiving Title IV federal aid.*

## SAP Warning and Suspension

Students who fail to meet any of the three SAP conditions will be issued a Warning and notified of this status via email. Students in a SAP Warning status are eligible to receive financial aid during the warning term; however, failure to meet all aforementioned SAP standards by the end of that term will result in a Suspension status and the loss of all federal financial aid eligibility.

*NOTE: Students may still enroll in and pay for courses out-of-pocket, regardless of SAP status. Doing so for one term, however, does not then make the student SAP-compliant and federal aid eligible in subsequent terms. Also, certain federal loan programs are limited by maximum aggregate lifetime loan amounts.*

Within one week of receiving notification of a SAP Warning, a student must meet with staff in the Office of Advising to develop an Academic Plan that details how the student will ensure they regain SAP compliance and federal aid eligibility. This will include raising the student's cumulative GPA to within the 3.0 minimum, and satisfying the SAP pace and maximum timeframe requirements. A copy of this Academic Plan will be forwarded to the Office of Student Affairs and Office of Financial Aid. During term(s) of Financial Aid Suspension, a student must pay out of pocket or seek alternate funding.

## Appeals

Students may appeal the suspension of federal aid eligibility based on documented extenuating circumstances. That appeal must clearly explain the student's failure to meet the above stated SAP standards. To appeal, a student must submit an online Satisfactory Academic Progress Appeal Form, which will be reviewed by the Offices of Advising, Financial Aid and Student Affairs. If approved, the result of the appeal will reflect on the student's account within five (5) business days.

If a student's appeal is approved, they will be placed on Financial Aid Probation for the following term, and **MUST** meet **ALL** SAP policy standards to maintain eligibility for federal financial aid. The denial of a student's appeal means the student is no longer considered eligible for federal aid during their program of study.

## Emergency Declarations and University-wide Changes

In the event of a national or state-wide emergency, and/or where a pass/fail grading system is implemented University-wide:

- Any courses graded as pass/fail will be counted in the total number of attempted credit hours.
- When a course is successfully completed and given a grade of 'P', the credits are added to the total number of attempted and earned credits hours; but the Pass grade is not included in the GPA calculation.
- When a course is not successfully completed and the student is given a grade of 'F', it will be treated as a standard grade of 'F' and this will negatively impact the progression and GPA of the student.
- Any student who fails a SAP assessment as a result of a qualifying emergency will be allowed to submit an appeal.
- The minimum cumulative GPA requirement in any corrective action plan issued during a qualifying emergency is 2.75.
- The Completion Rate of 77% remains in effect.

Any and all treatment of Satisfactory Academic Progress (SAP) updates and changes will abide by existing statutory regulation on SAP, any temporary statutory relief provided by Congress, and any temporary guidance provided by the Department of Education (ED).

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## APPLICATION FOR DEGREE

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In order to graduate and receive a diploma, students must fill out an Application for Degree and indicate the month and year when all course and field education requirements will be completed. This must be done early in the last term of enrollment in courses and/or field education. The application form, deadlines, and other information are available on the [University Registrar's website](#).

Please note the following guidelines:

- At CSSW, students who will be awarded their degree in May or October are required to complete an Application for Degree when registering for Spring courses.
- Students will need to reapply for their degree if they do not complete their course and field requirements by the conferral date for which they applied. If they apply for a May degree but do not complete one or more courses or field education until the Summer, they must reapply for the degree to receive the degree in October.

*Please note that it is the student's responsibility to make certain that they have taken and completed all requirements for the MS degree. Students with a Grade Point Average below 3.0 will not be allowed to graduate (see Academic Standing section).*

The University issues diplomas electronically, usually within two to four weeks.

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## TRANSCRIPTS AND OTHER RECORDS

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### Transcripts and Certification

The amended Family Educational Rights and Privacy Act (FERPA) of 1974 prohibits release of educational records without the written consent of the student (for certain exceptions and further restrictions, consult [Policy on Access to Student Records \(FERPA\)](#) in the [University Policies catalog](#)).

Information regarding transcript requests can be found at <https://www.registrar.columbia.edu/content/request-transcript>.

Please allow 3-5 days to process email and paper transcript request(s) ordered via SSOL. Actual processing times may be considerably shorter. If any urgent requests are needed, please email [ssc@columbia.edu](mailto:ssc@columbia.edu) with the linked transcript request document:

<https://ssc.columbia.edu/sites/default/files/content/forms/transcript-request.pdf>

**Please refrain from submitting duplicate transcript orders if you are experiencing a delay. Duplicate orders contribute to volume backlog.**

Current and former students who attended after 2001 must request transcripts online using [Student Services Online \(SSOL\)](#). If you know your UNI, but have forgotten your password, please reset your password.

The following services are available:

- [Transcripts](#)
- [Certifications](#)
- [Release of Academic Information for Deceased Students](#)
- [Information for Parents](#)

Students may also order certifications of enrollment and degrees via the [Letter Request form](#). This form can also be used by students requiring letters certifying their student status for a summons to jury duty, membership in a professional organization, insurance or similar reason.

### Enrollment Verification

In the Spring of 1997, Columbia University contracted the National Student Loan Clearinghouse to simplify the enrollment verification process. Students no longer need to bring in their deferment form(s) every term to the Information Center. However, students will still need to bring in deferment forms for Perkins and private loans.

Three times a term, the University sends the Clearinghouse a file of all registered students. The Clearinghouse acts as the school's agent for purposes of confirming enrollment information for student financial aid recipients. Once this information is received, the Clearinghouse will distribute this information electronically to Clearinghouse members (guarantors/lenders).

For more information on the Clearinghouse, National Student Loan Data System visit their web site at <https://nslds.ed.gov/> or visit the Information Center at 205 Kent Hall.

### Veteran Education Benefits

The Office of the Registrar provides certifications to the Veterans Administration: 209 Philosophy, 212-854-2515. You may review veteran education benefits on the [University's Military and Veterans Affairs website](#).

### Replacement Diplomas

The Office of the Registrar will order replacement diplomas if the original has been damaged or lost or if there has been a change of name. Students must provide proof if their name has been changed by filing a Name Change Affidavit. Replacement diplomas display the signatures of the current Columbia President and Dean of the School but show the original date of the award.

Replacement diplomas can be requested online at <https://www.registrar.columbia.edu/content/application-replacement-diploma>.

### Student Access to Records

This section explains the University's interpretation of access to student records under the Federal Family Educational Right and Privacy Act (FERPA) of 1974. It is important to note that the Office of the Registrar is more rigorous in protecting the privacy of the student data entrusted to it than the law requires.

### Directory Information

Items that the Office of the Registrar considers "directory information" include: student name; local and permanent address; email; phone number; date of birth; dates of attendance; school or division; major; degrees and honors, and the dates they were awarded.

This is information that the Office of the Registrar will release without written consent except as specified in the full set of University guidelines. (See the [University Policies Catalog](#) for the full set of guidelines and statement of policy.)

A student in attendance who does not want to have their directory information released should inquire at the Office of the Registrar, 205 Kent Hall, as to the procedures to be followed. Additional information can be found at <https://www.registrar.columbia.edu/content/request-withhold-or-reverse-withholding-directory-information>. It is important to note that such requests must be made within the first 90 days of any term.

Please note that if such a petition is filed, the Office of the Registrar will not be able to confirm attendance or degrees should a potential employer inquire about them without the student's consent.

To rescind a request to block release of directory information, a student may fill out the Request to Withhold or Reverse Withholding of Directory Information Form available at <https://www.registrar.columbia.edu/content/request-withhold-or-reverse-withholding-directory-information>.

### Change of Address

Students whose residence and/or billing address has changed since applying to or enrolling at CSSW must update their address information in [SSOL](#). This University system allows a student to keep multiple addresses on file (e.g., permanent, local, CU real estate).

### Change of Name

Students whose name has changed since applying to, or enrolling at CSSW, who want the change reflected in the University records, must file a notarized [Name Change Affidavit](#) with the University.

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## LICENSING AND CERTIFICATION

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IMPORTANT NOTICE: The content shared below may not reflect the latest regulations and requirements, as they are subject to change from year to year. It is the responsibility of the professional seeking licensure to ensure that they stay abreast of any licensure and regulatory requirements by reviewing the respective licensing board websites regularly.

### Social Work Licensure

Social Work is a regulated profession whose laws, rules, and regulations are defined by each state. As a CSWE-accredited institution, Columbia School of Social Work's Master of Science in Social Work (MSW) program provides you with the necessary qualifications to be eligible for licensure as a master-level social worker upon graduation.

In [New York](#), there are two types of licensure requiring different qualifications: Licensed Master Social Worker and Licensed Clinical Social Worker.

To practice "licensed master social work" or "licensed clinical social work," an individual must be licensed, hold a [limited permit](#), or be in an [exempt setting](#).

**Licensed Master Social Worker (LMSW):** <http://www.op.nysed.gov/prof/sw/lmsw.htm>

The LMSW is an entry level license for individuals entering the social work profession at the master's level. Requirements include\*:

- receiving your MSW degree
- completing coursework or training in the identification and reporting of child abuse (included in the program; no need to complete this separately)
- passing the [ASWB Masters exam](#)

**Licensed Clinical Social Worker (LCSW):** <http://www.op.nysed.gov/prof/sw/lcsw.htm>

The LCSW is the clinical license that allows the licensee to make a clinical social work diagnosis and provide psychotherapy and related services. There is no direct route to licensure as an LCSW. Requirements include\*:

- completing at least [36 months of lawful, supervised, post-graduate experience](#) in diagnosis, psychotherapy and assessment-based treatment planning as an LMSW
- 2,000 client contact hours
- 100 hours of in-person individual or group clinical supervision
- receiving your MSW degree
- completing at least 12 semester hours of clinical coursework acceptable to the Department ([list of CSSW courses](#) that meet these LCSW course requirements)
- passing the [ASWB Clinical exam](#)

\*Read the full details on the scope of practice and requirements for each license on the respective websites.

To review the specific types and requirements for licensure for states outside of New York, visit the respective Social Work Board page or the [Association of Social Work Boards' \(ASWB\) social work regulation database](#), which provides links to other jurisdictions. Note that the license titles vary across states, and a few do not require a license at the entry-level for master-level social workers.

### When to Apply

Graduating students may apply for licensure as a LMSW with the New York State Education Department (NYSED), Office of the Professions, any time prior to graduation by submitting the application for licensure and fee (\$294) using the [online application](#) for “Licensed Master Social Worker.”

When NYSED has approved both the application for licensure and MSW education, as verified by the school after graduation, you will be eligible to take the [Association of Social Work Board's \(ASWB\) Masters exam](#).

NYSED will notify the exam vendor, [Pearson VUE](#), and send you a letter with instructions on how to register. You may not take the exam for licensure in New York without approval by NYSED. Once you receive approval, you can register and pay the fee (\$230) to take the exam. See [full instructions on applying](#) below.

For tips on the application process, go to the [LMSW Application Forms](#) page or [How to Apply for Licensure](#) page.

### Education Verification for LMSW Licensure

The University Registrar will send a list of all graduates (Form 20) directly to NYSED to certify that you have graduated from a licensure-qualifying MSW program.

*If you graduated before May 2019, complete page 1 of the Certification of Professional Education (Form 2) and submit it to Student Affairs via email at [swstudentaffairs@columbia.edu](mailto:swstudentaffairs@columbia.edu). They will request the transcript on your behalf and send it along with Form 2 to New York State. **Note that the state will not accept Form 2 from students directly.***

For general requests for transcripts, you can submit the request online via your [SSOL](#) account.

**Limited Permit:** <http://www.op.nysed.gov/prof/sw/lmsw.htm#lim>

A limited permit allows an individual who has met all requirements for licensure as an LMSW except the Masters Exam to practice as an LMSW, provided that the individual is under the general supervision of an LMSW or a LCSW.



This option applies only to those who have graduated and are employed (or received offers of employment). To apply, you must submit and pay the fee (\$70) for the Application for the Limited Permit ([Form 5](#)), which also needs to be filled out by the proposed supervisor, at the same time as or any time after submitting the Application for Licensure.

**Licensing Exams:** <https://www.aswb.org/exam-candidates/about-the-exams>

The [Masters Exam](#) covers knowledge, skills, and abilities in:

- Human Development, Diversity, and Behavior in the Environment
- Assessment and Intervention Planning
- Interventions with Clients/Client Systems
- Professional Relationships, Values, and Ethics

You can take the exam at any [Pearson VUE Center](#) available regardless of the state in which you are seeking licensure. Note that not every state uses the Masters exam. Make sure to check with the respective state board to verify the exam requirements.

Visit the [ASWB site](#) to learn more about the Clinical exam.

### Licensing in the Tri-State Area

New York, New Jersey, and Connecticut use the Masters and Clinical categories. You can learn more about state-specific licensure requirements on the following sites:

[New York](#): [LMSW](#) (Masters) | [LCSW](#) (Clinical)

[New Jersey](#)\*: [LSW](#) (Masters) | [LCSW](#) (Clinical)

[Connecticut](#): [LMSW](#) (Masters) | [LCSW](#) (Clinical)

*\*New Jersey allows you to take the Masters exam during your final semester of enrollment. However, both New York and Connecticut will not allow you to do so until after you have graduated.*

### Licensing in Other States

If you plan to get your license outside of New York, make sure to check the individual state boards to find out which exams are appropriate for the jurisdiction in which you are seeking licensure, and what supervised work experience and educational requirements are needed to qualify.

An overview of social work regulations and licensure requirements throughout the U.S. and in Canadian jurisdictions can be found on [ASWB's website](#).

## Questions about Licensing

**Specific questions regarding requirements and application procedures** should be directed to the respective state's licensing boards. For New York, contact the Office of the Professions by phone at (518) 474-3817 x450 or via their [Contact Us](#) page.

For questions regarding **coursework required for clinical licensure**, contact the Office of Advising at [swadvising@columbia.edu](mailto:swadvising@columbia.edu).

For requests for **verification of field hours** completed during school, please complete the [Letter Request Form](#) and follow up with Student Affairs at [swstudentaffairs@columbia.edu](mailto:swstudentaffairs@columbia.edu).

For **transcripts**, submit the request online via your [SSOL](#) account. If you attended prior to 2001, reach out to the [Registrar's Office](#) as directed on their website.

For requests of descriptions of some of your CSSW courses or other general questions that are not answered by the State Licensing Boards and other sources mentioned, please reach out to [swstudentaffairs@columbia.edu](mailto:swstudentaffairs@columbia.edu).

## General Tips

At the start of your social work education, research the licensing requirements in any state or province in which you think you might want to consider practicing social work. Links to license statutes and regulations are available on [ASWB's Social Work Regulation](#) page.

Maintain good records. It will ultimately be your responsibility to keep a log of your master's coursework syllabi, post-graduate clinical experience, hours of supervision, and continuing education credits/certifications. While employed, keep your clinical supervisors' full names, license numbers, dates of licensure, and up-to-date contact information at all times.

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## FINANCIAL AID TOOLKIT

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### Billing and Payments

Columbia University bills students for tuition, fees, and other charges at the beginning of each term. Payment is due by the date listed on the Student Account statement, which is available via Student Services Online (SSOL). In general, payment for each term is due before the end of the University's official Change of Program period (the first two weeks of the term).

You may consult these [Student Financial Services \(SFS\)](#) resources for complete information regarding [billing and payment](#):

- [E-billing Overview](#)
- [Payment Options](#)
- [Video: How to Pay Your Bill](#)
- [Reading Your Account Statement](#)
- [Refunds](#)
- [Withdrawals](#)
- [Tuition Refund Insurance](#)

**Note:** No paper bills will be mailed by the University.

### Cost of Attendance

When making your financial plans, it is necessary to consider tuition and fees as well as living expenses in estimating the overall cost of attendance (COA). Follow the links below for the estimated COA for the current academic year.

Estimated Cost of Attendance for Residential Campus can be found here:

<https://socialwork.columbia.edu/admissions/tuition-financial-aid/cost-attendance-new-york-city-campus/>

Estimated Cost of Attendance for the Online Campus can be found here:

<https://socialwork.columbia.edu/admissions/tuition-financial-aid/cost-attendance-online-campus/>

**Columbia Health and Related Services Fee:** The fee is charged to all full-time students by paying the Columbia Health and Related Services Fee (HRSF), students can access the programs and services provided through Columbia Health's five departments, including 24/7 support from Counseling & Psychological Services, Medical Services, and Sexual Violence Response. A small portion of the HRSF supports the University Gender-Based Misconduct Office (GBM), so that GBM staff may fully collaborate with CH staff in providing necessary resources and support to students who have experienced sexual assault. For additional Health Service and Medical Insurance information, please visit the Health Service Enrollment Office or call the office at 212-854-7210.

## Withdrawal Adjustment Schedule

Students who withdraw or take a leave of absence from the program after the add/drop period has ended, will be responsible for paying the tuition owed according to the [University's Refund Schedule](#). In addition, a \$75 withdrawal fee is charged to all students who withdraw. This is a University Administrative Fee and no exceptions are made. Dropping down to zero (0) credits does not constitute a withdrawal from the University.

Based on the week of withdrawal, the refund percentage is as follows:

<b>Week</b>	<b>Refund</b>
Week 1 & 2	Through the end of Change of Program Period: 100% tuition and fees (except transcript fee) refunded
Week 3	90% tuition refunded, no fees refunded
Week 4	80% tuition refunded, no fees refunded
Week 5	70% tuition refunded, no fees refunded
Week 6	60% tuition refunded, no fees refunded
Week 7	50% tuition refunded, no fees refunded
Week 8	40% tuition refunded, no fees refunded
After 8th week	0% -- no refund

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## VETERANS BENEFITS AND TRANSITION ACT

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In accordance with Title 38 US Code 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. This school will not:

- Prevent nor delay the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources available to other students who have satisfied their tuition and fee bills to the institution, including but not limited to access to classes, libraries, or other institutional facilities.

However, to qualify for this provision, such students may be required to:

- Produce the Certificate of Eligibility by the first day of class;
- Provide written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies.

For additional information, please visit the [Veterans & Service Members FAQ](#) of the Student Financial Services website.

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## COLUMBIA IMMUNIZATION REQUIREMENTS & INSURANCE

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### Columbia University Immunization Compliance

Columbia School of Social Work expects all students to meet the MMR and Meningitis immunization requirements detailed at the link below, as well as any additional University immunization requirements (e.g., seasonal influenza vaccine, COVID-19 vaccine).

<https://health.columbia.edu/content/immunization-requirements>

### Covid-19 Policies and Procedures

The page linked below was developed to help students, faculty, and staff stay safe on campus. Please visit this website for the most up-to-date University Public Health Protocols:

<https://covid19.columbia.edu/students>

### University Health Insurance

Having insurance is key to helping ensure predictable health care costs and to support students in the achievement of their personal and academic goals. In an effort to reinforce this aim, Columbia requires most students to have comprehensive health insurance as part of enrollment in the University.

Each academic year, **all registered full-time students must make an insurance selection**. They must either: confirm enrollment in the [Columbia Plan](#) (Columbia University Student Health Insurance Plan), or request a waiver from mandatory enrollment in the Columbia Plan (domestic students only).

Full-time students will be enrolled in the [Columbia Plan](#) if they do not make an enrollment selection or if no waiver request has been submitted by the open enrollment deadline. **Columbia University also requires all [international students](#) to enroll in the Columbia Plan.**

Information regarding the Columbia Health Insurance plan can be found here:

<https://health.columbia.edu/content/about-columbia-university-student-health-insurance-plan>

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## CAMPUS SAFETY AND SECURITY

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The University is required by federal law to publish an annual security report containing information about campus security policies and statistics on the incidence of certain crimes on and around our campuses. This information is available on the University's [Department of Public Safety website](#), or by requesting a copy of the report from:

Campus Crime Report  
Department of Security  
Columbia University  
111 Low Library, Mail Code 4301  
535 West 116th Street  
New York, NY 10027

A few resources offered by Public Safety are [intercampus shuttles](#), [safety escorts](#), [device engraving](#), and a free on-demand [evening shuttle](#) near campus. For additional resources and to learn more about the services Public Safety provides, visit the [Public Safety website](#).

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## THE FEDERAL FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

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The University abides by the provisions of the Federal Family Educational Rights and Privacy Act of 1974. This act ensures a wide range of rights, including but not limited to: information about student records that the University maintains, who maintains them, who has access to them, and for what purposes access is granted. The act also permits the University to release “directory information” without a student’s consent. In addition, the act guarantees students access to their records and restricts the access of others.

Students who wish to restrict access to their directory information may do so at the Registrar’s Office, 205 Kent. This same office can provide a set of guidelines and a policy statement. The guidelines are available online in the [catalog of University Policies](https://universitypolicies.columbia.edu/content/federal-family-educational-rights-and-privacy-act-ferpa). Questions about the interpretation of the guidelines should be referred to the University’s General Counsel, 412 Low Library.

<https://universitypolicies.columbia.edu/content/ferpa>

<https://universitypolicies.columbia.edu/content/federal-family-educational-rights-and-privacy-act-ferpa>



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## COLUMBIA UNIVERSITY NON-DISCRIMINATION STATEMENT AND POLICY

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Columbia University is committed to providing a learning, living, and working environment free from unlawful discrimination and harassment and to fostering a nurturing and vibrant community founded upon the fundamental dignity and worth of all of its members.

Consistent with this commitment, and with all applicable laws, it is the policy of the University not to tolerate unlawful discrimination or harassment in any form and to provide those who feel that they are victims of discrimination with mechanisms for seeking redress.

Also consistent with this commitment, Columbia University prohibits any form of discrimination against any person on the basis of race, color, religion, sex, gender, gender identity, pregnancy, age, national origin, disability, sexual orientation, marital status, status as a victim of domestic violence, citizenship or immigration status, creed, genetic predisposition or carrier status, unemployment status, partnership status, military status, or any other applicable legally protected status in the administration of its educational policies, admissions policies, employment, scholarship and loan programs, and athletic and other University-administered programs and functions.

Nothing in this policy shall abridge academic freedom or the University's educational mission. Prohibitions against discrimination and discriminatory harassment do not extend to actions, statements or written materials that are relevant and appropriately related to course subject matter or academic debate.

*This policy governs the conduct of all Columbia University students, faculty, staff and visitors that occurs on the University's campuses or in connection with University-sponsored programs. This policy also governs conduct by Columbia University students, faculty, staff and visitors that creates, contributes to, or continues a hostile work, educational, or living environment for a member or members of the University community.*

Complaints of discrimination or sexual harassment may be lodged through the [Office of Equal Opportunity and Affirmative Action](#), the [Ombuds Office](#), or the dean of the school of the person against whom the student has a complaint (if that person is a student).

If the complainant believes the matter involves criminal activity, the complainant should contact the [Department of Public Safety](#).

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## COMMUNITY STANDARDS AND CODE OF CONDUCT: POLICIES AND PROCEDURES

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As members of the Columbia University community, all School of Social Work students are expected to uphold the highest standards of integrity, civility, and respect. These core values are key components of the Columbia University experience and reflect the community's expectations of its students. All university faculty, students, and staff are responsible for compliance with the Rules of University Conduct, the full text of which is available here: <https://universitylife.columbia.edu/cu-rules-of-conduct>. A complete list of current University-wide policies can be found [here](#).

In all aspects of school activities, students are expected to adhere to the [National Association of Social Workers Code of Ethics](#). It is the responsibility of the student to become acquainted with the Code.

*Conduct as a student-employee, student-leader, or when completing fieldwork:*

Additionally, the highest level of professionalism is expected when students are in the role of employee or intern (e.g., teaching assistant, graduate assistant, student casual) or student leader (e.g., Student Union, Caucus and/or Orientation Leader). A student must be in good academic and disciplinary standing while upholding good conduct as described above to hold these roles.

### Student Grievances

Please view student grievance procedures here: <https://socialwork.columbia.edu/policy-and-privacy-statements/>

### **Confidentiality**

In general, under University policy and federal law, information about Dean's Disciplinary proceedings against a student is confidential and may not be disclosed to others.

A full description of faculty obligations and rights may be found in the [Faculty Handbook](#).

In certain cases, CSSW's disciplinary procedures are superseded by the Rules of University Conduct, which cover alcohol and drug use, sexual assault, equal opportunity and nondiscriminatory conduct, and such activities as demonstrations, rallies, picketing, and the circulation of petitions.

The Rules of Conduct also ensure that all members of our community are allowed to engage in free expression and open debate. All members of the community have the right to do so, within an atmosphere of tolerance and civility, and in an environment that is open to divergent views.

## Reporting and Disciplinary Procedures

### **AVENUES FOR REPORTING**

Students are strongly encouraged to resolve conflicts directly with the staff or faculty member(s) with whom they may have a concern. If the student is uncomfortable doing so or if an informal resolution is not achieved, students may elect to file a formal grievance in writing to the appropriate Dean who manages the individual's department. (See Council of Deans list for the appropriate contact: <https://socialwork.columbia.edu/about/welcome-from-the-dean/council-of-deans/>)

If the alleged misconduct involves discrimination, sexual harassment, or gender-based misconduct a student should file a complaint with the Office of Equal Opportunity and Affirmative Action, which is available at <https://eoaa.columbia.edu/students>.

Complaints against the School's faculty that allege scientific or scholarly misconduct are also evaluated using other procedures, which are available at <https://research.columbia.edu/content/research-misconduct>.

### Student Conduct

This section summarizes the procedures available to support or adjudicate alleged violations of the University's Code of Conduct.

As part of the process of educating students about the potential impacts of their actions on their individual lives and the University community at-large, Columbia School of Social Work has partnered with Columbia University's Office of [Student Conduct and Community Standards](#) (SCCS).

SCCS assists the Columbia community with the maintenance of a safe, honest, and responsible campus environment. The office may contact students if it is alleged that they have engaged in behavior that is inconsistent with University, affiliated school, program policies and/or federal, state, or local laws, and/or those at a fieldwork site. Lack of awareness or understanding of University Policies does not excuse a violation. When such an allegation is made, students may be referred to the Dean's Discipline process at SCCS.

Students, faculty, and staff may file a report directly to [Student Conduct and Community Standards](#) for any incident involving a member of the Columbia University community.

When conflict occurs within the CSSW community, CSSW may select from the resolution options described at the link (Administrative Resolution, Dean's Discipline Process & Hearing, Mediation, Restorative Justice, Investigation and Adjudication):

<https://studentconduct.columbia.edu/content/resolution-options>

All community members have the right to file a complaint when it is believed that another person has committed a social or academic infraction. However, wherever possible, it is recommended that conflicts be resolved informally (with the help of a mediator if necessary).

The misconduct violations outlined below are divided into two categories: *Behavioral* and *Academic*.

## **Behavioral Violations**

Behavioral Violations of University policy have been identified to maintain a safe and healthy educational environment. Prohibited conduct includes, but is not limited to:

- a. **Access/Egress, Unauthorized Gaining** unauthorized access to the roof, fire escape, ledge, and/or window of any building is prohibited. This includes, but is not limited to, sitting or standing on a window ledge, fire escape, and/or building ledge or in any way allowing any body part or item to hang, and/or be placed outside, including by means of throwing and/or dropping. Additionally, gaining entry to and/or egress from any unauthorized space is prohibited. Prohibited spaces include, but are not limited to: roofs, fire escapes, windows and/or building ledges; another person's residence without authorization; some walkways, bridges, tunnels; and classrooms, buildings, laboratories, and/or libraries after hours.
- b. **Alcohol Policy, Violation of** The possession and/or use of alcohol when not in accordance with established policy (Columbia University Policy on Alcohol and Drugs) and the Guide to Living is prohibited. This includes, but is not limited to drunkenness accompanied by behavior that is disorderly is prohibited.
- c. **Disruptive Behavior** No student should engage in behavior that interferes with the academic mission of the University or compromises the well-being of the University community. This includes but is not limited to behavior which is disruptive to the classroom or laboratory environment. Students should not expose others to conduct that is disorderly, lewd, or indecent. This policy does not generally limit the discussion or expression of ideas solely because they might be thought of as offensive, immoral, or disrespectful.
- d. **Endangerment**: Knowingly and/or recklessly endangering the health or safety of others or oneself is prohibited. The implied or express consent of the person against whom such violence or force is used will not be considered a justification for engaging in prohibited behavior. Prohibited behaviors include, but are not limited to: acts that endanger human life, or threaten physical injury.
- e. **Falsification** Furnishing false information is prohibited.
- f. **Harassment** Harassing any individual for any reason is prohibited at Columbia University. Harassment is defined as unwelcome verbal or physical conduct/threat of physical conduct that, because of its severity, or persistence, interferes significantly with an individual's work or education, or adversely affects an individual's living conditions. Harassment of an individual may occur in person, via electronic means, or through a third party. A single, isolated incident may qualify as harassment if, based on the facts and circumstances, the severity adversely affected an individual's work, education, or living conditions. This policy

does not generally limit the discussion or expression of ideas solely because they might be thought of as offensive, immoral, or disrespectful.

- g. **Improper disclosure** of confidential information through electronic or other means (e.g., email, texts, online posts) including, but not limited to, confidential information pertaining to clients or field placements is prohibited.
- h. **Improper or unauthorized use of University resources** such as library resources, laboratory facilities, computers, CU email or web addresses, telephones, and other equipment is prohibited.
- i. **Retaliation** Any adverse action or threatened action, taken or made, personally or through a Third-Party, against someone who has filed any complaint or has been the subject of a complaint or any other individual (a Hearing Officer, Witness, Third-Party Reporter, or Advisor) who engages with an established disciplinary process is prohibited.
- j. **Surveillance/Photography, Unauthorized** The installation, use, and/or threatening the use of any device for listening to, observing, photographing, recording, amplifying, transmitting, or broadcasting sounds or events in any place where the individual(s) involved has a reasonable expectation of being free from unwanted surveillance, eavesdropping, recording, or observation, without the consent of all persons involved, is prohibited.
- k. **Unwanted physical contact** with any person that reasonably places that person in fear of physical injury or danger is prohibited (e.g., physical restriction, fighting, pushing, punching, slapping, spitting on, and/or kicking any person).
- l. **Vandalism/Damage to Property** Knowingly or recklessly damaging, vandalizing, destroying, defacing, or tampering with University, public, or private property of another person, is prohibited.

## Academic Integrity Violations

Academic misconduct violates the principle of intellectual integrity that is the foundation of our institution. To violate that principle is one of the most serious offenses a student can commit. Faculty and instructors should list specific expectations on a course syllabus and examples of academic misconduct. These expectations apply to all academic activities and work that students conduct during their time at the University, graded or ungraded. Every attempt is made to resolve alleged infractions informally and at the classroom level.

Violations of academic integrity include, but are not limited to, the following:

- a. **Academic Dishonesty, Facilitation of** Knowingly or negligently engaging in behavior that assists another student in a violation of academic integrity is prohibited.
- b. **Assistance, Unauthorized Giving** Unauthorized assistance to another student or receiving unauthorized aid from another person on tests, quizzes, assignments or examinations, without the instructor's express permission, is prohibited.
- c. **Bribery** Providing or offering rewards in exchange for a grade, an assignment, or the aid of academic dishonesty is prohibited.
- d. **Cheating** Wrongfully using or attempting to use unauthorized materials, information, study aids, or the ideas or work of another in order to gain an unfair advantage, is prohibited.

Cheating includes, but is not limited to, the possession, use, or consultation of unauthorized materials or using unauthorized equipment or devices on tests, quizzes, assignments or examinations, working on any examination, test, quiz or assignment outside of the time constraints imposed, the unauthorized use of prescription medication to enhance academic performance, or submitting an altered examination or assignment to an instructor for re-grading.

- e. **Collaboration, Unauthorized** Collaborating on academic work without the instructor's permission is prohibited. This includes, but is not limited to, unauthorized collaboration on tests, quizzes, assignments, labs, and projects.
- f. **Dishonesty, falsification, forgery, or misrepresentation** of information to any University official in order to gain an unfair academic advantage in coursework or lab work, on any application, petition, or documents submitted to the University, is prohibited. This includes, but is not limited to, falsifying information on a résumé, fabrication of credentials or academic records, misrepresenting one's own research, providing false or misleading information in order to be excused from classes or assignments, or intentionally underperforming on a placement exam. Furthermore, another party providing false information on another student's behalf is prohibited.
- g. **Ethics, Honor Codes, and Professional Standards, Violation of** Violating established institutional policies related to the ethics, honor codes, or professional standards of a student's respective school, is prohibited.
- h. **Failing to Safeguard Work** Failure to take precautions to safeguard one's own work is prohibited. This includes, but is not limited to: leaving work on public computers; sharing work with other students for a completed course without authorization from the course instructor; and sharing course notes without instructor authorization.
- i. **Giving or Taking Academic Materials, Unauthorized** Unauthorized taking, circulating, or sharing of past or present course material(s) without the instructor's express permission is prohibited. This includes, but is not limited to, assignments, exams, lab reports, notebooks, and papers. Methods of obtainment and distribution include but are not limited to: taking photographs, videos, or screenshots; uploading to public websites such as CourseHero, Chegg or Github; emailing; sharing through CourseWorks or Canvas; or taking and/or distributing unauthorized recordings of lectures/course instructions.
- j. **Intimidation** Attempting to intimidate a student, staff, or faculty member for the purpose of receiving an unearned grade is prohibited.
- k. **Obtaining Advance Knowledge Unauthorized** Advance access to exams or other assignments without an instructor's express permission is prohibited.
- l. **Plagiarism** The use of words, phrases, or ideas that do not belong to the student, without properly citing or acknowledging the source, is prohibited. This may include, but is not limited to, copying computer code for the purposes of completing assignments for submission.
- m. **Sabotage** Inappropriately and deliberately harming or attempting to harm someone else's academic performance is prohibited. This includes, but is not limited to: altering another student's experiment data; disrupting the experiments or tests of others; taking actions which prevent others from completing work; or making modifications to parts of a group project without the knowledge of contributors.

- n. **Self-Plagiarism** Using any material portion of an assignment to fulfill the requirements of more than one course, without the instructor's express permission, is prohibited.
- o. **Test Conditions, Violations of** Compromising a testing environment or violating specified testing conditions, to intentionally or unintentionally create access to an unfair advantage for oneself or others, is prohibited.

## **Disciplinary Hearing**

A disciplinary hearing is held to discuss the allegations with the student, and when necessary, to determine appropriate sanctions. Present at the hearing are the charged student, a member of Student Conduct and Community Standards (SCCS), and a representative from Columbia School of Social Work. On the strength of the evidence and the student's response, the SCCS representative and the representative from CSSW will reach a determination based on the preponderance of the evidence standard (i.e., what is more likely than not). The student will be notified of the decision within 10 business days after the hearing has concluded.

## **Sanction Options**

If a student is found responsible for a policy violation, sanctions will be issued in consideration of the specific circumstances of the case, institutional precedent, disciplinary history, aggravating circumstances and community impact.

CSSW, in partnership with SCCS, may impose one or more of the following sanctions on a student determined to have violated any CSSW or University policy:

- **Disciplinary Warning**: Notice in writing that continuation or repetition of conduct found wrongful may be cause for more severe action. The student remains in good standing.
- **Disciplinary Probation**: Suspension of specified privileges for a definite period (e.g., student caucus leadership, Student Union, Orientation Leader, committee membership status). The student is no longer in good disciplinary standing for a specific time. The student is permitted to continue academic progress.
- **Disciplinary Suspension**: The student is placed on an administrative leave of absence. The conditions of re-admission are stated in the written report. Upon return from their leave, the student remains on Disciplinary Probation.
- **Expulsion**: The student is withdrawn from the School.
- **Other sanctions**: In some instances, information provided during a hearing will lend itself to special sanctioning consideration. As the disciplinary process is also an educational one, students may be referred to resources and campus support services or asked to complete additional projects. The committee may recommend other sanctions that they determine appropriate for the particular case (e.g., restitution, compensatory services, requiring additional course credits or assignments, service).

## Appeals

An appeal may be submitted electronically to the Dean of Students within ten (10) business days of receipt of notification of the sanctions imposed, clearly stating the grounds for appeal.

There are three grounds upon which a request for an appeal may be considered:

- A procedural error was affecting the determination or sanction.
  - An appeal based on procedural error(s) must identify specifically each alleged error(s) within the review process and how the specified error(s) substantially affected the decision.
- New information that was not available at the time of the investigation or hearing may change the determination or sanction.
  - An appeal based on new information must explain why it was not available or provided to the Hearing Committee. It must also identify how this information would substantially alter the decision rendered by the Hearing Committee.
- Excessiveness/Inappropriateness of the sanction:
  - An appeal based on the imposed sanction must explain why a sanction is inappropriate based on the weight of the information provided during the review process.

The Dean of Students shall review the record and may consult with the members of the Dean's Discipline Committee, but shall not consider new evidence. Ordinarily, the determination of an appeal will be based on procedural grounds rather than a re-examination of the facts. If the Dean finds that there is new evidence that the committees did not consider, the Dean should ask the committee to reconvene to consider the new evidence. The decision of the Dean is final. Both the complainant and student are informed of the outcome of any appeal in writing, as are members of the committees.

### Student Policies and Procedures on Discrimination, Harassment, Gender-Based and Sexual Misconduct and Consensual romantic and sexual relationships

Columbia University is committed to fostering an environment that is free from gender-based discrimination and harassment, including sexual assault and all other forms of gender-based misconduct.



[The Gender-Based Misconduct and Interim Title IX Policies and Procedures for Students](#) (PDF) are one part of the University's multifaceted approach to eliminate gender-based misconduct from our community, which also includes educational programs; services and resources for those affected by gender-based misconduct; accessible, prompt, and fair methods of investigation and resolution of reports of misconduct; and protections designed to prevent against recurrence.

### **Gender-Based Misconduct**

Found in [Gender-Based Misconduct and Interim Title IX Policies and Procedures pp 10-14](#).

Gender-based misconduct includes a broad range of behaviors focused on sex and/or gender that may or may not be sexual in nature.

### **Interim Title IX Policy Violations**

Found in [Gender-Based Misconduct and Interim Title IX Policies and Procedures pp 15-17](#).

Behaviors that meet the definition of prohibited conduct under the Interim Title IX Policy must be investigated, adjudicated and reviewed under the Interim Title IX Policy, even if those behaviors also violate the Gender-Based Misconduct Policy.

[Click here](#) for a list of Frequently Asked Questions about Columbia's Interim Title IX Policy and Gender-Based Misconduct Policy for Students.

If you have experienced or witnessed a violation of these policies [CLICK HERE](#).

The [Office of Equal Opportunity and Affirmative Action \(EOAA\)](#) is responsible for managing Columbia University's Student Policies and Procedures on Discrimination and Harassment and for coordinating compliance activities under these policies and the applicable federal, state and local laws. It has been designated as the University's Compliance Office for Title IX, Section 504 of the Rehabilitation Act, and other equal opportunity, nondiscrimination and affirmative action laws. Students, faculty, and staff may contact the EOAA Office to inquire about their rights under University policies, request assistance, seek information about filing a complaint, or report conduct or behavior that may violate these policies.

Complaints against students for gender-based misconduct are processed in accord with the Gender-Based Misconduct Policy for Students at <http://sexualrespect.columbia.edu>. The use of the term "gender-based misconduct" under these policies and procedures includes sexual assault, sexual harassment, gender-based harassment, stalking, and intimate partner violence. Students who attend Barnard College and Teachers College as well as Columbia University are covered by the Gender-Based Misconduct Policy for Students.

Complaints by students against students for other forms of discrimination and harassment are processed in accord with the Student Policies and Procedures on Discrimination and Harassment at <https://eoaa.columbia.edu/content/students> and should be filed with the Dean of the school in which the respondent student is enrolled. Complaints against students are investigated under the appropriate Dean's Discipline procedure of the respondent student's school.

Complaints by students against employees and third parties doing business with the University for discrimination and harassment are processed in accord with the Employment Policies and Procedures on Discrimination and Harassment at <https://eoaa.columbia.edu/content/students>. The use of the term “discrimination and harassment” under these policies and procedures includes discrimination, discriminatory harassment, gender-based harassment, sexual harassment, and sexual assault.

You may review and download copies of the complete policies on the [EOAA website](#).

The Associate Provost heads the Office of Equal Opportunity and Affirmative Action and has been designated as the University’s Title IX Coordinator, Compliance Officer for Section 504 of the Rehabilitation Act, and other equal opportunity, nondiscrimination and affirmative action laws.

**For further information and assistance, contact:**

Office of Equal Opportunity and Affirmative Action: <http://eoaa.columbia.edu>  
103 Low Library, MC 4333  
(212) 854-5511  
[eoaa@columbia.edu](mailto:eoaa@columbia.edu)

*Students, faculty, and administrators with general questions about Gender-based and Sexual Misconduct Policies or individuals interested in submitting a report alleging gender-based misconduct can find contact information for the appropriate University officials they may notify here: <http://sexualrespect.columbia.edu/i-need-help-where-do-i-go>*

Columbia offers a number of confidential resources to students who believe they were subjected to discrimination, harassment or gender-based or sexual misconduct:

**Ombuds Office**

Morningside  
660 Schermerhorn Extension  
(1200 Amsterdam Avenue. Between 118th & 119th)  
(212) 854-1234 - phone

**CUIMC**

154 Haven Avenue Room 412  
(212) 304-7026 - phone

**Counseling Services**

Columbia Morningside (212) 854-2878  
CUMC (212) 496-8191

**Employee Assistance Program**

(888) 673-1153  
(800) 256-1603 (TTY)

**Health-Related Services**

Columbia Morningside (212) 854-2284

Columbia Morningside clinician-on-call (212) 854-9797

CUMC (212) 305-3400

CUMC clinician-on-call (212) 305-3400

**Rape Crisis/Anti-Violence Support Center**

(212) 854-HELP

**Office of the University Chaplain**

(212) 854-1493

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## COMMITTEES AT THE SCHOOL OF SOCIAL WORK

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### Curriculum Committee

The membership of this committee includes four elected and four appointed faculty members, several ex-officio school administrators (e.g., Associate Dean of Academic Affairs, Associate Dean of Enrollment Management, and Associate Dean of Field Education), and two (2) M.S. student representatives. The Curriculum Committee is the major body providing oversight of the school's M.S. educational program, including curriculum policy, design and content. It is the final authority except in those matters that are the explicit responsibility of other committees or are reserved to the Dean by University statute.

### Diversity, Equity and Inclusion (DEI) Advisory Committee

This committee is charged with working with other school committees to enhance the systematic attention given to diversity, equity and inclusion as it is related to the curriculum, faculty, advisors, the development of field instructors, the recruitment and retention of a diverse student population and faculty, and extracurricular activities. This committee will be annually tasked with reviewing and assessing the school's progress on the suffusion of the power, race, oppression and privilege (PROP) lens across the curricula and in administrative practices. In addition to faculty and administrators, there are student members. The student coordinators for the Professional Development and Self-Awareness (PDSA) initiative serve on the Diversity Committee, and an additional 2-6 MSW and PhD students are selected via an application process each fall.

### Curriculum Area Concentration Committees

Committees are established in subdivisions of the curriculum as needed. Students have representation on each Curriculum Area Concentration Committee, including these: Curriculum Committee, AGPP, Foundational/Generalist Curriculum, Policy Practice Area, LME/SEA Area, HBSE Teachers, and Research Teachers. These Committees are responsible for reviewing and making recommendations regarding educational and administrative policies within the concentration. In curriculum matters, they act as subcommittees of the Curriculum Committee and they advise the Dean in carrying out educational and administrative policies.

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## CSSW RESOURCES AND SERVICES FOR STUDENTS

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### Academic Affairs

The **Office of Academic Affairs** oversees and manages CSSW's curriculum, development of new courses, faculty recruitment and development, grievances related to classroom or faculty issues, exceptions to academic policy, continuing education, and much more...

Have questions on topics such as Evaluation Methods or Grievances? [Find answers here.](#)

#### **QUESTIONS? CONTACT US:**

E-mail: [swoaa@columbia.edu](mailto:swoaa@columbia.edu)

### Advising

The [Office of Advising](#) supports students' educational development and professional success in the Master of Science in Social Work Program. The Advisor is the primary educational support resource to students in the MS Program, serving as the student's academic and field advisor. The Advisor approaches the student's education from a holistic perspective, considering academics, field education, and any life issues that may impact the student's graduate school performance.

Throughout their generalist and specialized years, students will have guidance from their Advisor, who is a seasoned social worker. In both years, Advisors will visit the field site, have one-to-one meetings to discuss field and academic challenges and successes, be available for email/phone/Zoom contact as needed, and facilitate mandatory advising seminars.

In both generalist and specialized years, professional advising is a mandated key component of the advisors' field education advising, which is an imperative component of the work of advisors. In the specialized year particularly, advisors are tasked with supporting the advisees' professional development and advancement/transition from the role of student to the role of social work professional.

#### **APPOINTMENT WITH ADVISING STAFF:**

[Go to the online appointment system.](#)

#### **QUESTIONS? CONTACT US:**

E-mail: [swadvising@columbia.edu](mailto:swadvising@columbia.edu)

## Career Services & Leadership Management

The Office of Career Services and Leadership Management helps students and alumni lead meaningful and impactful careers in the social sector by providing tailored guidance and support at every stage of their professional journey.

### **COUNSELING**

To make an appointment, visit the link(s) below:

[Online scheduling for Students](#)

[Online scheduling for Alumni](#)

### **QUICK LINKS**

[ASWB Licensure Exam Pass Rate](#)

[MSW Employment Outcomes Data](#)

Career support provided through this office's programs and services includes:

- **1:1 career counseling and coaching**, which includes discussions about career goal-setting, planning, and decision-making; job searching; self-marketing, interviewing, networking, informational interviewing; negotiating job offers; transitioning to the workforce and/or advancing within the field; navigating career changes
- **Career workshops, talks, and panels**, on many of the same topics mentioned above
- **Licensing application workshop** (hosted in collaboration with Advising and Student Affairs)  
*Note: Advising works with students on course planning/educational preparation for eligibility for licensure and Student Affairs manages document requests and general inquiries around licensing processes on a 1:1 basis*
- **Document reviews/feedback on personal marketing materials**, including resumes, cover letters, personal statements, and online professional network profiles (e.g. LinkedIn)
- **Recruitment events**, including employer information sessions and job fairs
- **Networking opportunities**, including our alumni-student career mentorship program and networking nights (hosted in collaboration with Alumni Affairs) and virtual networking platforms (Columbia Alumni Community and LinkedIn)
- **CSSW-exclusive job board**, which includes a listing of active employment opportunities
- **Career resource library and blog site** that include career guides, templates, tipsheets, and links to various job search engines and professional networking and development resources
- **Enews/e-blasts**, which highlight relevant career and professional networking events and opportunities hosted within and beyond the school and university

### **QUESTIONS? CONTACT US:**

Email: [swcareer@columbia.edu](mailto:swcareer@columbia.edu)

## Columbia Social Work Library

As a student at CSSW, you have access to the [Social Work Library](#), one of the world's premiere collections in social work and social services, as well as to the collections and services of the other 21 libraries that make up Columbia's library system—one of the top five research libraries in North America.

Comprehensive information about the Social Work Library's collections and services can be found on the [Social Work Library Web site](#), a micro-site of Columbia University Libraries.

**Library hours:** [Go to calendar](#)

**Research Consultation:** By appointment only. [Go to the online appointment system](#)

**Location:** Social Work Building, 2nd floor

**E-mail:** [socwk@libraries.cul.columbia.edu](mailto:socwk@libraries.cul.columbia.edu)

**Tel:** 212-851-2194

## Computing Services

The [Office of Computing and Instructional Technology \(OCIT\)](#) manages the School's computer, printer and AV equipment and provides user support for online resources. We are here to assist you with access to CSSW's computers, printers and A/V equipment, as well as to address questions you may have about CU-sponsored online resources such as CourseWorks (Canvas), Mediathread, and Turnitin.

### HELPFUL INSTRUCTIONS

- [Brief Computing and Instructional Technology Information Sheet](#) (PDF: 1 pg)
- [Computer Configuration and Related Recommendations](#) (PDF: 1 pg)
- [Encryption Instructions](#) (PDF: 1 pg)

### QUESTIONS? CONTACT US:

E-mail: [swit@columbia.edu](mailto:swit@columbia.edu)

Tel: 212-851-2345 (option 1 for computing; option 2 for AV)

## Diversity, Equity and Inclusion

The [Office of Diversity, Equity and Inclusion](#) at the Columbia School of Social Work is committed to fostering diversity, equity, and inclusion practices and policies in classrooms, social spaces, offices, and all interactions between CSSW students, faculty, and staff. The Office was created as a result of a student-led initiative to demonstrate a commitment to social justice, equity, and inclusion.

The DEI Office oversees and develops programming and services that link issues of diversity, multiculturalism, inclusion, intersectionality, and social justice for students, faculty, and staff, including:

- facilitating affinity group-based supportive spaces, workshops and trainings for students, faculty and staff
- organizing school-wide heritage celebrations.
- collaborating with student caucuses; and
- providing mediation services.

The DEI team also supervises and advises the student-led [Professional Development and Self Awareness \(PDSA\)](#) initiative.

**Questions?** Contact us: [swdei@columbia.edu](mailto:swdei@columbia.edu)

## Student Affairs

The Office of Student Affairs team oversees all areas related to a student's enrollment, registration status, and student life involvement, through graduation and degree certification. The Office of Student Affairs is responsible for managing class scheduling and all matters related to registration each term.

Visit the [Registration Information](#) page to view registration dates and to access course descriptions, sample syllabi, information on cross-registration and more.

All Student Life activities are housed under Student Affairs. This includes oversight and management of the 25+ student caucuses and Student Union, as well as the planning and execution of major school-wide events such as three orientation programs, graduation, Self-Care Day, Community Day, and various other celebrations throughout the year.

To get involved in a student group and other extracurricular activities at the School, visit [Student Life](#).

**QUESTIONS? CONTACT US:**

**E-mail:** [swstudentaffairs@columbia.edu](mailto:swstudentaffairs@columbia.edu)



## Field Education

Field education is an integral part of you becoming a master's level social worker. It can be the most transformational part of your education.

The **Field Education Department** works with you on your field placement in one of more than 600 agencies throughout New York City (including all boroughs), New Jersey and Connecticut. We also have more than 300 placements in cities nationwide for students attending the online campus.

### **Areas each Associate Director manages:**

- [Kristin Battista-Frazee](#): Online Campus
- [Hans Bernier](#): School-based and School-linked Services
- [Jenny Crawford](#): Contemporary Social Issues
- [Ericka M. Echavarria](#): Aging; International, Immigrant, and Refugee Services
- [Su Jin Feuer](#): Online Campus
- [Amanda Glass](#): Health, Mental Health & Disabilities: Mental Health Services
- [Noemy Santos](#): Health, Mental Health & Disabilities: Social Work in Healthcare
- [James Singletary](#): Aging; World of Work; and Tristate Area (NJ, CT)
- TBA: Family, Youth & Children's Services

### **Kathryne Leak, Associate Dean**

(212)-851-2312

[khl6@columbia.edu](mailto:khl6@columbia.edu)

### **Atavia Whitfield, Director**

(347)-712-1077

[aw2555@columbia.edu](mailto:aw2555@columbia.edu)

### **Mary Sawyer, Associate Director of Field Education Systems and Reporting**

(212)-851-2341

[mrs31@columbia.edu](mailto:mrs31@columbia.edu)

### **Sheryl Sodohoue, Department Manager**

(212)-851-2314

[sns14@columbia.edu](mailto:sns14@columbia.edu)

### **Princess Dennis, Department Administrator**

(212)-854-6572

[pd2559@columbia.edu](mailto:pd2559@columbia.edu)

Go to [Field Education staff list](#).

### **QUESTIONS? CONTACT US:**

E-mail: [swfieldeducation@columbia.edu](mailto:swfieldeducation@columbia.edu)

Tel: 212-851-2307

## Financial Aid

The Office of Financial Aid assists you in preparing to meet the costs of a social work education by putting together your financial aid package and providing information on scholarships, work-study funds, loans, payment schedules, refunds and much more.

### **COUNSELING:**

**By appointment only:** Go to the [online appointment system](#)

### **QUESTIONS? CONTACT US:**

**E-mail:** [swfinaid@columbia.edu](mailto:swfinaid@columbia.edu)

**Telephone:** (212) 851-2293

## Writing Center

The Writing Center provides one-on-one writing consultations, both in person and online, for MSW and PhD students. Our mission is to empower students at the Columbia School of Social Work to become stronger, more confident writers in their coursework and beyond. As a student, you should feel free to visit us with any piece of writing, at any stage, for any writing concern. Writing consultants work together with you not only to improve a given assignment or draft, but to identify and develop transferable skills—how to investigate a topic, collaborate with others, and learn—that will help in any future writing or creative projects.

### **MAKE AN APPOINTMENT**

[Go to our appointment sign-up form.](#) We advise you to schedule up to two weeks in advance.

### **QUICK LINKS**

- [Writing Center Sign-up Policies](#) (PDF: 2 pages)
- [How to make an online appointment at the Writing Center](#)
- [How to request written feedback](#) (PDF: 4 pages)
- [Writing Center Handouts](#)

### **QUESTIONS? CONTACT US:**

**E-mail:** [swwrite@columbia.edu](mailto:swwrite@columbia.edu)

**Tel:** (212) 851-2232

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## DEVELOPMENT AND ALUMNI RELATIONS

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The Office of Communication Strategy, Development and Alumni Relations is charged with engaging alumni and friends who share the School's vision; promoting the visibility of the School through strategic communications; expanding connections with key stakeholders; managing existing and new fundraising initiatives, with a particular focus on scholarship support; and identifying new partners and supporters dedicated to social and racial justice. The Office is deeply committed to fostering community among the School's alumni and future alumni.

The Alumni Association provides a forum for the more than 19,000 alumni around the world to come together to exchange ideas and professional expertise. Through the monthly e-newsletter AlumniNotes, LinkedIn, website and social media channels, alumni are kept up to date on news of faculty, their classmates and colleagues, trends in the field, and current initiatives at the School. In addition, the Association promotes programs and services that provide opportunities for professional growth. All students have access to the CSSW Alumni Directory by logging on to: <https://alumni.columbia.edu/content/alumni-community>.

Students are encouraged to get involved long before graduation. Participation in sponsored programs and networking events provide opportunities for current students to connect with alumni from various fields of social work practice. Students are also invaluable partners in telling our story to donors of the School that are most often alumni themselves. There are a number of ways for students to support CSSW's efforts to increase its financial aid endowment and expand the resources available for student scholarships and we invite those who are interested to reach out to our office to learn more.

There is no fee to become a member of the Alumni Association. All students are considered members of the Alumni Association upon graduation from CSSW. There are many ways for alumni to give back to CSSW--participate in informational interviews with students, become a field instructor, speak on a panel, employ a graduate, post a job opening, recommend a potential student, and promote CSSW initiatives on social media. Another way alumni are encouraged to give back is by making a gift. Alumni giving supports the School's talented students and faculty. It is alumni participation in giving each year — not the size of gifts — that really counts. The legacy of generous alumni can be spotted throughout the School—named locations in the building, endowed professorships, and most importantly the financial aid received by 90 percent of current students.

CSSW Alumni website: <https://socialwork.columbia.edu/alumni/>

Office of Development and Alumni Relations: [sswalumni-dev@columbia.edu](mailto:sswalumni-dev@columbia.edu)

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## DOCTORAL PROGRAM

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The [CSSW doctoral program](#) is widely considered the home of social work leaders – the school has educated more deans and faculty for schools of social work than any other. Most candidates in the Ph.D. program seek positions in academia, or as researchers, teachers, or senior administrators in government or nonprofit agencies.

The Doctor of Philosophy in Social Work is offered by the Graduate School of Arts and Sciences and is administered by the School of Social Work. Students choose a method of concentration – advanced practice; social policy and policy analysis; or social policy and administration. In each sequence, students do intensive work in research methodology and statistics in connection with their own career planning.

### Course Requirements

The student's program is individually arranged from the CSSW advanced courses listed below and from courses available in other professional schools and graduate divisions of the University. Normally students are required to complete a minimum of 49.5 credits. At least 30 credits must be completed within the University. Of these, 18 must be taken in the School of Social Work. A typical program includes six credits in the student's social work method, nine credits in social or behavioral science courses, 21 credits in research methodology and statistics, three credits in history and philosophy of social welfare, and three credits in a substantive field of practice. Students concentrating in policy analysis must also take a minimum of two courses in microeconomics. All candidates must spend at least three consecutive terms in full-time residence (three consecutive terms during which nine or more credits are earned in each term).

Students are also required to complete a 360-hour research practicum and a dissertation seminar. On completion of all course requirements and with recommendation from the faculty advisor, students complete a written and oral comprehensive exam. On completion of all program requirements except the dissertation, students are awarded an M.Phil. degree. Dissertation topics must be approved and proposals completed one year following the comprehensive examinations. The degree is awarded after the oral defense and deposit of the dissertation. A continuing registration fee is due each term that a student is not taking courses or research instruction.

### Admission Requirements

Admission requirements for the Ph.D. program include:

- a Master's degree in social work (or a related field) from an accredited U.S. or Canadian university
- an MSW degree (required) with two years post-MSW practice experience strongly preferred, for those applying to the advanced practice concentration
- a personal statement

- all graduate and undergraduate transcripts
- three letters of recommendation
- GRE scores (*suspended for the Fall 2022 application cycle*)
- For international students whose native language is not English, TOEFL scores are required unless they have earned their Master's degree at an institution in an English-speaking country.

Students with graduate degrees in other fields may be admitted to the policy or administration concentrations.

### Admission Procedures

Applications for the doctoral program, including all supporting materials and the application fee (\$75 if submitted online) should be filed by December 15.

Application materials, including information on financial aid, are available in the Doctoral Office (Room 919, 1255 Amsterdam Avenue, New York, NY 10027) or online at <http://socialwork.columbia.edu/academics/phd-program/>. Links to the online application as well as the downloadable PDF version, can be found on the above web page.

Within four weeks of the date of acceptance, an accepted applicant for the Ph.D. is required to pay a nonrefundable pre-registration fee that will be credited toward tuition.

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## SCHOOL OF SOCIAL WORK STUDENT UNION CONSTITUTION

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### Article I. Purpose

Section 1: The School of Social Work Student Union (SSWSU/SU) is the official, representative student council of Columbia University School of Social Work. The SSWSU will act as an official liaison between the School of Social Work student body and the Administration.

Section 2: SSWSU's mission is to enhance the educational experience of its members and contribute to the university community as a whole through fostering activities and consistent advocacy.

Section 3: SSWSU shall be responsible for advocating on behalf of CSSW graduate students and their collective interests.

### Article II. Membership and Representation

Section 1: All social work graduate students are eligible to participate as members of the School of Social Work Student Union. In this document, said members will be referred to as the student body or School of Social Work/SSWSU members.

Section 2: The SSWSU shall be comprised of thirteen students closely representing the general student body of Columbia University School of Social Work. In practice, the representatives shall be known as the School of Social Work Student Union or SSWSU representative/officer.

Section 3: Each SSWSU representative must be in good academic standing. Due to the summer start of the Advanced Standing program, the Advanced Standing representative will fulfill a term beginning in the Summer term. Each representative will fulfill at least one (1) academic year term (two semesters).

### Article III: Executive Board Positions and Representatives

#### Section 1: President

The responsibilities of the President include, but are not limited to:

- a. Chair the SU Board Meeting and presides over all general body meetings.
- b. Represent the interests of SSWSU to the Dean, faculty, and staff of the School of Social Work, as well as to the community at large: Columbia University or otherwise.
- c. Must be up-to-date on all Student Union communications and events.
- d. Assist other members of the SU with their duties as necessary.
- e. Work with the Office of Student Life to ensure that the student body is aware of School and University committees, publicizes committee vacancies, and coordinates student participation on these committees.

- f. Assume responsibility for any other duties deemed relative to their position as representative or through their participation in committee or council duties.
- g. The President shall report to the Student Body at least every semester the actions of the Student Union for the term.

### Section 2: Vice President

The responsibilities of the Vice President include, but are not limited to:

- a. The Vice President shall maintain consistent contact with the President.
- b. The Vice President must be up-to-date on all Student Union communications and events.
- c. Supervise the work of committees inside the Student Union.
- d. Assist members of the SSWSU in successfully completing their duties
- e. Facilitate Student Union meetings in the absence of the President.
- f. Represent SU interests in conjunction with and in the absence of the President.

### Section 3: Secretary

The responsibilities of the Secretary include, but are not limited to:

- a. Take minutes of the SU meetings and keep records for all official meetings, except those under the purview of specific Representatives. The minutes will be completed within 72 hours.
- b. Assist in the coordination and consistent publication of SU communication during the fall and spring semesters.
- c. Maintain records, manage Google Drive and Canvas.
- d. Organize documents and actions pertaining to term transitions for Student Union elected officers.
- e. Prepare SU meeting agendas and other relevant materials in consultation with the President.
- f. Ensure room reservation and accessibility to meetings and events in coordination with the Office of Student Life and other SU members.

### Section 4: Treasurer

The responsibilities of the Treasurer include, but are not limited to:

- a. Prepare the Annual Budget of the SU in accordance with the Executive and Representatives annual plan and goals.
- b. Manage the SU's budget and provide updated budget information regularly.
- c. Maintain detailed and accurate records of SU financial transactions and account statements
- d. Approve any expense that Officers or Representatives need to conduct. Assist with protocols and suggestions of vendors.
- e. Ensure that the Student Union complies with the Office of Student Life's financial policies, processes, and requirements.

### Section 5: Community Liaison

The responsibilities of the Community Liaison include, but are not limited to:

- a. Coordinate social and community service activities within the School, the University, and with outside groups as deemed appropriate.
- b. Maintain an active relationship with the Caucus Leaders, PAC leaders, or any student driven organization at CSSW.
- c. Coordinate student outreach and interaction with the student body, working closely with the Office of Student Life.
- d. Coordinate room reservations and accessibility, and help with advertising and food for any SU community event.
- e. Assists the Office of Student Life with school-wide events and programs.

#### Section 6: Communications Officer

The responsibilities of the Communications Officer include, but are not limited to:

- a. Coordinate all public Student Union communications. The Communications Officer shall assist the president in all formal communication to students, administration, faculty or beyond CSSW.
- b. Manage the Student Union social media accounts, the Student Union blog, and any other strategy of global communication in coordination with the Executive Board.
- c. Advertises and publicizes any events deemed important and relevant to or by the SU members.
- d. Assist in the creation of flyers and the compliance with the Student Life requirements.
- e. Maintain a consistent relationship with the Office of Student Life and the Communications Office of CSSW.
- f. Enhance the use of the SU branding (logo, proper channels of communication, etc.)

#### Section 7: Representatives

Representatives reflecting the various cohorts within the School:

- a. First-Year, Residential
- b. Second-Year, Residential
- c. Advanced Standing
- d. 16-Month Program
- e. Dual-Degree
- f. Online Campus
- g. Extended and Reduced Residency
- h. 5-Term International Program and International Students
- i. Special Programs: Accelerated Policy, Dialectical Behavioral Therapy (DBT), Management Fellows Program (MFP)

The responsibilities of the Representatives include, but are not limited to:

- a. Serve as an effective advocate on behalf of their cohort to the administration and SU general body.
- b. Record and prepare to report on cohort-specific meetings, advocacy efforts, and events.
- c. Participate and report updates in General Student Union Meetings.
- d. Conduct outreach to increase visibility and representation among their cohort.



- e. Present a plan of activities at the beginning of each fall and spring semesters.
- f. Elicit feedback from the student body via formal or informal methods.
- g. Connect students to appropriate administrators. Provide administrators with student feedback and suggestions for improvement
- h. Bring all appropriate matters to the Student Union's and Student Life's attention.

Section 8: The School of Social Work University Senator will sit in full SSWSU meetings (Executive Board and Representatives), but will not have a vote.

## **A. Meetings**

Section 1: Executive Board meetings shall be weekly, with the time and place to be determined by the Board. An administrator from the Office of Student Life will attend each SSWSU Board meeting.

Section 2: Full SSWSU meetings (Executive Board and Representatives) shall be monthly, with the time and place to be determined by the Council. An administrator from the Office of Student Life will attend each SSWSU meeting.

Section 3: There shall be a mandatory review of the constitution with the Executive Board and the Office of Student Life every two years.

## **B. General Assembly**

Section 1: The General Assembly refers to the eight representatives as listed on Article III, B.

Section 2: A meeting of the General Assembly can be called by any member of the General Assembly or by a petition of two percent (2%) of the student body.

Section 3: Three percent (3%) of the student body will constitute a quorum for a meeting of the General Assembly, provided that public notice of the meeting is given ten (10) business days in advance. Failing ten (10) business days public notice, ten percent (10%) of the student body will constitute quorum.

Section 4: All resolutions passed at a meeting of the General Assembly will be included in a special vote. The draft must be posted online at least 24 hours before the vote. In order for the resolution to be valid, at least 25% of the student body must participate in the vote. The resolution will pass by a simple majority vote. All resolutions passed after the vote will be binding.

## **C. Voting Policies**

Section 1: All officers and representatives shall have the power to initiate motions at SSWSU meetings.

Section 2: Each representative shall serve as a voting member of the SSWSU. Each voting member will have one vote.

Section 3: For all issues except amending the SSWSU constitution, a quorum shall represent one-half ( $\frac{1}{2}$ ) of the members of the SSWSU plus one (1).

Section 4: To amend the SSWSU constitution, a quorum shall represent two-thirds ( $\frac{2}{3}$ ) of the members of the SSWSU. Amendments to the constitution shall be binding immediately upon passage at the meeting. All amendments to the constitution will be made in consultation with the Office Student Life.

Section 5: Actions requiring a vote shall take place either via e-mail (sent to the President and the Office of Student Life) or at any meeting at which a quorum is present. The Secretary shall record the votes and announce the outcome.

Section 6: If there is a conflict of interest for a board member in any particular vote, that board member will recuse themselves from the discussion and voting process.

Section 7: For all issues except amendments to the SSWSU Constitution, the vote must reach at least a simple majority. For amendments to the Constitution, the vote must reach at least a 2/3 majority

## **D. Referenda**

Section 1: A referendum may be proposed by any member of the whole student body.

Section 2: A simple majority vote of the Council is required to hold a referendum. Abstentions shall not count in a tally, even if this means a simple majority cannot be attained. If abstentions make up a majority of the overall votes, there will be a re-vote until a simple majority is attained.

Section 3: Once approved, the referendum shall be drafted by the Secretary. A simple majority vote of the SSWSU is required to approve the wording and threshold of the referendum. The Council will then vote to confirm the thresholds for the referendum. These thresholds must be made public to the members of the whole student body before the voting period.

Section 4: In order for the results of the referendum to be valid, at least 25% of the student body must participate in the vote. The referendum will pass by a simple majority vote.

Section 5: Once the draft and the thresholds have been approved by the Council, the referendum shall be included in the next general election or in a special vote. The draft must be posted online at least 24 hours before the vote.

Section 6: As official conductors of the vote, SSWSU officers shall remain neutral in public during the voting period.

Section 7: If the referendum passes, it will be sent to the appropriate Dean at CSSW.

## **E. Accountability of Officers**

Section 1: All SSWSU officers shall make it publicly known and/or have information readily available to affiliates as to whom is responsible for required duties and functions at any given time, to ensure access to and accountability of their positions.

Section 2: Excused absences are allowed within reason as determined by the SSWSU Board. Unexcused absences are not permitted in any number. An absence is considered unexcused when the member is not present at the meeting and does not give an acceptable reason for their missed attendance in advance. In addition, any member of the SSWSU not fulfilling their responsibilities should be reported to the President and Office of Student Life.

Section 3: If a member collects any number of unexcused absences or is not fulfilling their responsibilities, they will receive a written warning from the Office of Student Life and SSWSU Executive Board Committee.

Section 4: If the member continues to miss meetings without reason and/or does not appropriately fulfill their responsibilities, a review will be conducted by the Executive Board and the Office of Student Life. The Executive Board and the Office of Student Life administrators shall decide whether to put the member up for a vote of impeachment. Prior to the vote on impeachment, the member shall be given the opportunity to make a statement, of predetermined and agreed upon length, in their own defense. Any council member may be removed from the Board by a simple majority vote of the council. The member will recuse themselves from the discussion and voting process when it is related to their impeachment.

Section 5: In case of a presidential Vacancy the Vice President will be appointed as the new President of the SU. If the vacancy occurs during the first semester of the term, elections will be held to fill the Vice President position. If the vacancy occurs after the last day of class in the first semester of the term the SU shall decide by special quorum to call for new elections or to appoint someone for the role.

Section 6: If there is a vacant Representative position and there are 90 days left in the term, the appointment process will be applied, as outlined in Article IV, Section 4.

## **Article IV. Elections and Appointments**

Section 1: General elections will be held by secret ballot. Any graduate student registered in the School of Social Work may vote in the board elections. This process will be overseen by the Office of Student Life with the guidance of the present Student Union Executive Board.

Section 2: Nominations for the Executive Board positions shall be submitted via electronic mail to the Office of Student Life. Nominations must be received at least 14 days prior to the election. The current Executive Board and the Office of Student Life will determine a nomination deadline, after

which time, no further nominations will be accepted for the SU elections. Persons qualified to hold position will nominate themselves.

Section 3: Executive Board members will require 25 signatures (online or on paper) of nomination from the student body.

Section 4: No candidate may run for more than one office at a time. Campaigning may begin on the first Monday following the nomination deadline. Candidates may not receive and/or collect monetary contributions for their campaigns. Candidates must receive a simple majority vote (50% + 1 vote) to be elected to an SU office.

## Article V. Finances

Section 1: At the first meeting of the academic year, the Treasurer shall present a report of the previous fiscal year's budget, revenues, and expenses. The Treasurer will also provide semesterly updates on the budget.

Section 2: For purchases above \$250, the Treasurer must consult with the Office of Student Life.