



School of Social Work

M.S.W Program Handbook

2026-2027

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Welcome Message

Dear Students,

The faculty, administration, and staff welcome you to the Adelphi University School of Social Work. As a nationally renowned and highly ranked school, we have been preparing social workers for over 70 years. You have chosen a profession that is committed to improving the well-being of individuals, families and the communities, as well as society at large. As part of your educational experience, you will have classroom and practicum opportunities to develop the necessary social work knowledge, values, and skills that will enable you to transform lives, empower communities and advocate for social justice. As future change agents, we are excited that you have decided to start your professional journey here at Adelphi.

The student handbook is your important guide to navigate your educational journey at our school. In it you will find, among other things, policies and procedures pertaining to academics and student life. We hope you will take time to familiarize yourself with your rights and responsibilities as a student and the policies and procedures that govern academic progress in the M.S.W. program. We believe that familiarizing yourself with this information will be key to your successful journey through the program.

This is an important time to be a student in social work. We are dealing with a range of issues including, the continuing social, psychological and health effects of the COVID pandemic, the nation's reckoning with racism, health inequities and white supremacy, and the changes in climate occurring globally. We hope you will challenge yourselves to embrace the values of social, economic and environmental justice and be much needed change agents in your future careers as social workers.

Sincerely,

Joanne Corbin, PhD, LCSW
Dean, School of Social Work

Leadership Team: [Leadership for the School of Social Work at Adelphi](#)

Faculty: [Our Faculty | School of Social Work at Adelphi](#)

DISCRETIONARY CHANGES

It is every student's responsibility to be aware of, and compliant with, the policies of Adelphi University School of Social Work. Adelphi University School of Social Work reserves the right to make changes to the Student Handbook at any time without advance notice. These changes may affect degrees and programs offered (including the modification or possible elimination of degrees and programs, academic requirements, academic policies, rules pertaining to student conduct and discipline, and other rules and regulations applicable to students. The School of Social Work reserves the right to cancel or modify courses of instruction, to change times, days, or locations of courses, and to change a course's instructor at any time.

School of Social Work Mission and Program Goals

Mission of the Adelphi University School of Social Work

The Adelphi University School of Social Work is a student-centered and engaged community that prepares reflective practitioners, leaders, scholars, and educators to work in collaboration with global and diverse communities in solving complex problems and producing knowledge. We prepare BSW, MSW, and doctoral students to be lifelong learners for effective, ethical, antiracist and anti-oppressive practice striving for social justice and human rights for a global and diverse society.

The MSW program goals of the AUSSW flow from its mission and are as follows:

Students are prepared to:

1. Identify manifestations of racism, colonization, white supremacy and patriarchy in our systems and policies that negatively impact individuals, groups and communities and to provide interventions that promote social justice and social change
2. Engage in practice with individuals, families, groups, organizations and communities across a range of human differences to promote human well being
3. Address unmet and emergent needs, and promote equity in access, information and provision of services to individuals, groups and communities;
4. Perform effective social work practice integrating a range of theoretically and empirically informed perspectives that acknowledge our complex and intersectional identities and histories and how they shape our experiences of injustice; and
5. Critically analyze power imbalances in organizational, sociocultural, economic, and political structures in order to dismantle oppressive and racist policies, systems, and practices regionally, nationally and globally.

Key Attributes of a Social Worker

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 Adelphi 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 student's social work 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 student's social work 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.

Core Competencies of Master's Level Social Work Education

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 is 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

Academic Residence

- Candidates for the MSW degree are expected to carry at least one course each semester and are expected to fulfill all degree requirements within four years from the start of graduate study.

MSW Special Programs

Professional Advancement Workforce Development Track

The Professional Workforce Development Track is designed for **human service workers** who have two or more of the last five years of social work-related experience under the supervision of a social worker. As a result of the student's social work-related employment experience, PAWD students are expected to complete one 900-hour practicum in the specialized year rather than the traditional mode of two - 450-hour practicums. The student's employer must agree to provide a 900-hour employment-based practicum under LMSW or LCSW supervision. Paid employees of agencies must meet all education requirements for practicum instruction, including demonstrated competency development, completion of process recordings, and all other requirements for their practicum instruction course. Employment based practicum students must carry out their practicum work responsibilities in a social work role clearly defined by the agency and known to its clients. Applicants to this program must submit documentation verifying years of employed experience, supervisory requirements met and verification of employer agreement to provide a practicum. The application will follow all other University and School processes in regard to processing the final decision and notifying the applicant.

Advanced Standing

The 32-credit Advanced Standing program is available only to graduates of CSWE-accredited baccalaureate social work programs who have earned the degree within the last five years. In some cases, the applicant is required to take additional courses prior to admission if the program from which they have the degree varies significantly from Adelphi's undergraduate social work curriculum. In addition to meeting all admission requirements for the MSW program, applicants must also have successfully completed the undergraduate curriculum and practicum experience from a CSWE accredited baccalaureate program.

Undergraduate students enrolled in Adelphi's BSW program, who earn a cumulative GPA of 3.0 or higher and successfully complete their junior practicum, will be invited to complete an expedited application. Requirements include a complete graduate application and a recommendation from the BSW program director, which includes an assessment of practicum performance. Students admitted have the option of deferring enrollment for up to one year. If not enrolled during that time, they would need to submit a full application to the University for admission consideration.

Provisional Student

For students who demonstrate the potential for academic and other standards, but do not meet all the criteria for acceptance, the student is accepted as a provisional student. Students accepted provisionally must meet the following criteria:

- Must register and complete a minimum of 6 credits and earn a minimum grade of "B" in each course completed at AUSSW.
- Once the semester begins you may not drop or withdraw from any class.
- You may not receive a grade of I (incomplete) in any of your courses.

The student's progress is reviewed throughout the semester for professional standards and academic performance. If the provisional student does not meet the above criteria, they are dismissed from the program after the first semester. There is no appeal process for the dismissal of provisional students when they do not earn the minimum grades for each course. Students accepted as provisional do not begin their practicum work until their status is converted to degree candidacy. All provisional students are advised by Student Affairs personnel at respective sites and monitored throughout their provisional semester.

Provisional students who have been academically dismissed cannot be readmitted to the program.

Professional and Academic Advising

All graduate students are assigned an advisor when they enter the program. Every student receives advisement throughout their academic program. The advisor is responsible for providing academic and professional guidance, program planning, course approval, practicum education planning and supervision, life and career goals, and any other related advisement tasks. The School of Social Work emphasizes a broad-based approach to advisement that covers more than decision making around classes, practicum placements and professional career choices; it also touches on maximizing potential, developing a professional self and raising the standard of ethical and sound practice.

When students first enter the program, they register and receive advisement from an admissions officer who is familiar with the academic program as well as the professional practice of social work. On the main campus in Garden City, this may be the Director of Outreach, Enrollment and Professional Advisement or one of the admissions staff specialists. At the extension centers, the advisement may be conducted by the Student Affairs Coordinator.

After the initial advisement and registration session(s), the student is assigned an advisor. If the student is entering practicum, a faculty practicum liaison is assigned who serves as academic advisor as well as liaison to the practicum placement. If the student is not entering practicum, studying as a part time student, taking academic classes only without practicum and practice, then the advisor is not a faculty practicum liaison. All advisors are faculty members, full-time or part-time, or social work administrators. Advisor assignments are made according to the student's status and the faculty workload. Faculty practicum liaisons are assigned by the practicum team. Where possible, the faculty practicum advisor will work with the same student throughout their program path. Advisors are assigned in the fall and spring entry terms as needed. Students can access their assigned advisor information in the student portal account in e-campus. Students assigned faculty practicum liaisons are informed of their advisor via email and e-campus at the beginning of the semester in which they start practicum placement. They may also find their assigned Liaison in the student portal account in e-campus. Liaisons are expected to meet with the student during the first two-four weeks of the semester in which they begin practicum. They maintain monthly, and as needed contact with the students and practicum instructors by email and phone and in-person or virtual appointments.

Orientation

All new students are required to attend a **mandatory** orientation to the graduate program. This orientation provides students with an overview of the University, the School of Social Work and University services. The orientation is coordinated by the Director of Student Affairs, the Director of Practicum Education and/or the student affairs coordinators for the campus based programs and the OMSW coordinates the online program orientation. Each orientation covers the same materials. The orientation provides students with a detailed review of the School's mission, graduate curriculum, core competencies and associated practice behaviors and technology including Moodle, CLASS and email. Administrative staff review the academic integrity and plagiarism policies of the school, NASW Code of Ethics and ethical standards and responsibilities required of social workers. Information about advisement, academic support services including the writing center, Access Services, counseling services and the learning center are provided to the students. Information about the Graduate Student Association, school events and networking opportunities are also shared with the students. Finally, all students are given information about the required Recitation Social Work Orientation taken in the first semester of study.

Every student receives advisement throughout their academic program. The advisor is responsible for addressing academic as well as professional advisement concerns, including program planning, course approval, practicum education planning and supervision, life and career goals, and any other related advisement tasks. The School of Social Work emphasizes a broad-based approach to advisement that covers more than decision making around classes, practicum, placements and professional career choices; it also touches on maximizing potential, developing a professional self and raising the standard of ethical and sound practice. When students first enter the program, they register and receive advisement from the Director of Outreach, Enrollment and Professional Advisement, who is familiar with the academic program as well as the professional practice of social work.

Registration

Students may enroll for non-matriculated study. Up to twelve credits may be taken as a non-matriculated student and practicum and practice courses are not available for enrollment. The Director of Outreach, Enrollment and Professional Advisement enrolls and advises any student registered as a non-degree seeking candidate. Non-degree seeking candidates participate in the new student orientation and are also required to enroll in the required Recitation Social Work Orientation in the first semester of study. Non-degree students are assigned to the respective student affairs coordinator for the program they are enrolled in for on-going advisement.

All students receive a copy of the MSW Course Planning Worksheet that lists all course requirements with pre-requisites, co-requisites and course sequences. This planning guide can be found in the Student Handbook. It is also online and available in print. Courses in the graduate program are taken sequentially, and some courses are taken as a requisite. Advisors and students alike must be familiar with the importance of following the planning worksheet to ensure that all requirements are met, and courses are taken in proper sequence. The Course Planning Worksheet is used in conjunction with the program paths to support students in planning their schedules. Not all courses are offered every semester. These guides are especially helpful in the advisement process as they individualize for students their course choices and their plans of study. For

instance, students who are following a part-time program path with summer classes can plan ahead and anticipate their schedules. The School of Social Work follows the registration procedures established by the university. Students plan and register for their next semester classes at about the midpoint of the preceding semester. Registration is completed online and requires advisor approval for all course choices. Open planning is scheduled to reserve time for a review of their current academic grades and performance. Students are encouraged to keep in contact with their advisor throughout the semester for questions and support as needed and to discuss their expectations for the academic program, professional preparation and practicum education opportunities. Performance in the classroom, other related activities and practicum instruction are some of the areas that advisors focus on.

Classroom teachers who observe any problems including attendance, unethical behavior or poor academic work contact the student's advisor and/or the Office of Academic Affairs. In consultation with the advisor, the professor, the Associate Dean of Academic Affairs and if the student attends one of the extension centers, the director or the student affairs coordinator at the center, the student is offered counseling, writing assistance, peer or other tutoring, or other support services as indicated. A strong emphasis is placed on coordinating resources and support to assist students who are at risk.

MSW Curriculum

Required On-line Learning Experience (ROLE)

The MSW program requires all new students to complete Required On-Line Learning Experience (ROLE) asynchronously (self-paced) on MOODLE. The purpose of ROLE is to equip students with information literacy, specifically on the basics on searching for scholarly literature and materials using the library search engine and databases as well as familiarizing students with the basics and mechanics of academic writing, the American Psychological Association (APA) publication style, an understanding of academic integrity, how to avoid plagiarism, and information on licensing.

Organization and Structure of the Master of Social Work Curriculum

All degree candidate students in the generalist year of the M.S.W. degree program must successfully complete the ten required courses:

- two on social welfare policy;
- two on theories of human behavior;
- two on theories of social work practice;
- one about diversity, oppression and cultural influences in social work practice;
- one in methods of empirical research; and
- Two supervised practicum internships.

In the specialist year, all students must successfully complete ten courses: five of which are required for the concentration in advanced contemporary direct practice:

- two courses in advanced social work practice;
- one course in assessment and diagnosis from a social work perspective;

- one course in advanced social work research;
- one course in organizational context for professional practice;
- one one-credit course in credentialing and licensing to meet residency requirements;
- three additional elective courses (students are required to take one that is designated as an integrative course, regular and another clinical course); and
- Two supervised practicum internships.

All students enrolled in SWK 510 Human Behavior I and all incoming specialized year students who did not receive their BSW from AUSSW will be required to complete this online training by the first five weeks of the semester in which they are admitted into the program.

Practicum Education:

Practicum education — the signature pedagogy of social work education plays a pivotal role in student learning. Through internships in social service settings, students are provided with opportunities to apply knowledge learned in the classroom experience to social work practice with diverse populations in a broad range of agencies. Students develop professional skills and competence in practice during the course of their internships in working with people and communities. Students learn to bring their humanity and authenticity to their practice, to act with professional courage, and to develop a vision about making a contribution toward the amelioration of the significant social problems that face our society.

Practicum education is a unique partnership between the School and the agencies with which it affiliates. Through ongoing communication, the agencies and faculty practicum liaisons work towards the development of a shared educational philosophy and standards in designing and implementing a sound educational program for students.

For more information about the Practicum Education component of the program, please click [on the following link: Practicum Education | School of Social Work | Adelphi University.](#)

Please note that additional information can be found in the Practicum Education Manual that is posted on Sonia.

The practicum is structured as follows:

All MSW students must complete a minimum of **450** hours in a site-based practicum, and must earn 25 professional development hours each academic year through approved practicum education workshops and participation in the program's annual social action initiative.

Program Paths for Full and Part-Time Students

The MSW program has developed program paths to meet Full-Time and Part-Time students' needs and schedules as well as their qualifications. **For detailed information please visit:** [Master's Degree in Social Work | MSW Programs in New York](#)

The MSW Full-Time program can be completed over two years (fall, spring, fall and spring semesters; typically, with no requirements for summer classes) or over sixteen months (spring, summer, fall and spring semesters; due to certain limitations, this option is only available for Garden City students). Students who meet the Specialized year criteria may complete their

Full-Time program in one year (fall and spring semesters). Those who qualify for the Human Service Professional (HSP previously known as OYR) program may complete their full-time program in two years (fall, spring, and fall and spring semesters, with no summer classes).

For detailed information please visit: [Program: Social Work, M.S.W. - Adelphi University - Modern Campus Catalog](#)

Generalist Level Courses

SWK (0404) 500 - Issues in Social Welfare I: His and Phil of Social Welfare **Credits: 3**

SWK (0404) 510 - Human Behavior Theory for SWK Practice I **Credits: 3**

SWK (0404) 510 - ROLE - Required Online Learning Experience **Credit: 0**

SWK (0404) 520 - Foundations of Social Work Practice I **Credits: 3**

SWK (0404) 542 - Oppression, Diversity, and the Struggle for Human Rights **Credits: 3**

SWK (0404) 690 - practicum Instruction I **Credits: 3** (15 hours per week)

SWK (0404) 501 - Issues in Social Welfare II: Inequality, Inequity and Social Justice **Credits: 3**

SWK (0404) 511 - Human Behavior Theory for Social Work Practice II **Credits: 3**

SWK (0404) 521 - Foundations of Social Work Practice II **Credits: 3**

SWK (0404) 557 - Social Work Research I **Credits: 3**

SWK (0404) 691 - Practicum Instruction II **Credits: 3** (15 hours per week)*

Specialized Level Courses

SWK (0404) 710 - Social Work Assessment and Diagnosis **Credits: 3**

SWK (0404) 7XX - Social Work Elective **Credits: 3**

SWK (0404) 758 - Social Work Research II **Credits: 3**

SWK (0404) 776 - Credentialing & Assessment in Social Work: Licensing Preparation Initiative
Credits 1*

SWK (0404) 780 - Advanced Social Work Practice with Individuals in Family Contexts
Credits: 3*

SWK (0404) 790 - practicum Instruction III **Credits: 3**

SWK (0404) 7XX Elective (Integrative | Clinical) **Credits: 3**

SWK (0404) 7XX Elective (Integrative | Clinical) **Credits: 3**

SWK (0404) 782 - Advanced Social Work Practice with Groups **Credits: 3**

SWK (0404) 722 - Organization Context for Professional Practice **Credits: 3**

SWK (0404) 791 - practicum Instruction IV **Credits: 3**

**(51% in person at Garden City to meet NYSED residency requirement)*

Program Paths Full-Time

Semesters	Full-Time MSW
Fall	0404 500 0404 510 0404 510 (Role) 0404 542 0404 520 0404 690
Spring	0404 501 0404 511 0404 557 0404 521 0404 691
Fall	0404 710 0404 7XX Elective 0404 758 0404 780 0404 790
Spring	0404 722 0404 7XX Elective 0404 7XX Elective 0404 782 0404 791 0404-776

All students must take an elective that is designated “clinical” (C) and another that is designated “integrated” (I)

Program Paths Part-Time

Semesters	MSW 3-year Fall Start	MSW 4-year Fall Start
Fall	0404 500 0404 510 0404 510 Role	0404 500 0404 510 0404 510 ROLE
Spring	0404 501 0404 511	0404 501 0404 511
Summer	0404 542 0404 557	_____
Fall	0404 520 0404 690	0404 542 0404 520 0404 690
Spring	0404 521 0404 691	0404 557 0404 521 0404 691
Summer	0404 7XX Elective 0404 7XX Elective	_____
Fall	0404 710 0404 780 0404 790	0404 710 0404 780 0404 790
Spring	0404 722 0404 782 0404 791 0404 776	0404 722 0404 782 0404 791
Summer	0404 7XX Elective 0404 758	_____
Fall	_____	0404 7XX Elective 0404 758
Spring	_____	0404 7XX Elective 0404 7XX Elective 0404 776

All students must take an elective that is designated “clinical” (C) and another that is designated “integrated” (I)

Program Paths Advanced Standing

Semesters	Advanced Standing: Full-time	Advanced Standing: Fall Start	Advanced Standing: Spring Start
Fall	0404 710 0404 7XX Elective 0404 758 0404 776 0404 780 0404 790 0404 510(ROLE)	0404 710 0404 780 0404 790 0404 510(ROLE)	_____
Spring	0404 722 0404 7XX Elective 0404 7XX Elective 0404 782 0404 791	0404 722 0404 782 0404 791 0404 776	0404 722 0404 7XX Elective 0404 510(ROLE)
Summer	_____	0404 758 0404 7XX Elective	0404 7XX Elective 0404 758
Fall	_____	0404 7XX Elective 0404 7XX Elective	0404 710 0404 780 0404 790
Spring	_____	_____	0404 7XX Elective 0404 782 0440 791 0404 776

All students must take an elective that is designated “clinical” (C) and another that is designated “integrated” (I)

Professional Advancement Workforce Development Track (PAWD)

Semesters	HSP 3 year part-time Fall Start
Fall	0404 500 0404 510 0404 510 ROLE 0404 542
Spring	0404 501 0404 511 0404 557
Summer	SWK(0404) Elective SWK (0404) Elective
Fall	0404 710 0404 758
Spring	0404 722 0404 7XX PAWD specific Elective
Summer	0404 520 0404 690
Fall	0404 521 0404 691
Spring	0404 780 0404 790 0404 776
Summer	0404 782 0404 791

Bilingual School Social Work Program

The Bilingual School Social Work Program offers MSW students a certificate in bilingual school social work and requires an additional 6 credits that are completed at the College of Education and Health Sciences. This certificate is recognized by the New York State Education Department and is designed for bilingual individuals interested in working as bilingual social workers in a New York State primary or secondary school setting. This program can be completed either full-time for part-time with two courses on bilingual/multicultural education taken upon completing the MSW degree requirements.*

- EBE (0804) 500: Foundations of Bilingual and Multicultural Education Credits: 3
- EBE (0804) 610: Methods and Material in Bilingual Education: Content Area Considerations Credits: 3

In addition, students must complete both these non-credit bearing courses:

- EDU (0801) 611 Child Abuse Seminar Credit 0
- EDU (0801) 614 Seminar Violence Prevention and Intervention for School Personnel Credits: 0

****All students must take three electives one that is designated “clinical” (C), one that is designated “integrated” (I), and SWK (0404) 728: Social Work with Children and Adolescents***

Human Resource Management Certificate Program

Each candidate for the Advanced Certificate in Human Resources (ACHR) must complete all course requirements with a minimum cumulative GPA of 3.0. Students who have taken MGT (0210) 561 or HRM (0208) 765 at Adelphi within the prior five years may apply the credits for those courses to fulfill the requirements for the ACHR. Students who have taken undergraduate courses in organizational behavior or organizational theory may request that the requirement for MGT (0210) 561 be replaced with either BUS (0204) 689 Negotiation for the Business Professional or MGT (0210) 791 Management Styles and Team Building instead.

For Students enrolled in the School of Social Work: they must apply to the Robert B. Willumstad School of Business prior to beginning the courses. If accepted, they may apply the credits for SWK (0404) 722 - Organization Context for Professional Practice to fulfill the MGT (0201) 561 requirements.

Required courses:

- MGT (2010) 561 Management Theory | Organizational Behavior Credits: 3
- HRM (0208) 764 Selecting for Organizational Excellence Credits: 3
- HRM (0208) 765 Developing World Class Human Resources
- HRM (0208) 766 Performance Appraisal and Compensation Administration Credits: 3
- HRM (0208) 767 Training and Career Development Credits: 3

Overview of the Online MSW Program (OMSW)

The Online MSW Program (OMSW) is a 3 year cohort-based, part-time MSW program that uses online instruction. Students participate in 5-6 virtual residencies over their 3 years of study and take a combination of virtual intensive synchronous and asynchronous online courses during the degree program. Practicum instruction is arranged near students' home community. As part of the admissions process, applicants must participate in an interview with the Director of Outreach, Enrollment and Professional Advisement.

Course Formats

The courses in the Online MSW program are based on the following formats:

1. Online (Synchronous and Asynchronous) -
 - a. These courses are delivered completely online either synchronously or asynchronously or a combination of both.
 - b. Synchronous class sessions are scheduled on Thursdays starting anytime between 6 PM and 8 PM
2. Intensive courses meet for one session during the residency and continue throughout the semester
3. Synchronous sessions may occur every other week on Thursdays between 6:00 PM and 9:50 PM on weeks in between, asynchronous learning occurs

Students are not allowed to enroll in courses offered in the traditional program.

Virtual Residencies

Students are required to attend virtual residencies in January and August for the three years that they are enrolled in the OMSW program. The residencies meet from 9 AM to 4 PM over one or two days. Students have the opportunity to interact with faculty and other students in their cohort.

An absence in an online course consists of a student not completing the required coursework due in a given week or missing a synchronous session. Students are expected to notify their instructor 24 hours prior to any absence. Excused absences are determined at the instructor's discretion and may require documentation of the reason for the absence. Make-up assignments for synchronous sessions or weekly assignments are at the discretion of the instructor.

Instructors will notify the Program Director of significant or a pattern of absences [both excused and unexcused] and provide copies of documentation for the student's file.

Any student who does not meet the above regulations will be recommended to Academic Standards to assess their continuation in the Online M.S.W. program.

OMSW Peer Mentoring Program:

Students in the Online MSW program can either become a student mentor or request a student mentor be assigned to them, by contacting David Lau. OMSW student mentors develop and maintain relationships with new OMSW students, as well as support students as they transition

into the program. Mentors offer advice regarding the program, courses, as well as the social work profession.

Getting Started: Step-By-Step

Review the MSW Student Handbook: It will provide you with next steps, as well as be used as reference during the completion of your degree. The Student Handbook provides an overview of all functions and resources, as well as the rules, regulations, and procedures administered by the department. It is the responsibility of ALL graduate students to know and understand their degree requirements. Students are responsible for the fulfillment of those requirements.

Connect with your Academic Advisor: You will be working with Elizabeth Szpilka as your advisor during the initial enrollment. She can be reached at (516) 877-4384 or at eszpilka@Adelphi.edu. She will be making an appointment with you once open planning begins to discuss registration for the upcoming semester. You may contact the office of social work graduate admissions at 516-877-4360 should you have any questions before then. Your deposit must be paid prior to registration.

Setting up eCampus: If you haven't already paid your deposit, you can do so [here](#). Once the deposit is paid you can set up eCampus. You will be assigned an eCampus username in order to access the many AU resources available to you online. This information will be sent to you about 72 hours after you have accepted Adelphi's offer of admission into the program. It's important to remember that your university email account and eCampus credentials are unique to you and your student account at Adelphi. They should never be shared with anyone.

Adelphi University Email: All registered Adelphi students are assigned an AU Gmail account that they can continue to use after graduation. AU Gmail and Google Apps are accessible using any desktop, laptop or mobile device with an internet connection. After you log into [eCampus](#), click on the "Student Gmail" icon under the "Services" tab. Save it as one of your "Favorite Services" to access more easily on future visits. Student and alumni email addresses end with @mail.adelphi.edu. Faculty and staff email addresses end with @adelphi.edu. Note: After initial email setup all other academic and administrative communication while in this degree program will be through your Adelphi email address. Do not continue to use your personal email to communicate during the program. You are expected to regularly check your Adelphi email for new communication throughout the program.

ID Cards: If you would like to obtain an Adelphi University ID card you can visit Public Safety on the 1st floor of Levermore or email a request to student_photoid@adelphi.edu. This email must be sent from your AU Gmail account and must include the following:

- Full name
- Emergency contact information (name, phone number)
- Copy of your driver's license
- A clear picture of yourself with a plain background. No hats may be worn in the photo. This picture can be taken with a computer camera; however we recommend obtaining a passport picture.

If you do not receive your ID within 14 days of submitting your request, please contact Public Safety at (516)877-3511.

Emergency Alert System Registration: Once you have received your ID, you may customize your information on the Rave Alert emergency notification system, which instantly broadcasts urgent messages and delivers instructions to the campus community. To access the Rave Alert Emergency Notification System, login to eCampus and click “Services”. Then select the “Rave Alert” icon, which will bring you to a new page. You can select and input your contact information [here](#). Please check with your individual faculty member for each course to determine if a campus closing impacts any work assigned in the course.

Registering for Courses: New students currently register for courses, via Zoom with Elizabeth Szpilka, the Director of Outreach, Enrollment and Professional Advisement. Continuing students register online which must be approved by their assigned academic advisor or faculty practicum liaison. Students register for courses using C.L.A.S.S. (Course Listing, Advisement and Student Services), which is a service found in eCampus. Please wait until after your welcome call with your advisor to register. This will ensure that you are registering for the correct courses.

Accessing my courses (Moodle): During your orientation, you will be able to view tutorials on various tools in Moodle. Once the semester begins, you can log into Moodle and access your courses. Courses follow a 15-week calendar, except for summer courses, which follow the 10-week summer calendar.. Moodle is Adelphi’s web-based course management system for online, blended and on-campus courses. You will use Moodle to access course materials, take quizzes or tests, submit assignments, engage in class discussions, and more.

Registered students can access Moodle via Adelphi’s [eCampus portal](#). Click the “Moodle” icon on your My eCampus homepage under the “Enrolled Courses” section. Or you can login directly [via this link](#). Bookmark the eCampus and Moodle links for future reference. Please note: If you do not see your course on Moodle, it means that the instructor has not yet made the course available to students.

You can also find the “Moodle” icon under the “Services” tab on eCampus. For easier access, you can save the “Moodle” icon as one of your “Favorite Services.”

Online Learning Environment Expectations

The online learning environment is considered part of the formal academic classroom and should be respected as such, in compliance with all AUSSW Student Conduct Code policies. Students are expected to be prepared to fully participate in class without distraction, and to maintain the same level of professionalism and academic integrity in online environments as they would in traditional classroom settings.

Special Circumstances: There may be times when circumstances prevent a student from fully participating in the online classroom. In these cases, students should discuss accommodations with their instructor in advance whenever possible.

Professional Comportment

- Academic Standards: Professional and respectful comportment is expected at all times, as in any academic setting
- Physical Presence: Students are expected to be seated during class as they would be in a physical classroom
- Attendance: Students must arrive to class on time and remain present for the full session
- Professional Attire: Proper dress attire appropriate for the classroom setting is required

Video Requirements

- It is required that your webcam is operational and you remain visible on camera during your weekly class at all times
- Ensure your camera is positioned to show your face clearly throughout the session

Use of Technology during class

- Television and music should not be on during class time. Music should not be played on your computer as classmates and instructors can hear and view background distractions
- Unless used for class purposes, cell phones and other electronic devices should be turned off or placed in silent mode during class time
- Be mindful that audio from your environment may be picked up and heard by others in the class

Learning Environment Setup

- Choose a location that maintains appropriate privacy for academic discussions
- You and your computer should be positioned in a location where you can:
 - Participate actively in class discussions
 - Hear the instructor and classmates clearly
 - Focus without distractions from your environment

Safety Requirements

- Driving while attending live virtual classes is strictly prohibited. Students found driving during class will be removed from the Zoom room until they can participate from a safe, stationary environment
- Alcohol consumption, smoking, and vaping are not permitted during Zoom classroom sessions

Failure to adhere to these online classroom policies may result in:

- Removal from the virtual classroom session
- Attendance consequences as outlined in course syllabi
- Referral to Academic Standards Committee

Planning Guidelines for the MSW Students

When planning your academic program for completion of M.S.W. degree requirements, please adhere to the following registration policies and procedures below:

Students and advisers must ensure that prerequisite and/or corequisite requirements are met and courses are taken in their proper sequence (see Program Planning Worksheet).

Students must complete degree requirements within four years from the semester in which they first matriculated.

All generalist level courses must be taken before starting any advanced courses.

If a student earns a failing grade in any generalist level course (this includes all practicum courses), a student may not proceed to specialized level course work. If a student has an incomplete grade in any generalist level course (this includes all practicum courses), the incomplete must be resolved prior to entering the specialized level of course work.

Students in Practicum Placement register for Section 01 of their practicum course.

Students must take their practice courses and practicum instruction together as co-requisites.

Generalist Year students take SWK 520 with Practicum Instruction I (SWK 690) and SWK 521 with Practicum Instruction II (SWK 691).

Specialized Year students take SWK 780 (usually offered in Fall) with Practicum Instruction III (SWK 790) ; and in the Spring semester, students will take SWK 782 (usually offered in Spring) with Practicum Instruction IV (SWK 791) and SWK 776 as a co-requisite

****To meet NYS Education Department residency requirements, all specialized year MSW students are required to take the one-credit hybrid 776 course in the Spring semester of their specialized year. Note that 51% (8 hours) of the instruction for SWK 776 will be done in-person at the Garden City Campus and (7 hours) of asynchronous instruction. It is important that you pick the section based on your availability for the in-person session.**

Specialized year elective courses are offered in the fall, spring, and summer semesters. Students may not take electives in their generalist year.

To meet NYS Education Department requirements, all students must take two consecutive semesters of 9 credits.

All MSW students will be required to take three (3) electives; At least one must be designated “I” (integrative) and another “C” (Clinical).

All MSW students must take SWK 780 and SWK 782 as the specialized year direct practice courses.

Students should be certain that all degree requirements are being met, including a cumulative GPA of 3.0, and that courses are properly sequenced. An error in registration sequencing could delay graduation and result in additional tuition costs.

All students in the specialized year complete a concentration in advanced direct practice that

includes the following courses: SWK 710, 722, 758, 780, 782.¹

Satisfactory Academic Progress

In addition to maintaining good standing in the MSW Program, all students receiving federal financial aid are required to maintain Satisfactory Academic Progress (SAP) in order to continue receiving such aid. The definition of SAP contains both a qualitative measure (GPA) and quantitative standard (i.e. the number of credits the student has successfully completed). Students who have been denied financial aid because they have failed to maintain SAP may appeal this decision if there were mitigating circumstances beyond the students' control which affected their academic progress. Examples of extenuating circumstances include medical emergencies or health issues or unforeseen personal emergencies. The university's student financial service. Students who have been notified that they have failed to meet SAP may appeal this decision through the Office of Academic Affairs of the AUSSW. Students whose appeal has been approved by the office of the ADAA will be placed on an individualized academic plan. Failure to meet the terms of the academic plan will result in the loss of future eligibility for federal financial aid until the student is meeting the school's academic progress requirements.

Academic Guidelines and Policies

Academic and Professional Advising:

All graduate students are assigned an advisor when they enter and throughout the academic program. The advisor is responsible for providing academic and professional guidance, including but not limited to program planning, course approval, practicum education planning and supervision, life and career goals. If the student is entering the practicum, a faculty practicum liaison is assigned who serves as academic advisor as well as liaison to the practicum placement. If the student is not entering the practicum, studying as a part-time student, taking academic classes only without practicum and practice, then the advisor is not a practicum liaison. All advisors are faculty members, full-time or part-time, or social work administrators. New advisor assignments are made each academic year.

Degree Requirements:

Students must complete degree requirements (61-credits) within four years from the semester in which they first matriculated. Students must maintain a cumulative GPA of 3.0 in order to qualify for graduation. Maintaining good standing is also important for financial aid purposes, please see section on Satisfactory Academic Progress. Students who do not have a 3.0 GPA in their last semester will not be allowed to graduate.

Engagement in Social Action Learning Activities:

In recognition of the values, guiding principles, professional standards, and educational mandates of social work, Adelphi University School of Social Work affirms its enduring commitment to nurturing competencies in social action among our students.

Social action initiatives address important areas of social justice to create an impact in our communities while providing opportunities for our social work students to learn skills of social

¹ Registration policies and procedures are subject to change.

action. All graduate social work students enrolled in field courses during the current academic year are required to participate in the social action initiative. Students who are not enrolled in field courses are encouraged to voluntarily participate in these social action projects as well. These student-centered social action activities honor our students' choices, preferences, and leadership skills. Types of projects include:

- Films of expert interviews
- Social media campaigns
- Twitter Q&As news
- VideosStoryCorps interviews
- Legislative advocacy
- Posters for academic conference

A significant priority in this effort is to assure opportunities for student engagement in activities of social action to complement their coursework in all sequences during their formative education in order to develop knowledge, practice skills, and values for social action. Social action learning activities will be facilitated through partnership among the School's students, faculty, administrators, and staff.

The program's Social Action Committee, comprising faculty, administrators, and student members, will coordinate a diversity of social action learning activities each year in order to assure equitable access to sufficient social action learning activities across all social work academic programs and centers.

Accountability for participation will be supported through procedures wherein students document their participation in and analysis of social action learning activities through the use of process recordings and timesheets that are reviewed by practicum instructors and faculty practicum liaisons. Reasonable accommodations for student hardships and learning needs will be assured.

Transfer of Credits:

Students who have taken graduate courses in a CSWE accredited graduate program or an accredited graduate program in an allied practicum, comparable to an MSW level course at AUSSW may request a transfer of credit. The course must have been taken within five years of matriculation, with a grade of B or better. The School of Social Work will consider up to 12 credits for transfer. The program does not accept life/work experience for transfer into the

program. To make a request, students must submit the following to our Office of Graduate Admissions:

- An official transcript
- Course syllabus that provides a description of the course, the assigned readings, and assignments.

The Director of Outreach, Enrollment and Professional Advisement, in consultation with the Associate Dean and the respective sequence chair, will assess the comparability of the course(s)

to an existing Adelphi course. If the graduate credit is approved for transfer, students do not have to take another course in its place. A placing-out exam may be required at the discretion of the Associate Dean for Academic Affairs. Only courses completed for graduate credit may be transferred.

Course Waivers:

Waivers are granted selectively on an individual basis. Students who have taken a graduate course comparable to an MSW course at the AUSSW may request a course waiver. The course must have been taken within five years of matriculation, with a grade of B or better and students must submit the following to the Associate Dean for Academic Affairs:

- An official transcript
- Course syllabus that provides a description of the course, the assigned readings, and assignments.

The Associate Dean for Academic Affairs, in consultation with the sequence chair, will assess if the course corresponds to the Adelphi course. If the course is considered comparable, students will be required to take a placing-out exam. If students pass the exam with a grade of B or better—the course is waived, and they must take another course in its place. Only courses completed for graduate credit may be waived.

Repetition of Courses:(Effective, Spring 2025)

Students who earned a grade of F in any required course must repeat the course. If a student repeats a classroom course, the previous grade stays on the transcript, but only the most recent grade becomes part of their GPA calculation. If the student failed the course the first time (thereby receiving no credit) and passes on the second attempt, then credit toward graduation is granted for the second attempt. Students' transcripts record all courses taken, along with grades earned, at Adelphi University, including any late course withdrawals.

- Only courses with a grade of Fail (F) including those received from an Incomplete Fail can be repeated.

Students may repeat up to 7 credits.

- Students must re-register and pay for the course in order to repeat it.
- Students are expected to repeat courses the next time they are offered (unless under a probation contract or other administrative contract).
- A student may not take a course later in the sequence if they have failed a course earlier in that sequence. (e.g., if the earlier course is a prerequisite).
- Students may be dismissed from the program when a required course is not passed after the second attempt.

- Dropping or withdrawing from a course does not affect a student's chances to repeat courses.
- For students on academic probation contracts:
 - a. Repeating courses does not alter probation contracts.
 - b. Students should note that most academic probation contracts require them not to drop or withdraw from courses. If a student is on academic probation, they should be aware of the conditions stated in their probationary contracts).
 - c. For students on academic probation, a course must be repeated for credit and the grade as specified in the academic probation contract.

This policy is not applicable to students accepted provisionally.

Caution: Not all courses are offered every semester. In some cases, repeating courses may require waiting a semester or a year when the course is again offered. No exceptions will be made to take the course(s) in the OMSW program (for in-seat students).

Please see the *Practicum Education Manual* for the practicum course repeat policy.

Incomplete Policy

A grade of incomplete (I) is given by an instructor when the student has not completed the course requirements by the end of the semester and has obtained permission from the instructor to take additional time to complete the course work. The following guidelines apply:

When a student has completed 60 percent of the work in the course and is doing passing work;

1. When the instructor believes the student can successfully complete the requirements of the course.
2. Attendance has been satisfactory for at least 60% of the term; (For online courses this is measured by participation in discussions and timely completion of assigned work).
3. An illness or other exceptional, compelling circumstances prevents completion of required work by the due date;
4. Required work may reasonably be completed in an agreed-upon time frame, **two weeks before the start of the semester following the semester in which the incomplete was given** (please note that students are required to complete all work for a prerequisite course before registering for a course that comes later in the sequence);
5. The incomplete is not given as a substitute for a failing grade;
6. The incomplete is not given to students who fall behind or as a means of raising his or her grade by doing additional work;
7. The student initiates the request for an incomplete grade before the end of the academic term.
8. The student provides documentation, an acceptable reason for not completing the work on time and a plan for how they will complete the work
9. An incomplete requires a contract between the instructor and the student which is recorded in the CLASS system;
10. If an incomplete is granted the student is expected to fulfill all the terms of the incomplete contract.
11. An unfulfilled incomplete contract automatically turns to an F after one year.

Once an incomplete contract is granted, the student is expected to fulfill all the terms agreed

upon with the instructor. The student can request more time from the instructor. However, students with any outstanding I grade (not resolved before the next semester) cannot proceed to the next level. Grades will convert to an F in cases when students fail to submit the assignment by the agreed-upon deadline.

Honor Code

The University is an academic community devoted to the pursuit of knowledge. Fundamental to this pursuit is academic integrity. In joining the Adelphi community, I accept the University's Statement of Academic Integrity and pledge to uphold the principles of honesty and civility embodied in it. I will conduct myself in accordance with ideals of truth and honesty and I will forthrightly oppose actions that would violate these ideals.

Students are expected to be familiar with the [Adelphi University Code of Conduct](#).

Social Work Values and Responsibilities

NASW Code of Ethics:

(From the NASW website, link to the full text and entire Code of Ethics is below)

The NASW Code of Ethics is a set of standards that guide the professional conduct of social workers. The 2021 update includes language that addresses the importance of professional self-care. Moreover, revisions to the Cultural Competence standard provide more explicit guidance to social workers. All social workers should review the new text and affirm their commitment to abide by the Code of Ethics. Also available in Spanish.

The NASW Code of Ethics offers a set of values, principles and standards to guide decision-making and everyday professional conduct of social workers. It is relevant to all social workers and social work students regardless of their specific functions or settings.

Read the Code of Ethics via this link:

[Code of Ethics: English](#)

Academic Integrity

Students are expected to adhere to the academic and professional standards of the AUSSW, which are stipulated in this handbook. See sections on *requirements for graduation*, *academic probation*, *academic dishonesty*, and *rights and responsibility*.

The Code of Academic Integrity prohibits any behavior, whether in-person or remote, that can broadly be described as lying, cheating, or stealing. Violations of the Code of Academic Integrity will include, but not be limited to, the following:

1. Fabricating data or citations
2. Collaborating in areas not approved by the professor
3. Unauthorized multiple submission of one's own work
4. Sabotage of others' work, including library vandalism or manipulation
5. Plagiarism
6. Inappropriate use of AI
7. The creation of unfair advantage
8. The facilitation of dishonesty

9. Tampering with or falsifying records
10. Cheating
11. Inappropriate use of Generative AI.
12. Other forms of academic dishonesty

Suspected Academic Dishonesty

All cases of suspected academic dishonesty will be treated seriously, and will launch a series of actions by course instructor, faculty adviser or faculty practicum liaison, the Director of Student Affairs and the Associate Dean of Academic Affairs/MSW Director. Consistent with University policy, the course instructor, and the Associate Dean of Academic Affairs/MSW Program Director will decide whether the suspected dishonesty is of an egregious or non-egregious nature. Egregious dishonesty may include—but is not limited to—cheating on an exam, buying a paper, inappropriate use of AI or stealing a portion or all of someone else’s paper. All second offenses are treated as egregious, regardless of the type of dishonesty.

Students are encouraged to take advantage of the libraries and the School of Social Work’s resources, the Writing Center, tutoring, uploading drafts to Turnitin (which instructors can set up on course websites), instructor office hours, and other resources for avoiding plagiarism.

Examples of classroom instructors’ options for enforcing these standards include but are not limited to giving reduced or failing grades for an assignment or entire course, assignment of additional work, referring the student to supports such as the Writing Center, Student Counseling Center, their faculty advisor, or (if applicable) Office of Student Access, or requiring an apology or some other effort to repair a disrupted classroom process. Under the doctrine of academic freedom as operationalized in university policy, instructors have sole authority over students’ grades. Instructors also have discretion not to allow a student to attend class. Instructors have the authority to “fail-withdraw” a student.

Instructors handle cases of academic dishonesty according to the established procedures of the MSW program, the School of Social Work, and Adelphi University. Instructors will notify and attempt to meet with the student, apply course-specific sanctions (which are at their sole discretion), notify the student’s Academic Advisor, and make a report to the Office of Academic Affairs. The Associate Dean for Academic Affairs may apply additional sanctions based on the seriousness of the offense and previous incidents of academic dishonesty involving the student. The Director of Student Affairs, in consultation with the Associate Dean of Academic Affairs/MSW Program Director may refer the case to the School’s Academic Standards Committee, procedures for which are described below.

Academic Integrity Policy

A faculty member who suspects that a student has committed a violation of the Academic integrity policy shall review the facts and circumstances of the suspected violation with the student whenever possible prior to triggering submission of the Academic Integrity Violation Report. Faculty members should report all incidents they consider to be academic dishonesty on the Academic Integrity Violation Report [Academic Integrity Violation Report](#) and submit the Form to the Associate Dean of Academic Affairs/MSW Program Director.

The Associate Dean of Academic Affairs shall update the Academic Integrity Violation Report

after a suspected incident has been resolved to reflect that resolution and shall place the Form in a confidential academic integrity file created for each student alleged to have violated the Academic Integrity Policy and shall retain each report for the purposes of identifying repeat offenders, gathering data, and assessing and reviewing policies. Unless they exonerate the student, written decisions on academic integrity matters after adjudication will also be placed in the student's academic integrity file.

Level I- (first time offense)

Student Admits to the Academic Dishonesty and Does Not Contest the Academic Sanction.

If a faculty member wishes to seek only an academic sanction (i.e., a reduced grade) and the student does not contest either his/her guilt or the particular reduced grade the faculty member has chosen, then the student shall be given the reduced grade. The reduced grade may apply to the particular assignment as to which the violation occurred or to the course grade, at the faculty member's discretion. A reduced grade may be an "F" or another grade that is lower than the grade that the student would have earned but for the violation. The faculty member shall complete the Academic Integrity Violation Report [Academic Integrity Violation Report](#) to reflect that resolution.

Student Admits to the Academic Dishonesty but Contests the Academic Sanction.

In a case where a student admits to the alleged academic dishonesty but contests the particular academic sanction imposed, the student may appeal the academic sanction through the grade appeal process. The student shall be allowed, at a minimum, an opportunity to present a written position with supporting evidence. The Committee reviewing the appeal shall issue a written decision explaining the justification for the academic sanction imposed.

Student Denies the Academic Dishonesty

In a case where a student denies academic dishonesty, a fact-finding determination shall be made, by the Director of Student Affairs. At a minimum, the student shall be provided with a (i) written notice of the charges against him or her; (ii) the right to appear before the academic standards Committee; and (iii) the right to present witness statements and/or to call witnesses. Academic Standards Committees shall issue written decisions and send copies of their decisions to the Associate Dean of Academic Affairs.

Level II: Procedures in Cases Involving Academic Standards

Where a matter proceeds to the Academic Standards Committee the Committee shall promptly report its resolution to the Associate Dean of Academic Affairs who will inform the faculty member and file a record of the resolution in the student's confidential academic integrity file.

A student will be reported to Academic Standards only if:

- (i) there is a substantial violation;
- (ii) the student has previously violated the Policy; or
- (iii) academic sanctions may not be imposed because the student has timely withdrawn from the applicable course.

Examples of substantial violations include infractions that are similar to criminal activity (such as forging a grade form; stealing an examination from a professor or a university office; having a

substitute take an examination or taking an examination for someone else; sabotaging another student's work through actions designed to prevent the student from successfully completing an assignment;

Determination on academic vs. disciplinary sanction

The Academic Standards Committee shall determine whether to seek a disciplinary sanction, an academic sanction or both. In making this determination, the Academic Standards Committee shall consult with the faculty member who initiated the case, with student affairs and/or academic affairs administrators as needed. Before determining which sanction(s) to seek, the Academic Standards Committee also shall consult the student's confidential academic integrity file, if any, to determine whether the student has been found to have previously committed a violation of the Academic Integrity Policy, the nature of the infraction, and the sanction imposed or action taken.

If the Academic Standards Committee finds that the alleged violation occurred, then the faculty member may reflect that finding in the student's grade.

If the Academic Standards Committee seeks to have both a disciplinary and an academic sanction imposed, the Committee shall proceed first with the academic sanction and await its outcome before addressing the disciplinary proceeding.

If the Academic Standards Committee finds that the alleged violation did not occur, then no sanction of any kind may be imposed.

Required Action in Cases of No Violation

If the Academic Standards Committee finds that no violation occurred, all materials relating to that incident will be removed from the student's confidential academic integrity file and destroyed.

AI Use Policy

The Adelphi University School of Social Work is committed to preparing graduates for ethical and competent social work practice. The use of artificial intelligence (AI) including but not limited to ChatGPT, Claude, Gemini, Copilot, and similar platforms is **restricted** unless explicitly authorized by the instructor for a specific assignment.

Unless otherwise stated, all submitted work must be your own original writing and thinking.

Submitting AI-generated content as your own work, in whole or in part, constitutes academic dishonesty and will be treated as a violation of the Adelphi University Academic Integrity Policy and the NASW Code of Ethics, which requires honesty, integrity, and accountability in all professional conduct.

Permitted uses may include, at the instructor's discretion:

- Using AI tools for grammar or spell-checking only
- Exploring AI-generated content as a subject of critical analysis when assigned

Prohibited uses include:

- Generating drafts, outlines, or any portion of written assignments
- Producing responses to discussion posts or reflection papers
- Summarizing readings or course materials in lieu of direct engagement
- Any use not explicitly authorized by the instructor

If you are uncertain whether a particular use of AI is permitted, you must ask the instructor **before** submitting the assignment.

Violations of this policy will be referred to the Academic Standards Committee in accordance with program policies and procedures.

Grade Appeal Policy

Procedure for grade appeal

The responsibility for assessing student achievement and assigning grades rests with the faculty, and, except for unusual circumstances, the course grade given is final. Instructors have an obligation to make clear the basis of evaluation at the start of each course via the syllabus or Moodle.

The grade appeal system affords recourse to a student who has evidence or believes that evidence exists to show that an inappropriate grade has been assigned as a result of error, or that the method of assigning the grade is inconsistent with the method of assigning grades to other students.

A student who wishes to appeal for a grade must initiate the process in the full semester following the semester in which the contested grade was received. Spring and Summer Session courses must be appealed during the following Fall semester, while Fall and Winter session courses must be appealed during the following Spring semester before the last day to withdraw.

Appeals that are not initiated by these deadlines will not be considered, though the committee may hear appeals received after the deadlines under special circumstances.

If a student believes that an error was made in the assignment of a grade, or that the grade is unfair they should first:

1. Speak with the instructor of the course within 10 days following the posting of the grade. An email message or note requesting an appointment and explaining the problem will give the faculty member an opportunity to gather the appropriate course materials so that the ensuing conversation can be meaningful. As a result of this conversation, a faculty member may correct an error and change the grade.
2. If the problem is not resolved between the student and faculty member, the student may then elevate the communication to include the Director of Student Affairs.
3. If, after communicating with the faculty member and the Director of Student Affairs, the issue remains unresolved, the student may initiate a formal grade appeal by completing and submitting an appeal form ([grade appeal form](#)) to the Associate Dean for Academic Affairs who will convene a panel of the Ad Hoc Student Grievance Review within 30 days of the communication.
4. If the committee reviews the grievance and finds that the evidence supports taking action, they will make a recommendation to the Associate Dean for Academic Affairs who will communicate with the parties involved.

5. If the committee reviews the grievance and finds that the evidence is insufficient to act, a decision is rendered by the Associate Dean and communicated to the student within 10 days of receiving the recommendation. The decision of the Associate Dean for Academic affairs is final.

Please submit all grade appeal inquiries to the Associate Dean of Academic Affairs and MSW Program Director.

Unauthorized Recording Policy

In accordance with the code of ethics of the National Association of Social Work and to cultivate an environment that is conducive to the free exchange of ideas, AUSSW prohibits unauthorized recordings in the classroom including audio, video, or photographic recordings. Secretly recording any conversation is not permitted, whether in person, over the phone, or by any other medium.

1. Any recording or attempt to record, inside the classroom or elsewhere, requires prior consent from the instructor. Instructors may seek the permission of other members of the class before providing consent
2. Instructors may record course sessions to make them available for future use and to support necessary accommodations for a documented disability if requested by the Student Access Office
3. Violations of this policy may result in a referral to academic standards and or dismissal from the program.

Netiquette

Proper “network etiquette” should be observed in your postings on the Internet, whether over email, message boards, or class chat sessions. Bad netiquette includes using profanity, personal attacks, emoticons, exclamation points, or UPPER CASE (shouting) to make your point. Re-read your messages carefully before you post, checking spelling, grammar, and tone. Your contributions should be of interest to several readers; don’t just post “I agree” responses.

Attendance Policy

Course syllabi provide expectations pertaining to class attendance and punctuality. Students are required to attend all classes. Please notify your instructors via email if you know you will be absent or immediately after missing a class. It is the student’s responsibility to make up for the missing material. To make up for missed classes, students may be required at the request of the instructor to submit the assignment prior to the next class.

To be eligible for a passing grade no more than two unexcused absences are allowed for a 15-week course. For ten-week courses students are allowed one unexcused absence. Each unexcused absence thereafter will result in a deduction of [X] points from the final grade at the instructors discretion. Students with excessive unexcused absences may receive a failing grade for the course

In an asynchronous class students are considered present for a given week when they complete the required discussion post and assignments by the date given by the instructor. Failure to complete these activities is considered an absence for that week.

In synchronous courses, attendance is defined as live participation in each scheduled class session. Students are expected to be present, on time, and actively engaged for the duration of each class.

Excused absences include religious and spiritual observations, late registration, health and unexpected events, planned events relating to family, personal, or professional commitments. Documentation is required for excused absences.

Program stop outs

Graduate students in good academic standing requesting a personal leave should submit a written request to the Director of Student Affairs. The request must include the reason for the personal leave and the expected date of return to school. In order to retain earned credits, the student must return to school within five years of the course(s) completed.

Religious Observance

Students who are unable to participate fully in an academic residency on a particular day during the calendared residency dates for reasons of religious observance must complete the Religious Observance Form and return it to the program director within 3 weeks of the start of the residency.

Students are informed of the University Academic Calendar one month prior to the first day of each semester, including the summer semester. If you anticipate being unable to complete one or more course assignments by their due date as a result of any religious observances, you must notify the instructor of this conflict within the first week of class. The instructor will work with you in making alternative arrangements to satisfy any missed coursework.

Leaves of Absence

A student in good academic standing may apply for either a personal leave or medical leave of absence, depending on the reason for the leave. They are processed by two different offices, depending on the type of leave students qualify for. **Note:** Provisional students or students on probation cannot take a leave of absence, withdraw from any class, or receive an incomplete in any course during the time they are on probation or in the first semester if you have been admitted provisionally. Failure to comply with this will result in termination from the program.

Personal Leave of Absence

Graduate students in good academic standing requesting a personal leave should submit a written request to the Director of Student Affairs. The request must include the reason for the personal leave and the expected date of return to school. A maximum of one year leave is permitted (three semesters for part time students and two semesters for full time students). Students who are approved for a personal leave of absence are blocked from registering for classes. When the student returns and is ready to register, the block is lifted. A written request to return is required and should be sent to the Associate Dean/MSW Director following a leave. In order to retain

earned credits, the student must return to school within five years of the course(s) completed. A student must be in good academic standing, defined as having a cumulative GPA of at least 3.0, in order to be eligible to request a personal leave of absence.

Medical Leave of Absence (MLOA)

The Office of Academic Services and Retention sets deadlines each semester for requests for MLOAs. Please check the academic calendar for semester-specific deadlines: oasr@adelphi.edu

Submit all letters to the Office of Academic Services via email to: oasr@adelphi.edu

1. Students shall request leave in writing and state reason(s) for the leave request.
2. Students shall submit letter from licensed health care provider(s), which contains the following pieces of information:
 - a. Diagnosis;
 - b. The duration of treatment prior to request;
 - c. Plans for treatment during period of leave (if appropriate); and
 - d. A positive recommendation that the leave is necessary for medical reasons.
3. Adelphi University retains the right to obtain supplemental medical information.
4. All requests and documentation must be made during the first 10 weeks of the semester for which the leave is requested.
5. Requests for medical leaves will not be considered after the end of the 10th week of the semester. If appropriate, the grade of incomplete may be issued. Emergency situations occurring after the 10th week will be dealt with on a case-by-case basis.
6. If a medical leave is approved all current and future courses for which the student is registered will be dropped. The student will not be able to register until cleared by her/his health care provider and be readmitted to the University. See below for details.

When students are planning to return from their MLOA, submit all letters to the Office of Academic Services via email at: oasr@adelphi.edu

1. Students must request readmission.
2. Students must submit a letter from a licensed healthcare provider.
 - a. If possible, the letter should be from the same provider who recommended the leave.
 - b. If that person is unable to provide the letter, a health care professional from the same specialty may provide the letter.
 - c. The letter must contain:
 - i. Treatment that has taken place during the leave;
 - ii. If needed, treatment plans after return from leave;
 - iii. Any recommended restrictions (i.e., reduced credit load);
 - iv. Statement that student is medically able to return to school; and

- v. Recommendation regarding student's ability to return as a student and to function successfully while attending school.
3. Adelphi University retains the right to obtain supplemental medical information.
4. Upon readmission copies of the medical documentation for the leave and the return will be filed with the Adelphi Health Services Center.

Student Pregnancy and Parent Leave

Policy Statement

Title IX of the Education Amendments of 1972 ("Title IX"), 20 U.S.C. §1681 et seq., is a Federal civil rights law that prohibits discrimination on the basis of sex—including pregnancy and parental status—in educational programs and activities.

Accordingly, and in broad recognition of the challenges of balancing the demands of academic study and caring for and bonding with a new child, this policy is intended to further Adelphi University's commitment to supporting programs and services to help student parents to meet their family care obligations while they pursue their academic goals. The Policy assists students immediately prior to and/or immediately following the birth or adoption of a child. The purpose of the Policy is to make it possible for a student to maintain registered full-time or part-time student status, along with all the benefits of such status, while facilitating academic progress and a return to coursework and, where applicable, research and teaching in a seamless manner.

[Student Pregnancy and Parental Leave | Adelphi University](#)

Withdrawals

Dropping and Withdrawing from a Course

Students who wish to drop a course from their program after they have processed their initial registration can drop the course using the CLASS system until the deadlines stated on the academic calendar. Students are advised that there is a fee for dropping courses. Dropped courses will not appear on the transcript. Students should be aware that dropping a course may also affect their financial aid.

Withdrawals from courses are possible after the deadline to drop courses but no later than the ninth week of the semester, the third week of a summer term or the second week of a one month term. Students who wish to withdraw from a course must complete a [Schedule Form](#), obtain appropriate signatures of academic approval and process the form in the Office of the University Registrar by the deadlines stated in the academic calendar. Withdrawals from courses appear on the transcript as a "W". Nonattendance in a course does not constitute an official drop or withdrawal from a course. The student's failure to drop or withdraw properly from a course does not preclude the instructor from submitting a grade for the student on the basis of the work previously submitted.

Involuntary Withdrawing

Involuntary leaves and withdrawals are used in cases of academic/performance dismissal in cases of danger to self, others, or property.

Withdrawing from the MSW program

Students who are considering a full withdrawal from the MSW program should contact their advisor to arrange an exit interview. Following the interview, students should submit an [online withdrawal form](#). Once this form is processed, the student will be terminated from the university and must reapply for admission to the MSW Program.

Students who withdraw from the MSW program must notify One Stop if they have been receiving financial aid. Students will be held responsible for related tuition and fees.

Evaluation of Academic Performance

Students' academics are evaluated in the individual courses and field via the School's grading scale and practicum evaluations. Letter grades are awarded for all MSW courses with the exception of practicum instruction, which is graded Pass/Fail.

Each course syllabus outlines the instructor's expectations and grading policy, which may include factors that may influence students' final grades for that course (e.g., lateness of submission, class participation, attendance etc.). In addition, all instructors may use the following criteria to evaluate student's assignments:

- Mastery of course content;
- Critical thinking;
- Organization of material;
- Writing ability;
- Integration and application of course content to social work; and
- Ability to conceptualize.

Letter Grade	Definition
A (4.0) = 93 and above A- (3.7) = 90–92	A is awarded for excellent work
B+ (3.3) = 87–89 B (3.0) = 83–86 B- (2.7) = 80–82	B is awarded for good work
C+ (2.3) = 77–79 C (2.0) = 73–76 C- (1.7) = 70–72	C is awarded for marginal work
F (0.0) = 69 and below	F is awarded for failing work

Professional Performance

Evaluating professional Performance

1. Practicum Performance:

The professional performance of students are evaluated during the practicums via their practicum evaluations. The practicum evaluation process begins on the first day the student enters the agency. This process is an ongoing appraisal of the student's performance. The Practicum

Liaison monitors the performance of students through a variety of means including but not limited to: site visits, discussions with Field Instructor, discussion with students, process recordings, and the mid semester site visit. The mid semester site visit helps assure an ongoing evaluation process between the Practicum Instructor, student, and Practicum Liaison and the early identification of areas in need of further growth.

The Mid Year Practicum Evaluation, prepared by both the Practicum Instructor and student at the end of the semester, should reflect a composite of material discussed in supervisory conferences and the site visit(s) throughout the semester. Evaluations are to be prepared in accordance with the outlines provided by the Office of Practicum Education. The final grade is assigned by the Practicum Liaison with recommendations from the Practicum Instructor.

a. Mid-Year Practicum Evaluation of Student Performance

The Mid-Year Practicum Evaluation evaluates students halfway through the year at the end of the fall semester on a 4-point Likert scale where “0” is Not Yet Started, “1” is “Below Satisfactory,” “2” is Satisfactory, and “3” is Above Satisfactory. The evaluation must be submitted via Sonia (Placement Tracking system) and requires the signature of both the Field Instructor and the student. The student’s signature indicates only that the student has read the evaluation. The student may submit a statement in writing about areas of disagreement. The Mid-Year Practicum Evaluation should be submitted via Sonia to the Office of Practicum Education on the date set by the Practicum Education office. If a Mid-Year Practicum Evaluation results in a “1” (Below Satisfactory) or “0” (Not Yet Started), the Faculty Liaison will consult with the Practicum Instructor and student to discuss the areas of concern and may formulate a written Education Support Plan in collaboration with the Assistant Director of Practicum to address those areas below expectations (unless already implemented).

b. Final Practicum Evaluation of Student Performance

The Final Practicum Evaluation evaluates the students at the end of the spring semester on a 5-point Likert scale where “1” is Unacceptable, “2” is Below Satisfactory, “3” is Satisfactory, “4” is Above Satisfactory, and “5” is Exceptional. The evaluation must be submitted via Sonia and signed by the student and the Practicum Instructor. The student’s signature indicates only that the student has read the evaluation. The student may submit a statement in writing about areas of disagreement. The exact timing of the preparation of the evaluation is determined by the Practicum Instructor within time limitations established by the Director of Practicum Education and the calendar. Before each evaluation there is a formative evaluation during the site visit with Liaison and Practicum Instructor. If the Final evaluation identifies multiple areas of concern it may result in a meeting between the Practicum Liaison, Practicum Instructor, the student and the Assistant Director of Practicum to discuss the deficits and to determine next steps. If a negative evaluation contributes to a failure (“F”) in the practicum, a failing grade is assigned. Depending on the reasons for the failing grade the Academic Standards Committee can be asked to recommend if the student can continue in the program.

Evaluating Professional Performance Policies

As part of an ethical community, students are expected to demonstrate professional conduct and attitudes in all parts of the Social Work Program.

1. Expectations of professional performance

Students must:

- Understand and adhere to the NASW Code of Ethics;
- Adhere to the mission of the social work profession that is rooted in a set of core values including:
 - o Service to others,
 - o Promotion of social, economic, racial, and environmental justice,
 - o Respect for the dignity and worth of all persons,
 - o Recognition of the central importance of human relationships,
 - o Behavior reflecting trustworthiness, and
 - o Development and enhancement of professional competence and expertise.
- Be actively involved in professional social work development through assessment of academic and personal aptitude and performance;
- Learn and demonstrate the skills, abilities, and knowledge of the nine core competencies set forth by CSWE in classes and fieldwork:
 - o Demonstrate ethical and professional behavior,
 - o Advance human rights and social, racial, economic, and environmental justice,
 - o Engage in anti-racism, diversity, equity, and inclusion (ADEI) in practice,
 - o Engage in practice-informed research and research-informed practice.
 - o Engage in policy practice,
 - o Engage with individuals, families, groups, organizations and communities,
 - o Assess individuals, families, groups, organizations and communities,
 - o Intervene with individuals, families, groups, organizations, and communities, and
 - o Evaluate practice with individuals, families, groups, organizations and communities.
- Be inclusive and respectful of individual diversity, including differences and intersectional ties of “age, caste, class, color, culture, disability and ability, ethnicity, gender, gender identity and expression, generational status, immigration status, legal status, marital status, political ideology, race, nationality, religion and spirituality, sex, sexual orientation, and tribal sovereign status” (CSWE, 2022).

2. Criteria for Professional Performance Review

Possible professional performance issues include, but are not limited to: conduct that is inconsistent with or a violation of the Code of Ethics of the National Association of Social Workers and/or the Adelphi University Honor Code as well as a failure to meet the CSWE core competencies. Inability, unwillingness, or failure to meet generally accepted professional guidelines of professional conduct, personal integrity, or emotional stability may result in the initiation of Academic Standards review.

The following professional performance matters include, but are not limited to, inappropriate or disruptive behavior toward colleagues, faculty, staff, practicum instructors, clients or others within the social work program(e.g., classrooms, committees, student organizations, extracurricular activities), university, practicum placement, or affiliated organizations. This also

includes inability, unwillingness, or failure to:

- Respect and/or promote the clients' right to self-determination;
- Provide clients with the opportunity for informed consent;
- Provide services within the boundaries of their competence, utilizing supervisory consultation as guidance;
- Respect human and cultural diversity;
- Respect clients' right to privacy and confidentiality in accordance with professional ethics, Statutes, School, University, or agency policy;
- Treat fellow students, colleagues, supervisors, or educators with respect;
- Maintain the confidentiality of fellow students, colleagues, supervisors, or Educators;
- Use practice skills or interventions that fall within the range of accepted and relevant practice;
- Demonstrate appropriate interpersonal boundaries, self-awareness, self-containment, or self-control, abilities, and attributes essential for professional social work practice; and
- Report suspected child abuse, family violence, elder abuse, or threatened harm to self or others as required by New York State statute.
- Engaging in unethical and/or unprofessional behavior that may include (but is not inclusive):
 - Entering into a dual relationship with clients or failing to disclose a conflict of Interest;
 - Behavior in the classroom or field activities, which causes a disruption in the learning of other students or in the service of clients;
 - Entering into a sexual relationship or sexual activity with clients, whether consensual or forced;
 - Use of disrespectful or derogatory language in written or verbal communication with or about fellow students, colleagues, supervisors, or educators;
 - Exploitation of clients who lack the capacity to make informed decisions;
 - Not taking adequate steps to address or remedy personal problems, psychosocial distress, substance abuse, or mental health impairment that interfere with practice effectiveness or classroom learning;
 - Unethical or criminal conduct that interferes with competent performance as a social work practitioner or may potentially compromise the safety of others or client services;
 - Private conduct that interferes with the ability to fulfil student responsibilities or that represents dishonesty, fraud, deception, or misrepresentation;
 - Acts or threats of physical violence or verbally abusive behavior toward fellow students, colleagues, supervisors, or educators; or acts which may threaten the safety of same;
 - Failure to comply with all agency and School of Social Work policies and procedures (e.g., physicals, drug screens, liability insurance, dress and appearance codes, immunizations, and criminal background checks); and
 - Inappropriate use of technology (social network sites, online chatting, e-mail, texting, telephone, databases, video etc.).

Professional Misconduct Procedures

A student, client, supervisor, practicum instructor, colleague, or faculty member who observes or has knowledge of any of the above professional performance issues or any other behaviors which appear to interfere with professional social work education or practice and/or violate the

principles of our ethical community, may bring the issues to the attention of the Director of Student Affairs and or the Director of Practicum.

1. The Process

- a. The Director of Student Affairs and or the Director of Practicum will review the issue and may refer it to the Academic Standards Committee (ASC) for initiation of an Academic Standards review
- b. The Academic Standards Committee will arrange for a meeting with the student to address the issue within ten (10) working days of notice by the Director of Student Affairs or Practicum Education.
- c. Members of the faculty involved with the identified issue may be required to meet with the Committee.
- d. The student may choose to bring a personal advocate (not legal representation) to this meeting provided the student notifies the Committee within five working days prior to the meeting of the name of the advocate, and the role to be served by the advocate at the meeting. The student may confer with their personal advocate or advisor, verbally or in writing, during the Academic Standards Committee meeting but the advocate may not speak for the student or represent the student to the committee. Staff or faculty of the School of Social Work may not serve as the advocate.
- e. The Academic Standards Committee meeting will convene, and present written recommendations based upon their findings to the Associate Dean of Academic Affairs and MSW Program Director (ADAA) within five working days of this meeting.
- f. Written notification of the Associate Dean's decision will be sent to the student within five working days of receipt of the recommendations of the Academic Standards Committee.

Possible actions by the Associate Dean include:

- A determination that the matter warrants immediate termination from the Program; or
- Referral of the matter to the Director of Student Affairs or the Director of Practicum with a plan for remediation of the problem.

Rules governing remediation plans include:

- A timeline will be developed for completion of the plan;
- The agreed upon plan will be put into written form and signed by all parties. A copy will be given to all participants and placed in the student's file and given to the Associate Dean of Academic Affairs;
- The plan will be monitored and reviewed by the individual designated by the Committee and assessed for progress and completion of requirements; and
- If the student does not successfully meet the requirements specified in the plan, the student will be dismissed from the program. The student will be notified of this dismissal in writing by the Associate Dean of Academic Affairs and Director of the MSW program.

Academic Standards Committee Membership

The Academic Standards Committee (ASC) is composed of social work faculty and administrators charged with developing academic and professional standards as well as conducting panel meetings to review reports related to students' unethical and/or unprofessional

behavior (professional performance) and recommending appropriate action to the Associate Dean for Academic Affairs. The membership of ASC is determined by the Faculty and the Dean using the following guidelines:

- a. A faculty elected by the committee will serve as the Chair to the Committee.
- b. The Director of Practicum Education or designee and the Practicum Liaison or Instructor will serve on the committee if a practicum issue is brought to the Committee.
- c. A student representative from the School of Social Work in the MSW program (not in the student cohort) will serve on the committee.
- d. Three faculty members elected from the faculty of the MSW program will serve on the Committee.

Note 1: For part time students on academic probation, students must meet the terms of their first academic notice contract after one semester in order to advance to the second and final academic notice contract (final semester on probation). Failure to meet the terms of the first contract may result in dismissal from the program.

Note 2: For full time students on academic probation students must meet the terms of their academic notice contract after their first semester on probation.

Students on academic notice cannot take a leave of absence, withdraw from any class, or receive an incomplete in any course during the time they are on academic notice. Failure to comply with this will result in termination from the program.

Students whose GPA falls below 2.5 are automatically dismissed from the program.

Any student academically dismissed from the program must wait one year before being considered for readmission.

Academic Dismissal

Academic Notice, Probation, and Dismissal

First Academic Notice

Graduate students must maintain a B (3.0) cumulative grade-point average (GPA) in order to be in good academic standing. Any graduate student with a GPA between 2.5 and 2.99 at the end of any semester (or its equivalent) in the program will be placed on first academic notice indicating academic difficulty. For all students on academic notice, an academic contract is generated that must be reviewed and signed by the student. The contract indicates the conditions which must be met in order to continue enrollment. It is a requirement of continuing matriculation that students on academic probation meet with a designated administrator in the program's office of student affairs to review the contract and develop an

educational plan to attain good standing in the program. Students on academic notice are informed in writing from the program.

Second Academic Notice

Any graduate student on academic notice who does not raise his or her GPA to 3.0 by the end of the first academic notice semester will be placed on a second and final academic notice contract depending on their status in the program. The probationary semester is defined as the equivalent of either one full-time semester or two part-time semesters. Full-time students placed on academic notice are strongly advised to move to part-time student status in order to focus on improving academic performance.

Academic Dismissal

A graduate student on academic notice whose cumulative GPA remains below a 3.0 after the second academic notice will be automatically dismissed from their program and the University. The student has ten working days to appeal the dismissal decision. This appeal must be made in writing to the Director of Student Affairs. To initiate this appeal, the student must contact the Director of Student Affairs. The dismissal from the University is for a minimum of one year and prohibits students from registering for any courses. After one year, the student may apply for readmission to the University in the same or a different program, or register as a nondegree-seeking student if applicable.

Dismissed students who are readmitted or who register as non-degree-seeking students are placed on academic probation.

Note 1: For part-time students on academic probation, students must meet the terms of their first academic notice contract (first semester on probation) in order to advance to the second and final academic notice contract (final semester on probation). Failure to meet the terms of the first contract may result in dismissal from the program.

Note 2: Students on academic notice cannot take a leave of absence, withdraw from any class, or receive an incomplete in any course during the time they are on academic notice. Failure to comply with this will result in termination from the program.

Note 3: Any student academically dismissed from the program must wait one year before being considered for readmission to the program.

Academic Performance Review

Inability, unwillingness, or failure to meet academic requirements may result in the initiation of Academic Standards review. Engagement in academic misconduct as defined by the University in the Student Conduct & Honor Code will result in a required meeting with the involved faculty and the Director of Student Affairs. Such misconduct may also result in an initiation of procedures for termination from the School as these matters fall under Professional Performance Misconduct as well as are a violation of the ethical community's principles, specifically as they violate the National Association of Social Workers' Code of Ethics.

The following academic performance issues meet the criteria for academic performance review but are not considered to be inclusive or exhaustive of possible student issues:

- a. Plagiarism, cheating, or any other form of academic misconduct as defined by the University in the Student Conduct & Honor Code;
- b. Failure to maintain a 3.0 GPA (MSW) or more than one semester of academic probation;

- c. Failure to follow course sequencing as scheduled and/or advised unless other arrangements were made and approved in writing by the Associate Dean for Academic Affairs and MSW Director
- d. A failing grade for any semester of practicum education.

Academic Misconduct Procedures

For issues related to academic misconduct, as defined by the University's Honor Code the Director of Student Affairs and involved faculty will meet with the student. The Director of Student Affairs may also initiate an Academic Standards review as these matters fall under Professional Performance Misconduct as well due to their violation of the National Association of Social Workers' Code of Ethics.

Other Academic Performance Issues Procedure

All other academic performance issues will be addressed as follows:

- a. The Director of Student Affairs will review the issue and may refer it to the Chair of the Academic Standards Committee for review.
- b. The Academic Standards Committee Review will arrange for a meeting with the student to address the issue within ten (10) working days of notice by the Director.
- c. Members of the faculty involved with the identified issue may be required to meet with the Academic Standards Committee.
- d. The student may choose to bring a personal advocate (not legal representation) to this meeting provided the student notifies the Committee within five working days prior to the meeting of the name of the advocate, and the role to be served by the advocate at the meeting. The student may confer with their personal advocate or advisor, verbally or in writing, during the Academic Standards review meeting but the advocate may not speak for the student or represent the student to the committee.
- e. The Academic Standards Committee meeting will convene, and present written recommendations based upon their findings to the Associate Dean of Academic Affairs within five working days of this meeting
- f. Written notification of the Associate Dean's decision will be sent to the student within five working days of receipt of the recommendations of the Academic Standards Committee.

Possible actions by the Director include:

- A determination that the matter warrants immediate termination from the Program;
- Referral of the matter to the Director of Student Affairs or the Director of Practicum Education to create with the student a plan for remediation of the problem.

Rules governing remediation plans include:

- A timeline will be developed for completion of the plan;
- The agreed upon plan will be put into written form and signed by all parties. A copy will be given to all participants and placed in the student's file and given to the Associate Dean of Academic Affairs;
- The plan will be monitored and reviewed by the individual designated by the Academic Standards Committee and assessed for progress and completion of requirements;
- If the student does not successfully meet the requirements specified in the plan, the student will be dismissed from the program. The student will be notified of this dismissal in writing by the Associate dean of Academic Affairs.

Professional Misconduct Procedures

A student, client, supervisor, field instructor, colleague, or faculty member who observes or has knowledge of any professional performance issues or any other behaviors which appear to interfere with professional social work education or practice and/or violate the principles of our ethical community, may bring the issues to the attention of the Director of Student Affairs.

1. The Process:

All other academic performance issues will be addressed as follows:

- a. The Director of Student Affairs will review the issue and may refer it to the Chair of the Academic Standards Committee for review.
- b. The Academic Standards Committee Review will arrange for a meeting with the student to address the issue within ten (10) working days of notice by the Director.
- c. Members of the faculty involved with the identified issue may be required to meet with the Academic Standards Committee.
- d. The student may choose to bring a personal advocate (not legal representation) to this meeting provided the student notifies the Committee within five working days prior to the meeting of the name of the advocate, and the role to be served by the advocate at the meeting. The student may confer with their personal advocate or advisor, verbally or in writing, during the Academic Standards review meeting but the advocate may not speak for the student or represent the student to the committee.
- e. The Academic Standards Committee meeting will convene, and present written recommendations based upon their findings to the Associate Dean of Academic Affairs within five working days of this meeting
- f.. Written notification of the Associate Dean's decision will be sent to the student within five working days of receipt of the recommendations of the Academic Standards Committee

Possible actions by the Director include:

- A determination that the matter warrants immediate termination from the Program;
- Referral of the matter to the Director of Student Affairs or the Director of Practicum Education to create with the student a plan for remediation of the problem

Rules governing remediation plans:

- A timeline will be developed for completion of the plan;
- The agreed upon plan will be put into written form and signed by all parties. A copy will be given to all participants and placed in the student's file and given to the Associate Dean of Academic Affairs;
- The plan will be monitored and reviewed by the individual designated by the Academic Standards Committee and assessed for progress and completion of requirements;
- If the student does not successfully meet the requirements specified in the plan, the student will be dismissed from the program. The student will be notified of this dismissal in writing by the Associate dean of Academic Affairs.

Academic Performance Due Process

Academic Grievance Procedure

Informal Grievance Procedure

Students must attempt to resolve informally an academic grievance as soon as possible. A student must initiate informal resolution procedures by contacting the professor (or administrator as the instructor of record) no later than ten (10) business days* after classes begin in the semester following that in which the complaint arose, or the grievance will be deemed untimely. The student must first attempt to resolve the academic grievance through an informal meeting with the professor. If the matter cannot be resolved, or if the professor cannot be reached, the student must meet next with the Director of Student Affairs. If the student's grievance is against a committee, the student must meet with the committee chairperson. If the matter cannot be resolved, the student must meet next with the Director of Student Affairs. The informal grievance process is terminated at the Director of Student Affairs level except when the Student Affairs Director is the subject of the complaint in which case the grievance continues to the Associate Dean of Academic Affairs. A mutually agreeable resolution shall be formalized through a notation in the student's file/record, which is initiated by the student and the professor or Associate Dean of Academic Affairs.

Formal Academic Grievance Procedure

The academic grievance procedure is initiated by filing a written complaint to the Director of Student Affairs. The complaint must be filed within fifteen (15) business days* of the date the informal resolution process ends, or within twenty (20) business days* after classes begin in the semester following that in which the complaint arose, whichever is later. After receipt, the Associate Dean for Academic Affairs in consultation with the Director of Student Affairs, will review the complaint to determine whether it falls within the scope of this policy and whether a formal hearing is warranted. When there are disputed issues of material fact, which must be determined, a formal hearing is warranted. If the complaint does not fall within the scope of this policy, then the student shall be so notified in writing.

Graduate Student Grievance Committee

Where a complaint falls within the scope of this policy and there are disputed issues of material fact to be determined, The Associate Dean for Academic affairs will convene an ad-hoc Graduate Grievance Review Committee to address any academic or non-academic matter in the School of Social Work, brought by a student.

The Graduate Student Grievance Committee will be composed of five members, two of whom should be graduate students selected by the Director of Student Affairs from a list of current students. The other members of the Committee shall be three graduate faculty. They will be selected from lists supplied by deans of other colleges and schools and/or the Faculty Senate. The faculty members of the Committee will include two faculty from the school of social work and one faculty from an academic unit outside of the School of Social Work. The Chairperson of the Committee will be selected by the Associate Dean of Academic Affairs.

A. Procedures

A hearing shall be scheduled as soon as possible but no later than 45 business days* after receipt of the grievance. The grieving party and the professor shall be notified by the Graduate Student

Grievance Committee in writing, of the date and time in which to appear for the formal hearing. The hearing shall be conducted with such formality as is necessary to ensure the proceeding is fair and in a manner that allows both sides of the dispute to be presented. The hearing shall be recorded. At the conclusion of the hearing, the members of the Committee shall have the opportunity to deliberate outside the presence of the parties. A written report including findings of facts, conclusions and recommendations shall be prepared and forwarded to the Dean if the grievance is against a fulltime faculty and to the associate Dean for Academic Affairs if the grievance is against a part time faculty. The Dean of Associate Dean shall issue a written decision within fifteen (15) business days* of receipt of the Committee's report. The student and the professor will be sent copies of the determination by mail.

B. Appeals

Any decision of the Graduate Student Grieve Committee may be appealed by either the grieving student or the professor where there is evidence that a significant impropriety occurred in the review process. The appeal must be in writing, specify in detail the alleged procedural impropriety, and must be filed in the Office of the Provost within ten (10) business days*, of the date of receipt of the Graduate Grievance decision. The Provost or a designee shall review the appeal and the record of the formal hearing and issue a decision within twenty (20) business days*. The decision of the Office of the Provost is final.

* "Business Day" is defined as the day when university administrative offices are open.

Academic Performance Due Process

Program Policy

All other academic performance issues not addressed above :

The Director of Student Affairs will review the issue and may refer it to the Chairperson of the Academic Standards Committee(ACA) for review.

- a. The Academic Standards Committee will arrange for a meeting with the student to address the issue within ten (10) working days of notice by the Director.
- b. Members of the faculty involved with the identified issue may be required to meet with the Academic Standards Committee.
- c. The student may choose to bring a personal advocate (not legal representation) to this meeting provided the student notifies the Committee within five working days prior to the meeting of the name of the advocate, and the role to be served by the advocate at the meeting. The student may confer with their personal advocate or advisor, verbally or in writing, during the Student Review and Termination Committee meeting but the advocate may not speak for the student or represent the student to the committee.
- d. The ACA will convene, and present written recommendations based upon their findings to the Associate Dean of Academic Affairs and MSW Program Director(ADAA) within five working days of this meeting.
- e. Written notification of the ADAA's decision will be sent to the student within five working days of receipt of the recommendations from the Academic Standards Committee.

Possible actions by the ADAA include:

- A determination that the matter warrants immediate termination from the Program; and
- Referral of the matter to the Director of Student Affairs or the MSW Practicum Director to create with the student an education plan for remediation of the problem.

Rules governing remediation plans include:

- A timeline will be developed for completion of the plan;
- The agreed upon plan will be put into written form and signed by all parties. A copy will be given to all participants and placed in the student's file and given to the ADAA of the School of Social Work;
- The plan will be monitored and reviewed by the individual designated by the Committee and assessed for progress and completion of requirements; and
- If the student does not successfully meet the requirements specified in the plan, the student will be dismissed from the program. The student will be notified of this dismissal in writing by the ADAA.

If satisfaction is not achieved at this level, the student may file a formal, written appeal to the Dean of the School of Social Work. The complaint must be filed within ten (10) working days of the date the student received the written notification of the ADAA's decision.

Professional Performance Grievances Policy

1. MSW students must attempt to resolve informally a professional grievance as soon as possible. A student must initiate informal resolution procedures by contacting the instructor, committee chairperson, or administrator with whom there is a complaint no later than ten (10) business days after classes begin in the semester following that in which the complaint arose, or the grievance will be deemed untimely. The student must first attempt to resolve the grievance through an informal meeting with the instructor, committee chairperson, or administrator. If the matter is resolved through that meeting, no further steps need to occur.
2. If the matter cannot be resolved, or if the person with whom there is a complaint cannot be reached, the student may make a written appeal to the Director of Student Affairs within ten (10) days of the failure to resolve the matter informally. Complaints against a School Director should go to step #7. The written appeal should include a description of the nature of the issue and a summary of previous resolution efforts. The Director of Student Affairs will meet with the student and faculty member in an attempt to resolve the grievance. Possible actions by the Director may include but are not limited to:
 - a. Referral of the appeal to the Academic Standards Committee by notifying the Chairperson of the Academic Standards Committee. Upholding the decision of the faculty member (student may appeal this decision by progressing to step #7).
3. If the Director refers the appeal to the Academic Standards Committee, the Committee will arrange for a meeting with the student to address the appeal within ten (10) working days of notice by the Director. Members of the faculty involved with the identified issue may be requested to meet with the Academic Standards Committee.

4. The student may choose to bring a personal advocate or advisor (not legal representation) to this meeting provided the student notifies the Committee within five (5) working days prior to the meeting of the name of the advocate, and the role to be served by the advocate at the meeting. The student may confer with their personal advocate or advisor, orally or in writing, during the Committee meeting but their personal advocate or advisor may not speak for the student or represent the student to the Committee. Staff or faculty of the School of Social Work may not serve as the advocate.
5. The Academic Standards Committee meeting will convene and present written recommendations based upon their findings to the Associate Dean of Academic Affairs within five (5) working days of the meeting.
6. Written notification of the Associate Dean's decision will be sent to the student within ten (10) working days of receipt of the recommendations of the Academic Affairs Com. Possible actions by the Associate Dean may include but are not limited to: a. Upholding the decision, b. Remediation of the problem.
7. If satisfaction is not achieved at this level or the complaint was against a Director, the student can appeal the decision of the Associate Dean in writing to the Dean of the School of Social Work on the basis of significant and relevant new information, a procedural error in the panel process, or an assertion that the process was biased or unfair.
8. The student has ten working days to appeal the dismissal decision upon receipt of the decision letter from the Associate Dean of Academic Affairs. Once the request for an appeal is received by the Dean, a decision will be rendered on eligibility for appeal usually within ten days. Should the Dean determine that the appeal has no grounds, the request for an appeal will be denied with no further appeal option. If the Dean believes that appropriate grounds are present, he or she may either ask the original ASC panel to reconvene or ask the Chair of the ASC to form a new panel. The Dean may choose to uphold or reverse the decision with or without the convening of a panel depending on the merits of the case.

For grievances related to practicum, students should follow the procedures for this process in the MSW Practicum Education Manual. If the problem remains unresolved, students should refer to #2 above.

Appeal of Academic Dismissal

A graduate student on probation whose cumulative and semester GPA falls below a 3.0 after two semesters on academic notice if part time and one semester if full time will be automatically dismissed from the program. Students have 10 working days to appeal the dismissal decision. This decision to appeal must be made in writing to the chair of the Academic Standards Committee via the office of the Director of Student Affairs.

Dismissal from the School is for a minimum of one year and prohibits students from registering for any courses. After one year, the student may apply for readmission to the School or register as a nondegree-seeking student if applicable. Dismissed students who are readmitted are placed on academic probation.

Other Academic Grievance Due Process

If satisfaction is not achieved at the level of the Academic Standards Committee, the student may file a formal appeal to the Dean of the School of Social Work in writing on the basis of significant and relevant new information, a procedural error in the panel process, or an assertion that the process was biased or unfair.

Once the request for an appeal is received by the Dean, a decision will be rendered on eligibility for appeal usually within ten days. Should the Dean determine that the appeal has no grounds, the request for an appeal will be denied with no further appeal option.

If the Dean believes that appropriate grounds are present, he or she may either ask the original ASC panel to reconvene or ask the Chair of the ASC to form a new panel. The Dean may choose to uphold or reverse the decision with or without the convening of a panel depending on the merits of the case.

All aspects of the process and decision shall be kept confidential except to those who have an educational need to know the outcome.

Professional Grievance Due Process

A student who has been terminated from the program has the right to appeal to the Academic Standards Com. If satisfaction is not achieved at this level (Academic Standards Committee), the student may file a formal appeal to the Dean of the School of Social Work in writing on the basis of significant and relevant new information, a procedural error in the panel process, or an assertion that the process was biased or unfair. The complaint must be filed within (10) working days of the date the student received the written notification of the Associate Dean's decision.

Once the request for an appeal is received by the Dean, a decision will be rendered on eligibility for appeal usually within ten days. Should the Dean determine that the appeal has no grounds, the request for an appeal will be denied with no further appeal option.

If the Dean believes that appropriate grounds are present, he or she may either ask the original ASC panel to reconvene or ask the Chair of the ASC to form a new panel. The Dean may choose to uphold or reverse the decision with or without the convening of a panel depending on the merits of the case.

All aspects of the process and decision shall be kept confidential except to those who have an educational need to know the outcome.

Reinstatement after Termination

- A student whose enrollment in the MSW program has been terminated because of a recommendation by the Academic Standards Committee may request reinstatement in the MSW program. The request must be initiated at least one year after the student's termination from the program. To request reinstatement, the student should write a letter to the Associate Dean of Academic Affairs and MSW Program Director indicating:
 - (1) when the student was terminated;
 - (2) the reason(s) for the termination; and
 - (3) the reason (s) why the student believes that they should be reinstated to the MSW program.

- The Associate Dean will review the request if at least one year has passed since the student was terminated. If one year has passed the Associate Dean will consider the student's request for reinstatement.
- The decision to readmit the student is based on the student's understanding of the reasons for her or his termination from the program:
 - (1) the steps the student has taken to remediate the problem(s) that resulted in termination; and
 - (2) the student's potential for completing the program.
- The Associate Dean can reinstate the student to the program, with or without a remediation plan, or can deny reinstatement.
- If the student is reinstated he or she will be referred to the Director of Student Affairs or Student Affairs Coordinator. Within ten (5) working days of receiving notice from the Associate Dean, the Director of Student Affairs or designee will meet with the student to develop a probation plan including the classes required to begin the program
- The Associate Dean's decision is final and may not be appealed.

Readmission into the MSW Program

Procedure

To be considered for readmission to the program a students must [submit an application](#) and meet the following criteria:

- Adelphi students who have not registered for 2 or more consecutive semesters
- Students who have withdrawn from Adelphi for a year or more and decided to re-enroll
- Students who left Adelphi on probation or were dismissed

Students who are readmitted after 5 or more years away from the university must repeat all coursework

Provisional students who have been academically dismissed cannot be readmitted to the program.

Academic Forgiveness Readmission

Former students who did not meet their academic requirements can seek readmission under Academic Forgiveness Policy and have their GPA be reset to 0.0 if they meet the required terms.

The student's GPA will be calculated without previous graduate grades. All previous classes and grades will remain on the student's transcript. Readmission is granted under a final probation contract. To be eligible for readmission the student must meet the following criteria:

- **Has not attended Adelphi University for at least three years.**
- **Has a GPA of less than 3.0.**

Students who desire to apply for academic forgiveness must do so at the time they apply for readmission to the University. The academic forgiveness contract is prepared, reviewed and

signed by the student and the Dean of Academic Affairs/MSW Director. The requirements for the final probation contract are as follows:

- Must register and complete a minimum of 6 credits and have a cumulative grade point average of no less than 3.0.
- Once the semester begins you may not drop or withdraw from any class.
- You may not receive a grade of I(incomplete) in any of your courses.

The student will be granted Academic forgiveness if the terms of contract have been met and Onestop will be notified to have the student's transcript reflect academic forgiveness. ***Please note Academic forgiveness can only be granted once.***

To be considered for the academic forgiveness readmission students must complete the [Request for Academic Forgiveness Form](#) and forward to the Office of Academic Services & Retention at the time of readmission.

Please note: Students who are readmitted after 5 or more years must repeat all coursework.

Getting Involved

Students have a number of opportunities to participate in the MSW program community by serving on various academic committees. The following committees welcome active student participation and are listed below:

Content Area (Sequence) Committees:

Responsible for reviewing all courses in their respective areas, refining course objectives and contents in relationship to the mission of the program and overall School curricula, and for preparing and suggesting to the Curriculum Committee new courses for consideration by the faculty. The content areas are:

- Human Behavior and Social Environment;
- Social Research;
- Social Welfare Policy and Organization;
- Social Work Practice; and
- Practicum Education.

For more information contact co-chairs of the curriculum committee.

Student Experience Committee:

The committee comprises various elements that make up the school community: students representing the BSW, MSW, and Ph.D. programs at all sites, and members of the faculty and administration. The Committee meets monthly to examine and discuss issues that impact students as they proceed through their educational experience at Adelphi such as the school's climate, pedagogy and inclusiveness. The committee also functions as an advisory board to bring issues raised and solutions to the attention of faculty and administrators. In the event that participation is prohibitive due to geographic distance from the Garden City campus, students

may virtually participate. For more information contact the co-chairs for the Student Experience Committee.

Social Action Committee:

The Social Action Committee (SAC) is composed of faculty members, administrators and students who are actively committed to social justice and social change. It is chaired by two elected faculty members. Through its activities the SAC seeks to inform the SSW, Adelphi and larger communities of policies and issues related to vulnerable and oppressed populations, and to stimulate dialogue and action about these issues. These actions may include school-based or public forums, community partnerships, advocacy, and/or research activities.

For more information contact the co-chairs of the Social Action Committee.

Community Conversation:

AUSSW "community conversation" is a structured dialogue designed to foster collective understanding and action around shared challenges. Students at their respective sites come together to openly discuss and share their perspectives on issues affecting them as they move through the program and to collaboratively brainstorm potential solutions. Each semester there are two scheduled community conversations. They include the Dean, program Directors and other appropriate members of the administrative staff.

For more information contact the Program Coordinator at the respective site.

Licensing Preparation:

Social work licensing preparation programs help prepare social work students and alumni for the ASWB licensing exam. Each year we hire a graduate assistant who works in collaboration with the licensing coordinator to invite and engage students in the alumni licensing discussion forum and to organize licensing workshops which are facilitated by our alumni. We also provide information sessions for students in their Generalist and Specialized Year, strategy sessions, seminars and content specific refresher courses supported by a dedicated Moodle site with additional resources.

Students for Change (student organization):

Students for Change is a student organization which strives to foster an academic learning environment that highlights social justice issues within society. They use the principles of ADEIB on micro, macro and mezzo levels to bring awareness to pressing issues. The goal is to ignite passion that fuels social action both within the school and the profession of social work

For more information contact the Student Affairs Coordinator at your respective site.

Graduate Assistant Opportunities:

Each year The Office of Student Affairs offers students several opportunities to apply for graduate assistantships. Students are employed as research assistance, service assistance and license graduate assistance. Students also provide academic support (tutoring) for both BSW and MSW students. Students are compensated with course credits for their work. The **GA** also provides support to students by creating, maintaining, and sending out quarterly newsletters per

semester. Responsibilities will include, outreach to alumni, organizing an alumni panel discussion forum where we invite current students to participate and learn about the LMSW exam, tips for the exam, provide socio-emotional support and mentorship, and to encourage students to take the exam as soon as they qualify.

Other Graduate Assistantship Opportunities

Students may also submit their resume for a research assistantship with a faculty through the Dean's office or by directly contacting the faculty. Faculty research interests are noted on the university's website.

The office of the Director of Student Affairs also provides workshops, programming, activities and leadership opportunities out of the classroom. This includes related information and referrals, but is not limited to:

- opportunities to prepare for professional social work career
- resources and tools for the social work licensing and application process
- connections with alumni and other social work professionals
- peer mentoring program
- Student clubs
- graduate assistantship opportunities
- community conversations

University Opportunities

Students also have opportunities to get involved in the school and university life through our University partners. They include:

- Multicultural Center
- Graduate Student Council
- Student Leadership Certificate Program
- Interfaith Center
- Diversity Committee
- Panther Pantry
- Student Veteran Task Force
- Alternative Break Programs
- Adelphi Pride Committee (LGBTQIA+)

For more information contact the Center for Community and Student Engagement at: engage@adelphi.edu.

Student Support Services

University Academic & Student Support Services

IT Help Desk (Customer Services):

The [IT Help Desk \(Customer Services\)](#) provides a point of contact for students, faculty, administration, and staff who have computer and related technology questions, problems, or work requests. The Help Desk will attempt to resolve reported issues and assist the user in maximizing his/her use of applications and/or equipment. The Help Desk can be reached at 516 877-3340 Or at (helpdesk@adelphi.edu).

Help Desk Regular Semester Hours (Fall and Spring)

Monday–Thursday: 7:30 a.m.–12:00 a.m.

Friday: 7:30 a.m.–6:00 p.m.

Saturday: 8:00 a.m.–6:00 p.m.

Sunday: 10:00 a.m.–12:00 a.m.

Student Access Office (SAO):

If you have a disability that may significantly impact your ability to carry out assigned coursework, please contact the [Student Access Office \(SAO\)](#) located in Post Hall 107 at 516-877-3806 or send an email to sao@adelphi.edu. The staff will review your concerns and determine, with you, appropriate and necessary accommodations. Do note that instructors can only make accommodations that are deemed appropriate by the SAO. Please allow for a reasonable time frame for requesting ASL Interpreters or Transcription Services.

Student Counseling Center (SCC):

The Student Counseling Center (SCC) provides confidential and professional mental health counseling services, resources, and referrals to support the academic and personal success, health, and well-being of Adelphi students without additional charge. Counselors are available to help students cope with a variety of stressors and personal issues that may interfere with their academic and personal experiences. The Center also supports students who may be feeling suicidal or in crisis. To schedule an appointment, please call (516) 877-3646; email: scc@adelphi.edu or stop by the SCC. If you need immediate assistance, walk-in services are available during the fall and spring semesters. Additional information can also be found by visiting <https://scc.adelphi.edu>.

Need support when the SCC is not available? For 24/7 emergency counseling, referral, or assistance, please contact:

- National Suicide Prevention Lifeline (800) 273-TALK (8255)
- Crisis Text Line: Text 741741
- Adelphi Office of Public Safety: Off-campus: (516) 877-3511; On-campus: Extension 5 on any campus phone
- 911 (for immediate health-related emergency)

** Students at the off-campus sites (i.e., Hauppauge, Hudson Valley, Manhattan and the OMSW program) should contact the respective administrators for information on counseling support as these are provided by different contracted providers arranged on their behalf by the University.

Learning and Writing Centers (LWC):

The Learning and Writing Centers assist students in all disciplines to become more effective and confident writers and scholars. Peer tutors are available free for students of all levels. Appointments are recommended, and can be reserved online at [Adelphi University CASE](#), accessible through our E-campus service tab.

If you are interested in learning more about the services available at the Learning and Writing Centers, please visit: [Center for Academic Support & Enrichment | Academic Support & Tutoring | Adelphi University](#). Call 516.877.3200 or stop by our locations any time.

Career Preparation:

The Center for Career and Professional Development aims to provide career counseling to all Adelphi University students, including MSW students. The Center provides workshops and advice on crafting résumés, cover letters, and other career related information. Additionally, the Center organizes job fairs and serves as a repository of job announcements, internships and on campus employment. Students preparing for their careers post-graduation should familiarize themselves with the services of the center: [Career Guidance | Professional Development | Adelphi University](#)

Panther Pantry

Food insecurity can be found anywhere, even on a college campus.

Adelphi's [Panther Pantry](#) can help, providing members of our community with basic food items, free of charge. The pantry addresses other needs, too, offering personal care products, clothing and household items. All are free for the asking. Just drop by the pantry or order online from our virtual menu. Either way, we'll protect your privacy, as all pantry use is confidential.

Technical Requirements and Support

Since this program is delivered fully online, it is important that you have the right hardware and software in place in order to fully participate in your courses and take advantage of Adelphi's services. The following are the minimum technical specifications requisite for participation in this program:

Online Course Expectations**PC System Configuration:**

- Operating system: Windows XP SP2
- Processor: 1.5 GHz or higher
- RAM: 512MB or higher
- Hard disk: 60GB
- Ethernet port
- Optical drive: CD-RW or DVD drive
- Microsoft Office
- Wi-Fi connectivity (802.11b/g/n)

Apple Macintosh System Configuration

- Operating system: Mac OS X 10.3 (Panther), 10.4 (Tiger), or 10.5 (Leopard)
- Processor: 1.5 GHz or higher
- RAM: 512MB or higher
- Hard disk: 60GB
- Ethernet port
- Optical drive: CD-RW or DVD drive
- Microsoft Office
- Wi-Fi connectivity (802.11b/g/n)

You must have a webcam with bidirectional audio and video capability. This may be integrated into a laptop or it may be an independent webcam connected to your computer via a USB port.

[Login and Password Support](#) - forgotten or malfunctioning password and login assistance

[Adelphi Technical Services Catalog](#)

[Adelphi Gmail tips, best practices, and support](#)

[Online Technical Training Videos via Lynda.com](#)

Linked In Learning online training is available for free to Adelphi University faculty, staff and students. Use this highly-respected service to spur their learning and development, as well as get just-in-time help on subjects that include management, technology, digital media, web development, and much more. Courses are segmented so you can watch as little or as much as you want.

[Online Tech Tutor - sign up for an appointment here](#)

Professional Social Work Resources

National Association of Social Workers (NASW)

With chapters in all 50 states, NASW is the largest organization of professional social workers in the world. The association's primary functions include: creating and maintaining professional standards for social work practice, advancing sound public policies and programs, and providing such membership services as group insurance coverage and subscriptions to NASW News and the Journal of Social Work. NASW also administers its own certification process, the ACSW exam, permitting admission to the Academy of Certified Social Workers, a nationally recognized status. For more information about the NY State Chapter: naswnys.org (you may find information on the Nassau, Suffolk and Hudson Valley Divisions here) and for the NYC Chapter of NASW: naswnyc.org

National Association of Black Social Workers

The National Association of Black Social Workers (NABSW) was established in 1968 and advocates to address important social issues that affect the health and welfare of the black community. The organization has many chapters throughout the United States and the Caribbean in addition to several affiliate groups in Africa. The chapter can be reached by mail at P.O. Box 624, Hempstead, NY 11550. For more information about NABSW: [National Association of Black Social Workers \(NABSW\)](#)

National Association of Puerto Rican/Hispanic Social Workers

The mission of the National Association of Puerto Rican/Hispanic Social Workers (NAPRHSW) is to organize social workers and other human service professionals to strengthen, develop, and improve the resources and services that meet the needs of Puerto Rican/Hispanic families. The association provides scholarships to deserving students attending colleges/universities affiliated with NAPRHSW on their way to becoming social workers. NAPRHSW also sponsors workshops, including hosting guest speakers at their general meetings. The association can be reached by mail at NAPRHSW, P.O. Box 651, Brentwood, NY 11717, or at (631) 864-1536. For

more information about the NAPRHSW: [National Association Puerto Rican Hispanic Social Workers](#)

Council on Social Work Education

Founded in 1952, the Council on Social Work Education (CSWE) is the national association representing social work education in the United States. Its members include over 750 accredited baccalaureate and master's degree social work programs, as well as individual social work educators, practitioners, and agencies dedicated to advancing quality social work education.

[Council on Social Work Education | CSWE](#)

Grand Challenges for Social Work

The Grand Challenges for Social Work, the flagship program of the [American Academy of Social Work & Social Welfare](#) (AASWSW), is a groundbreaking initiative to champion social progress powered by science. It's a call to action for social work researchers and practitioners to:

- Harness social work's science and knowledge base;
- Collaborate with individuals, community-based organizations, and professionals from all practicum disciplines; and
- Work together to tackle some of our toughest social problems.

[About | Grand Challenges for Social Work](#)

Congressional Research Institute for Social Work and Policy

The Congressional Research Institute for Social Work and Policy (CRISP) was created in 2012 as a 501(c)4 nonprofit organization that would complement the mission and work of the Congressional Social Work Caucus founded by Congressman Edolphus "Ed" Towns in 2010 with the assistance of Dr. Charles E. Lewis, Jr., his deputy chief of staff and communications director.

[Congressional Research Institute for Social Work and Policy](#)

Influencing Social Policy

Welcome to ISP, a non-profit organization for social work educators, students, and practitioners with a passion for policy! Our goal is to prepare and motivate social workers to play an active role in shaping the social policies that impact our clients and communities.

[Influencing Social Policy - Home](#)

European Social Work Research Association

The European Social Work Research Association (ESWRA) was founded in 2014 to create a hub for social work research development, collaboration and exchange across Europe. Arising from overwhelming levels of engagement in the European Social Work Research Conference, the Association now has over 600 members from across more than 33 countries.

ESWRA's vision is to take forward the development, practice and utilization of social work research to enhance knowledge about individual and social problems, and to promote just and equitable societies. [ESWRA](#)

International Consortium for Social Development

The International Consortium for Social Development (ICSD) is an organization of practitioners, scholars and students in the human services.

It was started in the 1970's by a group of social work educators to respond to pressing human concerns from an international, interdisciplinary perspective. The organization seeks to develop conceptual frameworks and effective intervention strategies geared to influencing local, national and international systems. It is committed to creating peaceful solutions to the problems of survival at the local, national and global levels. ICSD members use a social development approach to:

- Develop capacity of individuals and communities
- Promote world peace and social justice
- Improve access to adequate health care and education
- Overcome discrimination against women and minorities
- Create sustainable income and economic structures

[International Consortium for Social Development](#)

Financial Aid and Services

Financial Aid

Graduate students are eligible for loans through Student Financial Services. All students are required to complete the FAFSA form online at fafsa.ed.gov. The Adelphi University federal school code is 002666.

In addition to the financial aid packages available through the University Student Financial Services, the School of Social Work has a limited amount of financial aid available to graduate social work students. This aid is primarily in the form of:

- Scholarships and Awards (merit and memorial);
- Graduate Assistantships;
- Agency tuition remission; and
- Merit Scholarships.

Scholarships/awards are not renewable and may not be combined with any other university-based aid or scholarships. Students must remain in good academic standing to receive this award.

For detailed information please visit:

[Institutional Awards | Scholarships and Grants | Adelphi University](#)

Financial Services

Student Financial Services Office:

If you are using financial aid to assist in paying for this degree, contact Adelphi's One-Stop Student Services Center if you have questions regarding your specific financial aid situation.

Email: onestop@adelphi.edu

Phone: (516) 877-3080

In Person: [Levermore Hall](#), Lower Level

Hours of Operation

SFS Regular Semester Hours

- Monday–Thursday: 8:30 a.m.–6:00 p.m.

- Friday: 9:00 a.m.–4:30 p.m.

Office Closures/ Early Closings

- Friday, July 4, 2025, Independence Day Closed

Summer Session Temporary Hours

- Monday - Thursday: 8:30 a.m.–4:30 p.m.
- Friday: 9:00 a.m.–4:30 p.m.

Paying your bill: If you are paying without using financial aid, you can make a payment on C.L.A.S.S. using the “Make a Payment” tab. You can also come to campus and make a payment at our Cashiers Office in the Lower Level of Levermore Hall. If you do not plan on paying out-of-pocket, you will need to complete a Federal Application for Federal Aid Student (FAFSA). For Financial Aid questions or concerns, please call (516) 877-3080 or email onestop@adelphi.edu using your Adelphi email only. A Student Financial Services representative will not reply to anything other than an Adelphi email account. When communicating with the Student Financial Services office, you must include your Adelphi Student ID number or you will not receive a response. Also, be sure to include a working phone and/or email address. Due to high call volume, emails tend to get faster responses.

Payment Plans:

You can find information about current MSW tuition rates here: [OMSW Tuition](#). Students have access to their financial account information through the CLASS system. Once your registration is complete, a forwarding link will automatically send you to Adelphi's online payment website. Adelphi accepts e-checks, Discover, Visa, and MasterCard.

Tuition and fees are payable in full at the time of registration. Students pre-registering for the Fall and Spring semesters will be billed in June and November, respectively. The University offers a semester payment in full option or the convenient monthly payment plan for the Fall and Spring semesters.

More information regarding payment plans is available here:

<https://www.adelphi.edu/admissions/aid/payments/>

Third Party Payments:

Students choosing this option should contact Student Financial Services to arrange third party billing service. They can be contacted here:

One-Stop Student Services Center
 Adelphi University
 Levermore Hall, Lower-Level Room 1
 1 South Avenue
 P.O. Box 701
 Garden City, NY 11530-0701
 p - 516.877.3080
 f - 516.877.3380
 e - onestop@adelphi.edu

Account Responsibility:

All tuition and fee charges are due at the time of registration, unless a monthly payment is elected. Failure to make payments on time will result in the assessment of late penalties.

Credit Balances and Refunds:

Financial related policies can be found on the Student Financial Services website and eCampus. The refund policy is located at <https://www.adelphi.edu/admissions/aid/refunds/>

Refunds are computed as of the date the Registrar is notified of the withdrawal. The date of the request will determine the tuition liability for the semester. Not participating in a course does not constitute an official withdrawal. Students will be held responsible for payment of all tuition and fees until an official withdrawal is presented to the Registrar.

Also, failure to complete payment does not constitute an official withdrawal. A student who is suspended, dismissed, or who withdraws when under investigation for misconduct will not have tuition refunded for the semester in which such an action is taken.

All refunds of credit balances must be requested from the Office of Student Financial Services. All students who withdraw from the University prior to the first day of classes will receive a credit for all tuition and fees, less the mandatory withdrawal fee.

Past Due Accounts:

Students having outstanding indebtedness to the University will not be permitted to register, receive a transcript or grade report, or have a degree conferred. No student may withdraw or graduate from the University in good standing unless all current obligations are paid in full. Federal and state regulations, as well as University policy, precludes the use of any current financial aid for payment of past due charges.

Students applying for financial assistance must complete the Free Application for Federal Student Aid (FAFSA) online at fafsa.gov.

For more information about financial assistance for graduate students, visit:
<http://ecampus.adelphi.edu/sfs/graduate.php>

Scholarship and Other Funding Opportunities**Scholarships**

Merit-based Scholarships: Merit-based scholarships are available for incoming students in the M.S.W. program. These scholarships may be awarded to students who demonstrate academic excellence, a strong commitment to the practicum of social work through community involvement, internships or social work employment, and who demonstrate financial need by virtue of eligibility for subsidized loans.

This award is granted in the form of tuition remission and will be applied to your Adelphi student account. This scholarship is not renewable nor may it be combined with any other University scholarship.

Information for the merit-based scholarship is available from the office of the Director of Outreach, Enrollment and Professional Advisement in the School of Social Work. Applications will be accepted throughout the year while funds are available.

Contact: Director of Outreach, Enrollment and Professional Advisement, at (516) 877-4384.

Endowed Scholarships and Awards:

Students attending the School of Social Work may apply for available scholarships and/or awards each fall and spring. Scholarship offerings may vary from year-to-year depending upon the funding that is available. Memorial Endowed scholarships and awards are awarded/offered in the fall and spring semesters.

Information on available awards is disseminated via email to students each fall and spring of each academic year. Interested applicants should contact the Director of Outreach, Enrollment and Professional Advisement, at (516) 877-4384, for more information.

Elizabeth A. Doherty Memorial Scholarship: Kathleen J. Esposito, the sister of the late alumna and adjunct faculty member, Elizabeth A. Doherty, established a memorial scholarship in 2001, its mission consistent with Ms. Doherty's lifetime commitment to social work, counseling, and assistance to those in need. Only students who demonstrate a commitment to women's issues and demonstrate a talent for overcoming adversity are eligible. To qualify, applicants must be studying for the M.S.W. degree and be in financial need.

Dr. Barbara Esp Scholarship: The Dr. Barbara Esp Educational Scholarship was established in 2010 to honor her dedication to and leadership in evaluation and educational research. The scholarship celebrates her excellence in education and dedication to helping others. Candidates must be a resident of New York State and pursuing a graduate degree in social work at Adelphi University.

Patricia Beldoch Hochfelder Memorial Scholarship: Gene Hochfelder established the Patricia Beldoch Hochfelder Memorial Scholarship in 1986 in memory of his late wife Patricia, a social work alumna. The scholarship is available to Full-Time, minority B.S.W. or M.S.W. students who have a strong academic record and demonstrated financial need. Applicants must show evidence of their commitment to social work values of fairness and social justice.

Henry William Niebuhr Scholarship: The Henry William Niebuhr Scholarship is awarded to a B.S.W. or M.S.W. student who is concentrating in the area of substance abuse counseling; and who has financial need. To qualify, the student must also be in good academic standing.

Rita Paprin Memorial Scholarship: Maurice Paprin and the family and friends of the late Rita Paprin, an alumna of the School of Social Work, established the Rita Paprin Memorial Scholarship in 1983. The scholarship is available to B.S.W., M.S.W., and Ph.D. students who have demonstrated experience with, and commitment to, changing social policy.

Joseph John Parnicky, Ph.D. Scholarship: This award is available to graduate students with demonstrated financial need, enrolled in the graduate social work program at Adelphi.

Applicants must submit an essay describing their interest in developing programs for people with developmental disabilities and/or developing programs for people who are mentally ill.

Dean's Scholarship: Each year the Dean of the School of Social Work recognizes one student from each campus who describes in an essay what they have done in their internship, workplace and/or community that demonstrates excellence in practice and their commitment to social work values. Students must demonstrate involvement in community/school organizations, committees, and/or volunteer work; have a letter of recommendation from a social work professor and be in good academic standing. This award is available to students who have earned a minimum of 12 credits in the graduate program.

Other Funding Opportunities

Graduate Assistantships: Full-time faculty in the School of Social Work seeking Graduate Assistants are usually looking for master's or doctoral students who have research experience and can do literature searches, data entry, data collection and/or statistical analysis, among other things. Administrators in the School of Social Work are also seeking Graduate Assistants to do tutoring, new student outreach, managing social media sites, etc. Compensation is in the form of tuition remission. One credit of remission is awarded for 30 hours of work over the course of a semester. Most assistantships are 3 credits and require 90 hours of work, which is the equivalent of 6 hours per week for the semester. For detailed information please visit: [Microsoft Word - Graduate-Assistant-Handbook working file.docx \(adelphi.edu\)](#)

To apply for a graduate assistantship, drop off your résumé to the Budget Coordinator/Office Manager in the School of Social Work (Room 205, Social Work Building, Garden City Campus) with a cover letter explaining your interest in being either an administrative or research graduate assistant, any related experiences as well as your availability. Your résumé will then be forwarded to interested professors and/or administrators.

Graduate Assistantships are not automatically renewable and may not be combined with any other university-based aid or scholarships. Students must remain in good academic standing to receive this award. For detailed information please visit: [Institutional Awards | Scholarships and Grants | Adelphi University](#)

Contact: Patricia Durecko, Budget Coordinator, email: pdurecko@adelphi.edu or call (516) 877-4383; SWB Room 205.

Agency Tuition Remission: Students employed in social work agencies affiliated with the School of Social Work's practicum Education program may be eligible for agency tuition remission. To qualify, the student's agency must designate accrued tuition remission credits to the employee consistent with the University's policy for agency tuition remission.

Contact: Patricia Durecko, Budget Coordinator, email: pdurecko@adelphi.edu or call (516) 877-4383; SWB Room 205.

Stipend Fellowships: Returning or new students in the specialized year may be eligible for a number of training fellowships that provide them with generous stipends during their practicum education and some of these fellowships require students to complete certain electives. For more information please visit: [Help with College Tuition | Adelphi's School of Social Work in NY](#)

Should you have further questions, feel free to contact any person listed in the link above or contact the assistant director of practicum at your site | in your program for more information.

Filing for Graduation

All students are required to file a graduation application form at the beginning of the last year of their program. (See the University Registrar website for specific dates). The graduation application form can be obtained online at [Graduation | Office of the University Registrar](#). Students must file this form online in order to receive a degree.

Note: If a student's date of graduation changes, the student must file a new graduation application form for the new graduation date.

Clearance for Graduation: All students must meet all of the following in order to be cleared for graduation:

1. Complete all required courses, including all hours in practicum placement. **Students who extend their practicum cannot graduate until their hours are completed;**
2. Ensure the completion of all requirements for courses that have incomplete (I) grades;
3. Obtain a final grade-point average of 3.0 or above; and
4. Complete online Mandated Reporter Training (see below).

Other Information for Graduation and Beyond

Mandated Reporter Training Certificate

The New York State Education Department requires all social workers applying for social work licensure be trained as mandated reporters of child abuse and neglect.

At the school all students are required to complete this training in their level practice class. Instructors may use the training and the certification towards the students' final grade for the course. Students who are in Advanced Standing have to furnish proof of completion of the training in their undergraduate program. If they have not completed the training, they will be required to successfully complete the training in order to graduate. The training is provided for free by New York State. Upon successful completion of the course, students will receive an electronic copy of a certificate. Please save a copy of the certificate. You will have to upload a copy of the certificate to the NYSED account to be approved to take the LMSW Exam.

Licensing Exam | LMSW

Upon successful completion of the MSW degree, Adelphi graduates are eligible to apply for licensure as a Licensed Master Social Worker (LMSW). The exam was instituted in 2004, when the State's statute created two licensed social work titles in New York State, the Licensed Master Social Worker (LMSW) and the Licensed Clinical Social Worker (LCSW). The School of Social Work provides all its MSW graduates with Licensing Preparation Workshops, which are funded through a student fee and provided at no additional cost. Typically, MSW students in the final

semester of their advanced year will receive information about registering for the LMSW Exam and on the Licensing Preparation Workshop Adelphi University School of Social ([Social Work Licensing Exam Prep | Adelphi University](#)).