

ADELPHI

UNIVERSITY

School of Social Work

**M.S.W Student Handbook
2020-2021**

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WELCOME MESSAGE

Dear Student,

On behalf of the faculty, administration, and staff, I 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 begin to develop the 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 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. programs. We believe that this information will be key to your successful journey through the program.

This is an important time to be a student in social work amid the ongoing pandemic and the nation's reckoning with racism, health inequities and white supremacy. We hope you will challenge yourselves to embrace the values of social justice and be much needed change agents in your future careers as social workers.

Sincerely,

Manoj Pardasani, Ph.D. LCSW, ACSW
Dean and Professor

For contact information on the Social Work Leadership Team and Faculty, click on links below:

Leadership: <https://www.adelphi.edu/social-work/about/leadership/>

Faculty: <https://www.adelphi.edu/directory/?filters%5Bdivision%5D=school-of-social-work&filters%5Bdepartment%5D=>

About School of Social Work: <http://socialwork.adelphi.edu/about-the-school/who-we-are/administration/>

MISSION AND PROGRAM GOALS

The Adelphi University School of Social Work prepares graduates to practice ethically and effectively in diverse cultural and social contexts upon entering the profession and throughout their careers. Through our student-centered curricula, faculty scholarship, and community engaged programs, we provide leadership to advance knowledge, skills, and values for the profession. We are committed to the enhancement of human well-being, the advancement of human rights, and the promotion of social justice for individuals and communities, regionally, nationally and globally.

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

Goal 1: To provide an integrative course of study which is responsive to student needs, societal conditions, and emerging social issues, and which will prepare students to be effective and ethical practitioners upon graduation and throughout their careers.

Goal 2: To promote faculty scholarship and research that produces knowledge that informs and advances theory, practice, and policy in social work and allied fields towards the goal of impacting the well-being of client systems;

Goal 3: To provide leadership and collaboration with community stakeholders to identify and address unmet and emergent needs, and to develop and support programs which advance the profession, enhance human service delivery, and strengthen community and organizational capacity.

MSW Program of Study

The Master of Social Work (M.S.W.) program offers the preparation you need for advanced professional social work practice. Our foundation curriculum provides the knowledge, skills, values and ethics essential to all forms and levels of generalist social work practice. In your advanced year, you will complete a concentration in contemporary, direct practice—and prepare to be an advanced social work practitioner using sophisticated clinical skills in work with individuals, small groups, families and couples.

MSW CURRICULUM

Organization and Structure of the Master of Social Work Curriculum:

All degree candidate students in the foundation 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 field internships.

In the advanced 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;
- three additional elective courses (students are required to take one that is designated as an integrative course and another a clinical course); and
- Two supervised field internships.

Field Education:

Field education plays a pivotal role in student education. 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.

Field education is a unique partnership between the School and the agencies with which it affiliates. Through ongoing communication, the agencies and faculty field 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 Field Education component of the program: ([link to Field Manual](#)).

Program Paths for Full and Part-Time Students

M.S.W. Program Options

The plan of study for the Full-Time Two-Year M.S.W. Program listed is the standard program for students who maintain full-time status over two years. While many students take courses on a part-time basis, the sequencing of courses and requirements is universal. All students must complete requirements within four years of matriculation and fulfill residency requirements by enrolling in ten or more credits in two successive semesters.

The School 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:** <https://www.adelphi.edu/program/graduate/social-work-degree/>

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 advanced standing criteria may complete their Full-Time program in one year (fall and spring semesters). Those who qualify for the HSP (aka 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: [Social Work, M.S.W.](#)

The MSW Part-Time program can be completed over 3 (with the option of a fall or spring semester start), 3.5 or 4 years. Typically all part-time students will take some classes during the summer, and may take between 6 to 10 credits in any given semester.

For detailed information please visit: [Social Work, M.S.W., Part Time](#)

School of Social Work Programs and Paths

- [Bilingual School Social Work, M.S.W.](#)
- [Human Resource Management Advanced Certificate](#)
- [Post-Master's Bilingual Certification Extension For School Social Workers](#)
- [Social Work, B.S.W.-M.S.W. Advanced Standing](#)
- [Social Work, M.S.W.](#)
- [Social Work, M.S.W., 16 Month Spring Start](#)
- [Social Work, M.S.W., MSW for Human Service Professionals \(HSP\)](#)
- [Social Work, M.S.W., Part Time](#)
- [Social Work, Online M.S.W. Part-Time Low Residency Program](#)

Foundation Year 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 **Credits: 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 - Field Instruction I **Credits: 4 (21 hours per week)* or**
SWK (0404) 693 - Field Instruction I Extended **Credits: 4 (14 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 - Field Instruction II **Credits: 4 (21 hours per week)***
OR SWK (0404) 694 - Field Instruction II Extended **Credits: 4 (14 hours per week)***

Advanced Year 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) 780 - Advanced Social Work Practice with Individuals in Family Contexts **Credits: 3**
SWK (0404) 778 - Field Instruction III Extended **Credits: 4 (14 hours per week)***
OR SWK (0404) 790 - Field Instruction III **Credits: 4 (21 hours per week)***
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) 779 - Field Instruction IV Extended **Credits: 4 (14 hours per week)***
OR SWK (0404) 791 - Field Instruction IV **Credits: 4 (21 hours per week)***

Program Paths

| Semesters | Full-Time MSW | 16-month MSW Spring Spring start students may not be employed full- time. | HSP Program |
|--------------|--|--|--|
| Semester I | 0404 500 0404 510 0404 510 (Role) 0404 542 0404 520 0404 690 693* | 0404 500 0404 510 0404 510 (Role) 0404 557 0404 520 0404 690 | 0404 500 0404 510 0404 510 (Role) 0404 542 0404 520 0404 601** |
| Semester II | 0404 501 0404 511 0404 557 0404 521 0404 691 694* | 0404 501 0404 511 0404 542 0404 521 0404 691 | 0404 501 0404 511 0404 557 0404 521 |
| Semester III | 0404 710 0404 7XX Elective 0404 758 0404 780 0404 790 778* | 0404 710 0404 7XX Elective 0404 758 0404 780 0404 790 778* | 0404 710 0404 7XX Elective 0404 758 0404 780 0404 790 791 796*** |
| Semester IV | 0404 722 0404 7XX Elective 0404 7XX Elective 0404 782 0404 791 779* | 0404 722 0404 7XX Elective 0404 7XX Elective 0404 782 0404 791 779* | 0404 722 0404 7XX Elective 0404 7XX Elective 0404 782 0404 791 792 } 797 689*** |

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

Program Paths (continued)

| Semesters | MSW 3-year Fall Start | MSW 3-year Spring Start | MSW 3.5-year Fall Start |
|------------------|--|---|--|
| Semester I | 0404 500 0404 510 0404 510 Role | 0404 500 0404 510 0404 510 Role | 0404 500 0404 510 0404 510 Role |
| Semester II | 0404 501 0404 511 | 0404 501 0404 511 | 0404 501 0404 511 |
| Semester III | 0404 542 0404 557 | 0404 542 0404 520 0404 690 693 | 0404 542 0404 557 |
| Semester IV | 0404 520 0404 690 693* | 0404 557 0404 521 0404 691 694* | 0404 520 0404 690 693* |
| Semester V | 0404 521 0404 691 693* | 0404 710 0404 758 | 0404 521 0404 691 694* |
| Semester VI | 0404 710 0404 758 | 0404 780 0404 778 790* | 0404 710 0404 758 |
| Semester VII | 0404 7XX Elective 0404 780 0404 778 790* | 0440 782 0404 779 791* | 0404 780 0404 778 790* |
| Semester VIII | 0404 722 0404 782 0404 779 791* | 0404 722 0440 7XX Elective | 0440 782 0404 779 791* |
| Semester IX | 0404 7XX Elective 0404 7XX Elective | 0404 7XX Elective 0404 7XX Elective | 0404 722 0440 7XX Elective |
| Semester X | — | — | 0404 7XX Elective 0404 7XX Elective |

Program Paths (continued)

| Semesters | MSW 4-year Cycle | HSP 3 year part-time Fall Start | |
|------------------|--|--|--|
| Semester I | 0404 500 0404 510 0404 510 ROLE | 0404 500 0404 510 0404 510 ROLE | |
| Semester II | 0404 501 0404 511 | 0404 501 0404 511 | |
| Semester III | 0404 542 0404 520 0404 690 693 | 0404 542 0404 520 0404 601 | |
| Semester IV | 0404 557 0404 521 0404 691 694 | 0440 557 0404 521 | |
| Semester V | 0404 710 0404 780 0404 778 790 | 0404 710 0404 722 | |
| Semester VI | 0404 722 0404 782 0404 779 791 | 0404 758 0404 780 0404 796 790 + | |
| Semester VII | 0404 7XX Elective 0404 758 | 0404 7XX Elective 0404 782 0404 797 791 + | |
| Semester VIII | 0404 7XX Elective 0404 7XX Elective | 0404 7XX Elective 0404 7XX Elective 0440 792 + | |
| Semester IX | | 0404 689 + | |

+ *HSP students may choose to complete, depending on their schedules, 30-, 24-, 21-, or 15-hours per week in their field placements, totaling 900 hours in their advanced year.*

Program Paths (continued)

| Semesters | Advanced Standing: Full-time | Advanced Standing: Fall Start | Advanced Standing: Spring Start |
|------------------|---|---|--|
| Semester I | 0404 710 0404 7XX Elective 0404 758 0404 780 0404 790 778* | 0404 710 0404 780 0404 790 778* | 0404 722 0404 7XX Elective |
| Semester II | 0404 722 0404 7XX Elective 0404 7XX Elective 0404 782 0404 791 779* | 0404 722 0404 782 0404 791 779* | 0404 710 0404 758 |
| Semester III | | 0404 758 0404 7XX Elective | 0404 7XX Elective 0404 780 0404 778 790* |
| Semester IV | | 0404 7XX Elective 0404 7XX Elective | 0404 7XX Elective 0404 782 0440 779 791* |

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 education course courses 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

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

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 pre-requisite and/or co-requisite 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 foundation level courses must be taken before starting any advanced courses.

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

Students in Field Placement register for Section 01 of their field course.

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

Foundation Year students take SWK 520 with Field Instruction I (SWK 690 or 693 Extended) and SWK 521 with Field Instruction II (SWK 691 or 694 Extended).

Advanced Year students take SWK 780 or SWK 782 with Field Instruction III (SWK 790 or 778 Extended), and SWK 782 or SWK 780 with Field Instruction IV (SWK 791 or 779 Extended).

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

SWK 710 is taken in the student's advanced year of study and must be taken at the Garden City campus only.

Specializations: For the Advanced Level, MSW students may choose ONE of FOUR **OPTIONAL** specializations: Children and Families; Health across the Life Course; Mental Health, Substance Abuse, and Trauma in Context; or Human Service Management and Organizational Leadership. Students interested in declaring a specialization will need to:

- a) work with the field education department to secure a field placement in the area of specialization in their advanced year;
- b) successfully complete any three electives (one of which must be designated *clinical* or "C" and another *integrative* or "I")

All MSW students will be required to take three (3) electives; one must be designated “I” (integrative) and another “C” (Clinical), regardless of whether or not they choose a specialization. The integrative designation, in their advanced year towards the completion of the MSW degree¹.

All MSW students must take SWK 780 and SWK 782 as the advanced year direct practice courses. Students may take SWK 780 or SWK 782 in either semester of the advanced year concurrent with co-requisite field courses. However, students may NOT take 780 and 782 in the same semester.

MSW students at extension centers (Manhattan, Hauppauge and Hudson Valley) will be required to take a residency course at the Garden City Campus, per NYS Regulations regarding residency requirements. SWK 710 (Social Work Assessment and Diagnosis) is the designated residency course to be completed at the Garden City Campus.

HSP students must register for SWK 601 (the OYR Professional Seminar) concurrent with Foundations of Social Work Practice I (SWK 520).

HSP students may begin field instruction only after completing all foundation-level classes (SWK 500 courses, refer to the program paths for HSP students). HSP students in field instruction for 30 hours per week register for SWK 796 in the fall and SWK 797 in the spring. HSP students in field instruction for 21 hours per week in the fall/spring and 24 hours per week in the summer, register for SWK 790 in the fall, SWK 791 in the spring, and SWK 792 in the summer. HSP students in field instruction for 15 hours per week in the fall/spring/summer/fall semesters, register for SWK 790 in the summer semester of advanced year courses, SWK 791 in the fall, SWK 792 in the spring and SWK 689 in the following summer term.

Students should be certain that all degree requirements are being met and that courses are properly sequenced. An error in scheduling could delay graduation and result in additional tuition costs.

All students in the advanced year complete a concentration in advanced contemporary direct practice that includes the following courses: SWK 710, 722, 758, 780, 782.²

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, field education planning and supervision,

¹ An integrative course (an “I” designated course) supports a graduate MSW student’s capacity to synthesize all aspects of the social work curriculum – theory, practice, policy and research – within a coherent framework of understanding, inquiry, analysis and knowledge development. A clinical course (a “C” designated course) is required to meet the NYS Licensing requirements.

² Registration policies and procedures are subject to change.

life and career goals. If the student is entering the field, a faculty field liaison is assigned who serves as academic advisor as well as liaison to the field placement. If the student is not entering the field, studying as a Part-Time student, taking academic classes only without field and practice, then the advisor is not a field 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 (64-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 cumulative GPA of 3.0 at 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.

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.

To this end, all Adelphi social work undergraduate and graduate students are expected, within reason, to participate in required social action learning activities during each academic year in which they are taking concurrent practice and field courses. All other students, as well as faculty, administrators, and staff, are invited to participate in these activities to encourage our community to come together in our pursuit of social justice.

The school'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 field instructors and faculty field liaisons. Reasonable accommodations for student hardships and learning needs will be assured.

Transfer of Credits:

Students who taken graduate courses in a CSWE accredited graduate program or an accredited graduate program in an allied field, 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. To make a request, 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 sequence chair, will assess the comparability of the course(s) to an existing Adelphi course. If the graduate credit is approved for transfer, you 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 you 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 your course corresponds to the Adelphi course. If the course is considered comparable, students will be required to take a placing-out exam. If you pass the exam with a grade of B or better—the course is waived, and you must take another course in its place. Only courses completed for graduate credit may be waived.

Repetition of Courses:

Students who earned a grade of F in any required course must repeat the course. Students repeating a course do not earn additional credits toward graduation. The original F grade remains on the student's record, and will count towards the student's GPA along with the new grade earned for the repeated course. Students' transcripts record all courses taken, along with grades earned, at Adelphi University, including any late course withdrawals.

Good Academic Standing and Academic Probation:

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 School will be placed on probation. Students on probation are informed in writing from the School. Any graduate student on probation who does not raise his or her GPA to 3.0 by the end of the probationary semester will be subject to dismissal from 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 probation are strongly advised to move to part-time student status in order to focus on improving academic performance. For all students on academic probation, an academic probation contract is generated that must be reviewed and signed by the student placed on probation. It is a requirement of continuing matriculation that students on academic probation meet with a designated administrator in the School's office of academic affairs to review the contract and develop an educational plan to attain good standing in the program. Any graduate student with a GPA below 2.5 at any point in his or her experience at the School will be subject to dismissal from the School.

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

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.

Provisional Student (P-2):

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 are advised to take a maximum of six credits in their first semester, required to earn a minimum grade of "B" in each course completed. 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 grades. Students accepted as provisional do not begin their field 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.

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. There are processed by two different offices, depending on the type of leave students qualify for:

Personal Leave of Absence: Graduate students in good academic standing requesting a personal leave should submit a written request to the Director of the MSW Program. 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. 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 following a leave is required. 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 at: 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. Student must request readmission.
2. Student must submit letter from a licensed health care 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.

Grading Policy:

Letter grades are awarded for all MSW courses with the exception of field 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 |

Incomplete Grades:

The incomplete designation “I” may be used by instructors only if a student has been excused from the completion of course requirements because of illness or other exceptional, compelling circumstances. To receive an incomplete grade, a contract must be completed by the instructor, stipulating the agreed-upon terms regarding completion of course requirements. Once the student completes these terms, the instructor submits a change of grade.

All incomplete grades require that the instructor complete an Incomplete Grade Contract in the CLASS system. The incomplete contract is electronically submitted to the Director of the MSW (DMSW) Program for review and approval. Once electronically approved, the incomplete contract is forwarded via email to the student, the instructor, and the DMSW.

Incomplete grades can be given in a course at the discretion of the instructor. A contract is submitted by the instructor stipulating the terms under which the student must complete the work, including an agreed upon due date. The incomplete contract due date may not exceed a one year period. The incomplete will change to an F if the contract has not been completed.

Students who have received an incomplete in a prerequisite course, and are enrolled in the subsequent course, have until the second meeting of the subsequent course to remove the incomplete. If an incomplete in a prerequisite course is not removed by the second meeting, the student must withdraw from the course.

NOTE: Incomplete grades conferred to an extended student in field instruction are not subject to this policy

Field Instruction Course Grades:

Field instruction grades are conferred by the Faculty Field Liaison and are limited to a Grade of Pass, Fail, or Incomplete. Criteria for professional performance in field education are found in the MSW Field Education Manual.

Academic Standards:

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 academic and professional standards section of the rights and responsibility of

Academic Honesty | Dishonesty:

All Adelphi students are expected to abide by the University's Code of Conduct. "Academic integrity occupies the very center of the educational enterprise. Adelphi University encourages academic excellence in an environment that promotes honesty, integrity, and fairness. All members of the University community are expected to exercise honesty and integrity in their academic work and interactions with members of the University community. Each member of the University community shares the responsibility for securing and respecting an environment conducive to academic integrity. Academic dishonesty will not be tolerated, and persons who breach academic integrity will be sanctioned in accordance with the section entitled Suspected Academic Dishonesty. Students are expected to be familiar with the Adelphi University Code of Conduct.

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 Web site for specific dates.) The graduation application form can be obtained online at <https://registrar.adelphi.edu/graduation/>

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 complete the following in order to be cleared for graduation:

1. Complete all required courses, including all hours in field placement. Students who extend their field 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).

STUDENT LIFE AND PROFESSIONAL ORGANIZATIONS

Students have a number of opportunities to participate in the larger school community by serving on various School of Social Work 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 School 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
- Field Education.

Student Experience Committee:

The committee comprises various elements that make up the school community: students representing the BSW, MSW, and Ph.D. program 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.

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.

Professional Organizations:

National Association of Social Workers (NASW)

With chapters in all 50 states, the 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 Nassau/Suffolk chapter holds meetings of its Executive Committee at the School of Social Work's Garden City campus. The chapter can be reached by mail at P.O. Box 624, Hempstead, NY 11550. For more information about the NSBSW: <https://www.nabsw.org/>

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. The 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: <http://www.naprhsww.com/>

RIGHTS AND RESPONSIBILITIES

Academic and Professional Standards

Students are expected to adhere to the academic and professional standards that are set forth in the various policies and documents of the University, the School of Social of Social Work, and the NASW Code of Ethics.

Course syllabi provide expectations pertaining to class attendance and punctuality, constructive participation, use of electronic devices, academic honesty, timely completion and submission of all assignments and more. Students are expected to comport themselves in class in a manner that is not disruptive to the class functioning (which may include distracting and disrespectful behaviors such as engaging in side conversations, disclosing confidential information, and indiscriminate use of electronic devices during class) and in accordance with the professional expectations listed in the values and principles expressed in the NASW Code of Ethics.

Classroom instructors may hold students accountable for their behaviors using a number of these interventions such as: giving reduced or failing grades for an assignment or entire course, assigning 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 principle 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.

Academic Standards Committee (ASC)

*****It is important to note that the Academic Standards Committee reviews student compliance with the criteria, policies and procedures for both Academic and Professional Performance.**

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 dean.

The ASC has four roles:

1. Develops and recommends academic and professional standards for students in consultation with faculty;
2. Serves as a consultative committee to faculty field liaisons, classroom teachers, and academic advisers regarding professional conduct of students;
3. Conducts hearings and makes recommendations to the associate dean for academic affairs about M.S.W. students facing possible dismissal based on

professional performance and conduct in field education or professional community; and

4. Serves as an appeal committee for M.S.W. students who challenge dismissal based on academic grades.

Reasons for referral to the ASC include, but are not limited to a report of poor academic performance, unethical and/or professional behavior by the students, submitted by the field instructor, the faculty field liaison, a classroom instructor or other persons relevant to the student's educational program:

- Plagiarism and other academic dishonesty;
- Failure to maintain GPA as described under "Grading Policies;"
- Absence from field without notification;
- Breach of confidentiality;
- Inappropriate relationships and/or boundary problems with clients, staff or other students;
- Failure to disclose a potential conflict or threat;
- Impairment due to alcohol or drug abuse;
- Threatening behavior to clients or others;
- Behaviors that violate the NASW Code of Ethics;
- Failure or at risk for failing to meet field instruction criteria as outlined in the Field Education Manual; and
- Any action, behavior or decision that reflects poor judgment, lack of insight, and/or limited decision-making skills.

Policies and Procedures to Address Academic Standards

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 field liaison, the Director of the MSW Program and the Associate Dean for Academic Affairs. Consistent with University policy, the course instructor, the Director of the MSW Program and in consultation with the Associate Dean of Academic Affairs 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, 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 who plagiarize may not realize they are engaging in plagiarism. Students are encouraged to take advantage of the library's 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. Generally, 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 or the Director of the MSW Program may apply additional sanctions based on the seriousness of the offense and previous incidents of academic dishonesty involving the student. The Director of the MSW Program, in consultation with the Associate Dean for Academic may refer the case to the School's Academic Standards Committee, procedures for which are described below.

Refer to: Adelphi University's [Policies and Guidelines on Academic Integrity](#) for additional information, procedures, forms, and resources.

Policies and Procedures to Address Student Grievances and Appeal of Dismissal

Grade Appeals:

Students who believe their grades are incorrect or unfair should:

- Discuss their course work with the instructor in the first instance;
- Review with the course instructor the grading policies for the course;
- If students want to seek further redress about their grade, they should bring it to the attention of the Director of the MSW Program;
- The Director of the MSW Program may discuss the matter with the instructor to try to resolve the issues;
- The matter, if unresolved, may be referred to the Associate Dean for Academic Affairs;
- If the issues remain unresolved, the student may request that the Office of Academic Services and Retention discuss the matter with the instructor; and
- The Associate Provost may choose to discuss the matter with the dean.

If the Associate Dean for Academic Affairs, Dean, or Provost concludes that a grade was a result of arbitrary or capricious conduct on the part of the instructor, the student may be allowed to withdraw from the course. In the case of arbitrary or capricious conduct, the department or school may allow the substitution of another course to replace the course in question.

All disputes concerning the accuracy of a grade must be raised within one calendar year. Grade changes must first be signed by the instructor and then by the department chair and the appropriate dean before being submitted to the Registrar.

Academic Dismissal:

Any graduate student dismissed from the program for failure to maintain academic standards has the option to petition the School of Social Work Academic Standards Committee (ASC) for an exception to dismissal.

To appeal a dismissal due to low GPA, the student must submit appropriate documentation to support the appeal to the chair of the ASC via the office of the Director of the MSW Program. All material must be sent within two weeks after receipt of the letter of dismissal. Students who are dismissed may appeal the dismissal decision once.

Note: 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. Failure to comply with this will result in termination from the program.

Academic Standards Committee Determination

Students have the right to 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, within five days upon receipt of the 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.

Ad-Hoc Graduate Grievance Review Committee:

Consistent with the University protocol, the Associate Dean for Academic Affairs of the School of Social Work may, at her/his discretion, convene an ad-hoc Grievance Review Committee to address any MSW students' grievance pertaining to an academic or non-academic matter in the School of Social Work, should they choose to officially file a grievance. The ad-hoc grievance review committee will comprise the Associate Dean for Academic Affairs and two to three social work faculty members. Upon receipt of the grievance, the Associate Dean for Academic Affairs will review it to determine the appropriate pathway for the complaint, guided by the Office of the Provost's University Protocol for Student Complaints (detailed above), the School's grievance review policy, and also in accordance with the AAUP Collective Bargaining Agreement where applicable.

If the committee reviews a grievance and finds that the evidence is insufficient to make a recommendation or take action, a final decision is rendered and communicated to the student by the Associate Dean for Academic Affairs.

If the committee reviews a grievance and finds that the evidence supports making a recommendation or taking further action, the Associate Dean for Academic Affairs will attempt to resolve the matter further in consultation with the parties involved in the grievance.

If the situation cannot be resolved, the committee's recommendations shall be sent to the Dean, the highest administrative officer of the School, for further action. Decisions by the Dean will be final.

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. Students at the extension centers should

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 for free for students of all levels.

Appointments are recommended, and can be reserved online at

<https://adelphi.mywconline.com/index.php>, accessible through our E-campus service tab.

If you are interested in learning more about the services available at the Learning and Writing Centers, visit <https://writing.adelphi.edu/> or <https://learning.adelphi.edu>. 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: <https://career-center.adelphi.edu/>

Financial Services and Aid | Scholarships | Other Funding Opportunities:

Financial Services and 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:

<http://financial-aid.adelphi.edu/scholarships/adelphi-scholarships/>

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 field 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.

Applications 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 dependent 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 D.S.W. 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 masters 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:

<https://operations.adelphi.edu/files/2018/06/Graduate-Assistant-Handbook.pdf>

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:

<http://financial-aid.adelphi.edu/scholarships/adelphi-scholarships/>

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

Agency Tuition Remission: Students employed in social work agencies affiliated with the School of Social Work's Field 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; Room 205.

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 foundation 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, which must be submitted to the Office of Academic Affairs of the School of Social Work (attention: Ms. Susan Rotondo at rotondo@adelphi.edu) in order to be cleared for graduation.

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 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.