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PREFACE

Land Acknowledgement of Chico State
We acknowledge and are mindful that Chico State stands on lands that were originally occupied by the first people of this area, the Mechoopda, and we recognize their distinctive spiritual relationship with this land and the waters that run through campus. We are humbled that our campus resides upon sacred lands that once sustained the Mechoopda people for centuries.

Welcome to the Master of Social Work (MSW) Program
The faculty and staff of the California State University, Chico (Chico State), School of Social Work have prepared this MSW Student Handbook to inform you about the School’s policies, procedures, and information regarding the program. It is important that you become familiar with the contents of your Student Handbook; it provides an overview of what to expect in the program. The Student Handbook may save you considerable time and challenges if you know this information initially.

You will also want to become familiar with the University's Office of Graduate Studies, as well as their A Guide to Graduate Studies.

The School of Social Work is housed within the College of Behavioral and Social Sciences (BSS) and is also under the auspices of the Office of Graduate Studies. Therefore, the MSW Program is subject to the policies and procedures of those bodies, as well as the University. To make yourself aware of these requirements, please become familiar with the 2021-2022 University Catalog.

Since the policies and procedures of the School of Social Work are constantly under review and revision, stay in close communication with the MSW Program Director. You are highly encouraged to attend the scheduled “group advising” meetings that occur approximately four times per year. You will be provided a schedule of these meetings at the beginning of each semester.

The School of Social Work website is updated regularly and provides the most current version of policies and procedures, as well as other valuable information. Your faculty adviser is also an important source of information; thus, you will want to become acquainted and utilize their guidance and expertise.

For important dates and meeting locations, the School of Social Work calendar and Distributed Learning (DL) calendar.

We wish you the best as you begin the MSW program at Chico State. Please let us know if you have any questions. We look forward to your participation in our professional program.

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MSW Program Co-Director
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Please visit the School of Social Work [Faculty & Staff website](#) for a list of Faculty and Staff information.
HISTORY OF THE CHICO STATE SCHOOL OF SOCIAL WORK

Social Work studies at Chico State began in 1956. Due to a growing need for trained social workers throughout northern California, the Northeastern County Welfare Directors enlisted the support of the California State Legislature and lobbied Chico State to establish a program to deliver undergraduate degrees in social welfare. To develop the social welfare program, Chico State hired the late Dr. Archie McDonald in 1958 as the coordinator. In 1959, the undergraduate program in social welfare was established with Dr. McDonald as its sole full-time faculty member. McDonald was the chair of the program until 1969 and retired as a teaching faculty member in 1987. He established three undergraduate social work scholarships bearing his name: The Archie McDonald Social Work Scholarships for Academic Excellence, Professional Service, and the Social Work Sophomore Scholarship; one Master of Social Work (MSW) Scholarship named for his wife, Lois McDonald.

The undergraduate program grew as faculty members were hired and developed new courses. Faculty hired during this growth period were Dr. Virginia Lawrence (1966), Dr. Roy Brazzale and Professor Mark Joralemon (1969), Professors Art Preciado and Walter Zahnd (1972), Dr. Bernie Davitto (1973) and Professor Jan O’Donnell (1974). In 1971, the social work program became the Department of Social Welfare and Corrections under the Division of Special Academic Programs, and subsequently, the School of Health and Human Services.

The undergraduate Social Work Program has held “constituent membership” and “approved status” with the Council on Social Work Education (CSWE) from 1960 until 1974. It has been fully and continuously accredited since 1974. The high quality of the undergraduate program and its collaborative relationship with agencies throughout the region during this time provided a solid foundation for expansion of the School and its programs.

When the School of Health and Human Services was disbanded in 1979, the Department of Social Welfare and Corrections joined the School of Behavioral and Social Sciences under the leadership of James O. Haehn. The departments of Social Work and Sociology merged in 1984, during California’s time of fiscal difficulties, and became the Department of Sociology and Social Work. Although this arrangement proved to be highly collegial for the faculty and students, the process of separating the two programs began in 1999 to allow for development of the Master in Social Work (MSW) program.

Planning for the MSW program was initiated at the request of the Directors of Social Services Agencies throughout the 12 northern California counties. Chico State’s faculty and students conducted a feasibility study in 1998. The Chico State Academic Senate approved the Master of Social Work Degree Program and the creation of a new administrative unit, “The School of Social Work” within the College of Behavioral and Social Sciences. Once eight additional faculty members and support staff were hired, the curriculum developed, and the self-study completed, the MSW program was awarded full accreditation in February 2005 by the Council on Social Work Education (CSWE). CSWE is the accreditation organization for all social work education programs in the United States.
MASTER OF SOCIAL WORK PROGRAM:
SCHOOL MISSION AND GRADUATE GOALS AND OBJECTIVES

Mission Statement for the School of Social Work
The mission of the School of Social Work is to provide accessible, high quality education for generalist practice at the baccalaureate level and advanced generalist practice at the graduate level. We educate students to be ethical, knowledgeable, and versatile practitioners and leaders who value collaboration, social and economic justice, and lifelong learning. (Currently being re-visited/updated)

Statement of Inclusivity for the School of Social Work
In the spirit of shared humanity and concern for our community and world, the School of Social Work faculty and staff celebrate diversity as a strength and as central to our mission. We affirm our solidarity with diverse individuals and groups with whom we work and value their strengths and resilience. In line with social work values and ethics, we disavow all racism, xenophobia, homophobia, transphobia, sexism, Islamophobia, anti-Semitism, classism, ableism, and hate speech or actions that attempt to silence, threaten, and degrade others.

The School of Social Work affirms that language, stories and relationships help us to understand the experiences of others whose lives are different from ours. We value equality of opportunity and meaningful participation for all people. Building on these capacities, we hope to inspire empathy, social and environmental justice, and an ethical framework for our actions. We advocate for communities of color and people of varied ethnicities, origins, sexualities, gender identities, religions, ability, body size, and many other intersectional identities.

Statement of Respect
Education is transformative. Students in this class are encouraged to participate during class meetings. Because the class will represent a diversity of individual beliefs, backgrounds, and experiences, we ask that every member of each class show respect for every other member of each class.

Statement of Unqualified Respect for Human Diversity and Nondiscrimination for the School of Social Work
As stated in the National Association of Social Workers Code of Ethics, specified within the Educational Policy and Accreditation Statement (EPAS) of the Council on Social Work Education (CSWE), and consistent with the California State University, Chico's Policy on Nondiscrimination and Affirmative Action in Employment and Education, we the faculty, staff, and students of the School of Social Work:
1. Advocate the elimination of any form of discrimination on the basis of age, class, socioeconomic status, color, disability, ethnicity, family structure, gender, marital status, national origin, race, religion, sex, sexual orientation and other physical, psychological or social characteristics.
2. Are committed to teach, encourage, and promote an appreciation, respect, and understanding of human diversity in the School of Social Work, California State University, Chico, our professions, and our communities.
3. Affirm the value of soliciting, incorporating, and respecting human diversity into all aspects of our educational experiences, our profession, and our personal lives as ways to enrich our total life experience individually and collectively as members of a diverse world community.
Goals of the MSW Program
To fulfill its mission, the MSW Program will work toward the following goals:

1. Prepare social workers to provide leadership for social service agencies and communities in Northern California and the profession.
2. Prepare social workers with the knowledge, values, ethics and skills for advanced generalist professional practice with multi-level systems.
3. Prepare social workers for culturally aware practice in diverse settings with an emphasis on the Northern California region.
4. Prepare social workers as leaders in advocacy and social and political action to promote human rights, social and economic justice.
5. Prepare social workers to commit themselves to the profession enhancement and their own professional conduct and growth.
6. Partner with community service agencies to produce competent and ethical social workers.
7. Prepare social workers to think critically and effectively utilize various sources of information to build on strengths and address complex problems.

Competencies of the MSW Program
The competencies of the MSW program align with the Council on Social Work Education’s (CSWE) Education Policy and Accreditation Standards (EPAS):

1. Demonstrate ethical and professional behavior.
2. Engage diversity and difference in practice.
3. Advance human rights and social, economic, and environmental justice.
4. Engage in practice-informed research and research-informed practice.
5. Engage in policy practice.
6. Engage with individuals, families, groups, organizations, and communities.
7. Assess individuals, families, groups, organizations, and communities.
8. Intervene with individuals, families, groups, organizations, and communities.
9. Evaluate practice with individuals, families, groups, organizations, and communities.
MASTER OF SOCIAL WORK PROGRAM:
REQUIREMENTS FOR THE GRADUATE DEGREE

Overview of the MSW Program Curriculum
The MSW program prepares students for Advanced Generalist practice that consists of a broad-based set of knowledge, values, and skills necessary for advanced social work practice with multi-level systems. The major emphases are direct services to individuals, families, and groups; community and organizational practice; policy analysis and practice; and research for practice. The electives, comprehensive examination, and thesis/project augment the student’s advanced practice expertise.

Requirements for the MSW Degree
For the MSW degree to be conferred, students must meet the following criteria as specified in the 2021-2022 University Catalog Master’s Degree Requirements (Completion and Final Approval section):
1. Completion of all requirements of the MSW Program and the Office of Graduate Studies;
2. Completion of a culminating activity as specified by the MSW Program and the Office of Graduate Studies: thesis, project, or comprehensive examination (along with two electives);
3. Approval by the School’s MSW Program Director on behalf of the faculty of the university.

Field Education Requirement
The MSW program requires a total of 480 hours of practicum during the Foundation year, and 720 hours of practicum during the Concentration year. Practicum must occur in our service region. Employment-based practicum positions are considered on an individual basis when agencies are able to provide the student with a position that is educationally focused and involves tasks other than normal work duties. Students who are placed in an employment-based field placement are required to sign an Employment-Based Practicum Proposal form to facilitate communication with the agency. For more detailed information, please see the current version of the MSW Field Education Handbook on our Field Handbook, Calendars, & Competencies website.

Requirements for the One-Year MSW Program
Students who have obtained a social work baccalaureate accredited by the Council on Social Work Education (CSWE) within five years, and who meet other School of Social Work criteria for entry into the One-Year Program, may be eligible for the One-Year MSW Program.

Students admitted into the One-Year MSW Program must complete 30-32 units of 600-level social work Concentration courses (from the Two-Year MSW Program Concentration year course sequence), plus one additional 4-unit course that must be completed during the summer session prior to entering the Concentration year of study. Students complete 720 hours of field education practicum in our service region. This program requires a total of 34-36 units (depending on program plan) of course work.

Requirements for the Two-Year MSW Program
Students who have obtained a baccalaureate degree other than in social work, and are admitted into the Two-Year MSW Program, must complete 31 units of 600-level social work Professional Foundation courses prior to the 30-32 units of 600-level social work Concentration courses. Students complete a total of 1200 hours of field education practicum in our service region. This program requires a total of 61-63 units (depending on program plan) of course work.
Requirements for the Three-Year MSW Program: Distributed Learning (DL) Format

The Three-Year MSW DL Program provides the same curriculum as the Two-Year MSW Program except it is delivered in a distributed learning format over the period of three years. This program admits students once every three years. Through the DL program, curriculum is delivered in a hybrid format that combines online asynchronous coursework, online synchronous coursework, and face-to-face class sessions on the Chico State campus. Students are expected to attend three class sessions on Zoom and class sessions on campus during two weekends each semester (fall, spring, and summer) for each hybrid course. Some courses will be offered in a fully online asynchronous format. For more detailed information about meeting times and dates, please see the current version of the MSW DL Calendar on our DL Calendars.

For an optimal educational experience in the DL program, students will need a laptop with Word processing (Microsoft Office 365 software suite is free to Chico State students), a webcam, high speed internet, and basic computer literacy skills.

Students admitted into the Three-Year MSW Program must complete 31 units of 600-level social work Professional Foundation courses prior to the 30-32 units of 600-level social work Concentration courses. Students complete a total of 1200 hours of field education practicum in our service region. This program requires a total of 61-63 units (depending on program plan) of course work.

MSW Advising

Prior to the beginning of classes, students are directed to contact the MSW Director with questions regarding the MSW program and their graduate education experience. Students are introduced to their faculty program advisor during the mandatory orientation in the Fall semester. After the beginning of classes, students are directed to consult the faculty adviser assigned to them for the following purposes:

- To assess her/his aptitude and motivation for social work
- To become knowledgeable regarding potential field settings
- To decide whether to complete a thesis, project, or comprehensive examination
- To assist in selecting the thesis or project chair, and committee when appropriate
- To assist in monitoring academic performance (when a student’s GPA is in danger of falling below a 3.0, or a student has failed to maintain a solid B where required, the adviser consults with the student to develop a corrective plan)
- To notify the MSW Director of academic and professional performance difficulties, and/or to notify the Field Education Director of problems in the field practicum
- To consult, support, and guide when program difficulties or concerns arise
- To assist in locating campus resources and making referrals when appropriate
- To provide suggestions and alternatives for another career choice or major if appropriate

Required Notice to Students RE: Professional Licensure and Certification

California State University programs for professions that require licensure or certification are intended to prepare the student for California licensure and certification requirements. Admission into programs for professions that require licensure and certification does not guarantee that students will obtain a license or certificate. Licensure and certification requirements are set by agencies that are not controlled by or affiliated with the California State University and licensure and certification requirements can change at any time. The California State University has not determined whether its programs meet other states’
educational or professional requirements for licensure and certification. Students planning to pursue licensure or certification in other states are responsible for determining whether, if they complete a California State University program, they will meet their state’s requirements for licensure or certification. This disclosure is made pursuant to 34 CFR §668.43(a)(5)(v)(C).

Requirements for Disclosure on Legal Charges/Convictions
At the time of admission into the Master of Social Work (MSW) program at Chico State, applicants are not asked to disclose legal history. However, all applicants accepted into the MSW program will need to secure a field placement which may require legal background clearance. Therefore, after being accepted into the MSW program, please discuss with the field director any felony or misdemeanor convictions, and any other legal system involvement that could come up during the legal background clearance process. If a legal history prevents you from securing a field placement, you will not be able to remain in the MSW program. In addition, some legal histories may prevent you from receiving a license in clinical social work (LCSW) from the state of California. Students are responsible for determining whether they can meet licensure requirements. Information can be found at the California Board of Behavioral Science (BBS) website.

Students considering an MSW who have been charged with or convicted of a misdemeanor or felony should be aware of the following:

- As social workers, we believe people who have committed criminal acts in the past can change and rehabilitate themselves and become useful, productive and law abiding citizens of society and, by extension, well-qualified social workers. However, we also understand the need for agencies to protect their clients and their reputations by thoroughly investigating the criminal records of student interns and potential employees.

- As policy, some agencies are mandated by law to require a criminal background check on all employees, interns, and volunteers.

- The fact that persons have been convicted of a misdemeanor or felony will not preclude their acceptance or entry into a program offered by the School of Social Work. However, admission to a School of Social Work program does not guarantee graduation or acceptance by an agency for field practicum.

- Some state licensure laws for social workers ask whether the applicant has been charged with, or convicted of, a misdemeanor or felony prior to allowing the applicant to sit for the licensure examination. The BBS does encourage applicants to report misdemeanor and felony convictions on their application for the Licensed Clinical Social Work (LCSW) license. In addition, the BBS will receive applicants’ Criminal Offender Record Information (CORI) from the California Department of Justice. If there is criminal history present, the BBS may request additional information about the nature and rehabilitation of the crime.

Applicants and students in this situation are strongly advised to consult with their program advisers, the MSW Program Director, the Director of Field Education, and/or the Director of the School. Having a criminal conviction on record does not disqualify applicants, students, and/or graduates from all internship, employment opportunities, or licensure, but it is something to be aware of when applying for and entering our program.

School of Social Work Course Descriptions
MSW course descriptions can be found in the 2021-2022 University Catalog. MSW course sequences for each of the three program options can be found at MSW Course Sequences. Please note that each of the
three MSW programs has specific course sequencing. Students enrolled in a full-time program (One-Year and Two-Year) may not enroll in courses in the part-time program (Three-Year), and vice versa.

**Elective Courses**

Students who choose to complete the comprehensive exam as their MSW Program Culminating Activity must complete two elective courses in the Concentration year as part of the MSW program. Students who choose to complete a thesis/project as their MSW Program Culminating Activity must complete two thesis/project courses. Students will be enrolled into SWRK 699T/P courses by the School of Social Work, one each semester of the Concentration year, for a total of two semesters. Please note that not all electives are offered each semester or year, and courses are subject to change.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SWRK 673</td>
<td>Trauma and Loss</td>
<td>3.0</td>
</tr>
<tr>
<td>SWRK 674</td>
<td>Programs, Policies &amp; Practice with Older Adults &amp; Their Families</td>
<td>3.0</td>
</tr>
<tr>
<td>SWRK 677</td>
<td>Substance Use: Etiology &amp; Treatment <em>(required course for Title IV-E students)</em></td>
<td>3.0</td>
</tr>
<tr>
<td>SWRK 678</td>
<td>Mental Health Recovery and Wellness</td>
<td>3.0</td>
</tr>
<tr>
<td>SWRK 687</td>
<td>Advanced Child Welfare <em>(required course for Title IV-E students)</em></td>
<td>3.0</td>
</tr>
<tr>
<td>SWRK 697</td>
<td>Independent Study</td>
<td>3.0</td>
</tr>
<tr>
<td>SWRK 699P</td>
<td>Master’s Project (must take fall &amp; spring)</td>
<td>2.0</td>
</tr>
<tr>
<td>SWRK 699T</td>
<td>Master’s Thesis (must take fall &amp; spring)</td>
<td>2.0</td>
</tr>
</tbody>
</table>

**Other Approved Graduate Elective Courses**

Students may enroll in a graduate level elective outside the School of Social Work or at another University upon approval of the MSW Program Director. Below is a list of some prior-approved electives. These courses may not be offered each semester or year, and that these (and other) courses are subject to change. Permission to enroll into these courses (and other non-MSW courses) is at the discretion of the instructors.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>POLS 660A</td>
<td>Seminar: Public Management</td>
<td>3.0</td>
</tr>
<tr>
<td>POLS 660B</td>
<td>Seminar: Public Personnel Administration</td>
<td>3.0</td>
</tr>
<tr>
<td>POLS 660C</td>
<td>Seminar: Public Financial Resources</td>
<td>3.0</td>
</tr>
<tr>
<td>PSYC 648</td>
<td>Career Counseling &amp; Development</td>
<td>3.0</td>
</tr>
<tr>
<td>PSYC 571</td>
<td>Psychopharmacology</td>
<td>3.0</td>
</tr>
</tbody>
</table>
MASTER OF SOCIAL WORK PROGRAM:
TECHNOLOGY SUPPORT

Because technology and computer use are an important part of your education at Chico State School of Social Work, we recommend that all students own computers, or minimally have daily, private access to a computer. This includes access to the internet, the ability to check emails, and software/apps for completing readings, assignments, and other coursework.

**Internet Access**

All MSW students will need Internet access. A broadband/hi-speed connection is required for the best online education experience. If students have a dial-up or satellite connection, they can optimize their experience by following the tips at Technology Quick Starts for Students (see Getting Online) and at Software and Internet Connectivity Resources (see Internet Connectivity Resources and FCC Broadband Emergency Support).

**Computer**

All MSW students will need access to a computer. If students are looking to purchase a new computer, they can explore Chico State’s tech support recommendations on the Desktop/Laptop Standards website. There are desktop and laptop recommendations. Many students prefer the option of a laptop as it can easily be brought to campus. See the IT Support Services (ITSS) Need Some Help link for technology support.

**Email Policy**

All MSW students will have Chico State email (WildcatMail) accounts. This account is the officially recognized account for email communication between students and the University. Students are responsible for checking their WildcatMail regularly and ensuring that they are able to receive communications sent to their WildcatMail account. Students can check their WildcatMail in a variety of ways, including through the Student Portal, Chico State Homepage (see Email link at the top) or Google Support website.

Alternatively, students have the option of setting their WildcatMail account to forward to an existing personal email account by reviewing the directions How to Forward Your Wildcat Email Account website. When a student sets up email forwarding, a copy of the message will be saved in the student's WildcatMail inbox, as well as sent to the personal email account of the student's choosing. Having email lost as a result of redirection does not absolve the account holder from responsibilities associated with communication sent to their official email address. The University is not responsible for the handling of email by outside vendors or unofficial servers. Students who would like to use mail programs like Outlook, Outlook Express, Mac Mail, or Thunderbird to access their WildcatMail can use the email client setup guides on the Tutorials website.

**Blackboard Learn (BbLearn)**

Blackboard Learn (BbLearn) is Chico State’s system for delivering online course content. The degree to which courses use Blackboard will vary, depending on if the class is in-person, hybrid, or fully online. At a minimum, MSW students will find syllabi and course outlines on Blackboard. There may also be learning or weekly modules, readings, handouts, PowerPoints/presentations, and other course material posted on Blackboard. In addition to Blackboard, your instructors will also utilize Zoom within Blackboard to support your learning. Students can find helpful tips on logging in and using Blackboard on the Blackboard Learn Quick References (Student) link.
Logging into Blackboard Learn (BbLearn)
All MSW students will have their own Blackboard dashboard. In this space, students will find a link to all of their courses. Within each course link, will be access to the information available for that course, as posted by the instructor. Students will have access to their Blackboard courses a week prior to each semester starting. To access Blackboard, students can do any of the following:

- Use the Chico State Homepage (see Portal link at the top), login, select the Blackboard icon
- Use the direct Student Portal link, login, select the Blackboard icon
- Use the direct Blackboard Learn link, login

Within the Blackboard dashboard, students will have access to two tabs: their homepage and their organizations page. Course links can be viewed under the My Course Resources tab. Students can access the organizations tab at the top of the screen to see any “groups” they are part of (for example, clubs, cohorts, special programs, etc.).

Zoom
Zoom is Chico State’s video conferencing solution available to all students, faculty, and staff. It is a virtual meeting space where participants can communicate in real-time using audio, video, and text chat while instructors can share slides, conduct polls, administer quizzes, tour websites, and share desktop applications. Participants can share their audio, video, chat, and screens to deliver course content, individual and group meetings, and work collaboratively on projects/assignments from a distance. MSW students attending Zoom sessions should use the WildcatMail username and password to sign in, in both Blackboard Zoom sessions and in Zoom application sessions. See the Zoom Video Conference link for more information.

Zoom is a vital component of the MSW Distributed Learning (DL) Program. MSW DL students are scheduled for Course Zoom Sessions Monday evenings from 6:30 pm-8:30 pm. Please review the Zoom DL Calendars for more information and specific dates.

Google Drive
All MSW students will have a Google Drive, along with Google Applications for Education, through their WildcatMail accounts (this is considered a gmail account). Some of the Google Apps frequently used by students for class are Google Docs, Google Slides, and Google Sheets. Google Apps are also frequently used to share documents with others, including doing group work and peer reviewing. Students can learn about the Google resources through the Quick Reference for Google Drive link, as well as the Google Support website.

Free Software
All MSW students will qualify for some free software. This software is available after you obtain your student identification. Some of the software may ease the ability to complete assignments and engage in online learning. Students can access the software at Software and Internet Connectivity Resources (see Office 365, Adobe Creative Suite, LinkedIn Learning, and Inclusive Technology).

Meriam Library Access
All MSW students will have remote access to the Chico State’s Meriam Library and the restricted research databases. Students access the Meriam Library from the Chico State Homepage (see Library link at the top), login, and use the library from their own computers. Students can ask questions by chatting with a librarian, call a librarian, or schedule an appointment. The library can be accessed on campus as well.
CALIFORNIA BOARD OF BEHAVIORAL SCIENCES
PRE-LICENSURE COURSEWORK

Following the successful completion of a masters in social work degree, many of our graduates choose to pursue obtaining a license, thus becoming a Licensed Clinical Social Worker (LCSW). In California, this process is guided by the requirements outlined by the Board of Behavioral Sciences (BBS). The BBS has a comprehensive website that outlines the licensure process. You can find summary information on our School of Social Work, Social Work Licensure website, but this is just a guide – always be sure to check carefully with the BBS Licensed Clinical Social Worker (LCSW) site for more detailed information and guidance. The BBS is the final authority on the licensure process.

Please refer to the following table to determine what BBS pre-licensure course requirements can be met with courses completed in the Chico State MSW program (2021-2022). For more specifics on licensure in California, requirements for prior graduating cohorts, and other information, visit the BBS website.

<table>
<thead>
<tr>
<th>BBS Pre-Licensure Requirement</th>
<th>Hours Needed</th>
<th>MSW Course Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Child Abuse Assessment &amp; Reporting in California</td>
<td>7 hours</td>
<td>SWRK 687 - Advance Child Welfare</td>
</tr>
<tr>
<td>Alcoholism &amp; Chemical Substance Abuse &amp; Dependency</td>
<td>15 hours</td>
<td>SWRK 677 - Substance Use: Etiology &amp; Treatment</td>
</tr>
<tr>
<td>Aging, Long Term Care, &amp; Elder/Dependent Adult Abuse</td>
<td>15 hours</td>
<td>SWRK 674 - Programs, Policies &amp; Practice with Older Adults &amp; Their Families</td>
</tr>
<tr>
<td>Spousal/Partner Abuse Assessment, Detection, &amp; Intervention</td>
<td>15 hours</td>
<td>This requirement is not met in any of our MSW courses</td>
</tr>
<tr>
<td>Suicide Risk Assessment &amp; Interviewing Training</td>
<td>6 hours</td>
<td>This requirement is not met in any of our MSW courses</td>
</tr>
<tr>
<td>Human Sexuality</td>
<td>10 hours</td>
<td>This requirement is not met in any of our MSW courses</td>
</tr>
</tbody>
</table>

Notice to Students Regarding Professional Licensure or Certification
California State University programs for professions that require licensure or certification are intended to prepare the student for California licensure and certification requirements. Admission into programs for professions that require licensure and certification does not guarantee that students will obtain a license or certificate. Licensure and certification requirements are set by agencies that are not controlled by or affiliated with the California State University and licensure and certification requirements can change at any time. The California State University has not determined whether its programs meet other states’ educational or professional requirements for licensure and certification. Students planning to pursue licensure or certification in other states are responsible for determining whether, if they complete a California State University program, they will meet their state’s requirements for licensure or certification. This disclosure is made pursuant to 34 CFR §668.43(a)(5)(v)(C). This information is posted on the CSU Accreditation and State Authorization website.
MASTER OF SOCIAL WORK PROGRAM:  
SPECIALIZED TRAINING PROGRAM

MSW Title IV-E Program
The California State University, Chico, School of Social Work is a participant in the statewide Title IV-E Program. This program was created as a collaborative project of the California Department of Social Services, the County Welfare Directors Association, California’s schools of social work and social welfare, and the California Chapter of the National Association of Social Workers (NASW). The California Social Work Education Center (CalSWEC) provides the Title IV-E Program with structure, guidance, support, and fiscal oversight. CalSWEC partners with the social work educators and practitioners across the state to develop a professional social service workforce to serve California’s diverse population.

The primary goal of the Title IV-E program is to professionalize child welfare services by increasing the number of master-degreed (and bachelor-degreed) social workers who provide services to children and their families within California’s public and tribal child welfare agencies. The program offers education, support, and monetary stipends and/or financial support for our Advanced Standing, Full-Time, and Part-Time/Distributed Learning MSW students. In return, students agree to work in public or tribal child welfare upon graduation.

MSW Title IV-E Program Full-Time Students:
- Program for students not already employed in public or tribal child welfare
- Apply in the spring prior to starting MSW program starting
- Participate in an application and screening process
- SWRK 687 Advanced Child Welfare & SWRK 677 Substance Use: Etiology & Treatment are required electives
- Field placements will be in public (county) child welfare agencies in our service area
- Stipends are $18,500 per year of participation, per selected students
- One-year minimum employment obligation in public or tribal child welfare for each year a stipend was received

MSW Title IV-E Program Part-Time Students:
- Part-Time Program is for students currently employed in public and tribal child welfare
- “Pathway” Part-Time Program is for current employees in rural/remote public and tribal child welfare agencies
- Apply in the spring prior to starting MSW program starting
- Participate in an application and screening process
- SWRK 687 Advanced Child Welfare & SWRK 677 Substance Use: Etiology & Treatment are required electives
- Field placements will occur in your place of employment (public child welfare agencies in our service area)
- Financial support up to $14,164 per year of participation, per selected students to help with tuition, fees, and books
- Two-year minimum employment obligation at the public or tribal child welfare agency employed with during MSW program

Please visit the Title IV-E Program for more detailed program and application information.
MASTER OF SOCIAL WORK PROGRAM:
GRADUATE GRADING REQUIREMENTS

This section outlines some of the 2021-2022 University Catalog Academic Policies and Regulations (specifically Grading System and Policies, Definitions of Grading Symbols, Use of Plus/Minus Symbols, Computation of Grade Point Average, Credit/No Credit Grading, Other Grading Symbols sections). For more detailed information on the following sections, please visit the link

Grading System and Policies
Most courses employ standard letter grading. Some classes use Credit/No Credit. This is determined by the program. The rationale for grades is that the communicate on or more of the following functions:
1. Recognize instructors have the right and responsibility to provide careful evaluation of student performance and the responsibility for timely assignment of grades;
2. Recognize student performance in a particular course;
3. Act as a basis for screening for other courses or programs;
4. Inform students of level of achievement in a specific course;
5. Stimulate students to learn;
6. Inform prospective employers and others of your achievement.

Grade Percentages
Grades are determined by each student’s point totals applied to the following percentages:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>94 – 100</td>
</tr>
<tr>
<td>B+</td>
<td>87 – 89</td>
</tr>
<tr>
<td>C+</td>
<td>77 – 79</td>
</tr>
<tr>
<td>F</td>
<td>≤ 69</td>
</tr>
<tr>
<td>A-</td>
<td>90 – 93</td>
</tr>
<tr>
<td>B</td>
<td>84 – 86</td>
</tr>
<tr>
<td>C</td>
<td>74 – 76</td>
</tr>
<tr>
<td>B-</td>
<td>80 – 83</td>
</tr>
<tr>
<td>C-</td>
<td>70 – 73</td>
</tr>
</tbody>
</table>

Definition of Letter Grade Symbols: Graduate Courses
An “A” grade at the graduate level means a student is performing outstanding or excellent work, in which a student attends class regularly, hands in all of the course assignments, and demonstrates a thorough grasp of the material. To receive an “A” grade a student must go beyond basic expectations for the course.

A “B” grade at the graduate level means a student is performing at least satisfactory work, and meeting the minimum requirements for the course. The student attends class regularly, hands in all of the course assignments, and demonstrates a basic level of understanding of the course concepts.

A “C” grade at the graduate level means a student is performing inconsistent work. The student does not attend class regularly, fails to hand in some of the course assignments, and/or fails to demonstrate a basic level of understanding of the course concepts.

An “F” at the graduate level means a student is performing unacceptable work, demonstrating a complete lack of understanding of course concepts.

NOTE: There are no “D” grades in the graduate program.
Use of Plus/Minus Symbols

Standard letter symbols will be used with plus/minus modifiers for grading with the following grade points:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
</tr>
<tr>
<td>C-</td>
<td>1.7</td>
</tr>
</tbody>
</table>

Computation of Grade Point Average (GPA)

Grade Point Average (GPA) is determined by dividing the number of grade points earned by the number of letter graded units attempted. GPA is based on the scale above. Credit/No Credit grades are not computed in the GPA. Credit grades count towards total units passed and toward graduation; No Credit grades do not count. Grades of WU and IC are calculated in GPA. Grades of I, W, RD, and AU are not calculated in GPA.

Other Grade Symbols Defined

Credit (CR): A “CR” indicates satisfactory achievement of course objectives; equated with a B and is not calculated in the student’s GPA.

No Credit (NC): A “NC” indicates unsatisfactory achievement of course objectives; equated with an F and is not calculated in the student’s GPA.

Incomplete (I): An “I” will be assigned only in cases where instructors conclude that a clearly identifiable pattern of course requirements cannot be met for unforeseen reasons. An Incomplete shall not be assigned when it is necessary for the student to attend a major portion of the class when it is next offered. An Incomplete is also prohibited where the normal practice requires extension of course requirements beyond the close of a term, e.g., thesis or project type courses. In such cases, use of the "RP" symbol is required.

Prior to the end of the semester, the MSW student must initiate a request to the instructor, indicating reasons why the work could not be completed, and present a plan for completing the work prior to the beginning of the following semester. The instructor will grant or deny the request. If approved, the instructor must draft a final written plan for completing the work, including the timeframe, acquire the student’s signature on the incomplete form, and along with the instructor’s signature, submit the plan to the School of Social Work office for the student’s file. A student may not re-enroll in a course for which they have received an "I" until that "I" has been converted to a grade other than "I" (i.e. A-F).

An Incomplete must be made up within one calendar year after it is assigned whether or not the student is enrolled. If not, the IC will become a “F” or a NC in a credit/noncredit course. An extension of the one-year time limit may be granted by petition for contingencies such as intervening military service and serious health or personal problems. A faculty member may submit a letter grade to be assigned in the event the Incomplete is not made up within one year. If the Incomplete is not converted to a credit-bearing grade within the prescribed time limit, or any extension thereof, it shall be counted as a failing grade in calculating grade point average and progress points unless the faculty member has assigned another grade.

Incomplete Charged (IC): An "IC" may be used when a student who received an authorized incomplete “I” has not completed the required coursework within the allowed time limit. The "IC" replaces the "I" and is counted as a failing grade for grade point average computation.
**Report in Progress (RP):** The "RP" symbol is used in connection with courses that extend beyond one academic term. It indicates that work is in progress, but that assignment of a final grade must await completion of additional work. Work is to be completed within one year except for graduate degree theses or projects. The RP is employed in connection with Independent Study (697) and Thesis or Project (699T/699P) courses, and similar courses, where assigned work frequently extends beyond a single academic term and possibly requires enrollment in more than one term. Cumulative enrollment in units attempted may not exceed the total number applicable to your educational objective. Work must be completed within one year of initial enrollment for Special Topics (698) and Independent Study (697) courses, and within the five years allowed for the completion of the MSW degree for Thesis or Project (699T/699P) courses.

**Withdrawal Unauthorized (WU):** The “WU” shall be used where a student, who is enrolled on the census date, does not officially withdraw from a course but fails to complete it. WU is most commonly used in those instances where a student has not completed sufficient course assignments or participated in sufficient course activity to make it possible, in the opinion of the instructor, to report satisfactory or unsatisfactory completion of the class by use of the letter grade (A-F). The instructor shall report the last known date of participation by the student. In courses which are graded Credit/No Credit or in cases where the student has elected Credit/No Credit, use of the WU is inappropriate and NC shall be used instead.

**Withdrawal (W):** The “W” shall be used where a student was permitted to drop the course with appropriate approval after the fourth week of the semester.Withdrawals that occur within the first four weeks do not appear on your permanent record. The symbol carries no connotation of quality of your performance and is not used in calculating your grade point average. Failure to officially withdraw from a course results in a grade of “F” being recorded on the student’s transcript. Withdrawal after the university deadline may result in a “WU” grade.

**Report Delayed (RD):** The “RD” indicates that the instructor has delayed or not reported a grade. It does not indicate that the student failed to complete the work required. An RD is due to faculty action rather than student action.

**Audit (AU):** The “AU” denotes registration in a course in which fees are paid but for which no credit was earned by the student. Completion of the course will result in the grade of AU being posted to the student's permanent record.

**Grades for MSW Courses**

All courses included in the MSW Program (with the exceptions of SWRK 699P, SWRK 699T, and Social Work Practicum courses) must be taken for a letter grade. While grades are determined by individual instructors, it is the policy of the MSW program that unsatisfactory grades may be given when work fails to reflect standards expected of students pursuing the MSW degree.

**Responsibility for Assignment of Grades**

Instructors, including the field liaisons, are responsible for the assignment of grades within the university guidelines. While students may challenge the accuracy of a course grade, the grade may not be changed without the approval of the instructor or the Director of the School.
Grade Point Average and Grade Requirements
Graduate students must maintain a cumulative 3.0 grade point average throughout the MSW program, including coursework completed at other institutions. Additionally, graduate students must complete all courses with a C grade or better in order to continue in the MSW program; C- grades and below prevent a student from continuing in the program.

Grades for the Graduate Writing Proficiency Requirement
Graduate students are expected to demonstrate writing proficiency commensurate with graduate education and be able to communicate effectively in writing with other professionals and the public. Academic and research papers are to be submitted in accordance with the style of the Publication Manual of the American Psychological Association (APA), current edition. To complete this graduation requirement in writing proficiency, students in the MSW program demonstrate their writing competence through successful completion (earning a passing grade) of SWRK 641 Advanced Practice in Mental Health Services (course name to be changed to SWRK 641 Advanced Practice in Micro Social Work Settings) during the Concentration Year of the MSW program. This is part of the requirement to advance to candidate status.

Grades for the Field Practicum
Field Practicum courses are graded Credit/No Credit. A student who receives no credit for their field practicum course will not be allowed to enroll in field practicum the following semester. Each field course must be completed with a passing grade in the following order:
- SWRK 631 – Foundation Practicum I
- SWRK 632 – Foundation Practicum II
- SWRK 648 – Advanced Practicum I
- SWRK 658 – Advanced Practicum II

Repeating Field Practicum
Any student who does not receive credit for the field practicum and is given the opportunity to repeat the course may be required to also repeat other course(s), specifically the practice course offered in the same semester, that the Student Review Committee deems necessary to increase the student’s knowledge, values, and skills needed to successfully pass the practicum. A student may be required to repeat field practicum for the following circumstances:
- A student receives a poor evaluation and field faculty determines they have not met performance expectations and are assigned no credit for the course. In this circumstance students will meet with the MSW Program Director and design an alternative plan that will require the student to return the following year to repeat the field practicum course and possibly the co-occurring practice course.
- If course objectives cannot be adequately evaluated by field faculty due to excessive absences or educational leaves. In this circumstance students will meet with the MSW Program Director and design an alternative plan that will require the student to return the following year to repeat the field practicum course and possibly the co-occurring practice course.
- If a student is terminated from their field practicum course prematurely due to behavioral or ethical concerns they will be referred to the Student Review Committee. In this circumstance the Student Review Committee will determine if the student will remain in the MSW program and continue in field practicum or be dismissed from the program.
  - If the student is given the opportunity to repeat the course per the Student Review Committee recommendations, the student will meet with the MSW Program Director to
design an alternative plan that will require the student to return the following year to repeat the field practicum course.

- Additional courses may also be required if the Student Review Committee deems it necessary to increase the student’s knowledge, values, and skills needed to successfully pass the practicum. This may likely be the co-occurring practice course.

- The Student Review Committee will develop a Field Remediation Plan identifying specific measures the student will take prior to returning to the field practicum course, as well as any other courses.

- The Director of Field Education will meet with the student prior to their return to field to assess their completion of the remediation plan and identify learning activities to be included in the student’s learning contract for the new field placement.

- For more detailed information, please see the current version of the Field Education Handbook on Field Handbook, Calendars, & Competencies.
2021-2022 UNIVERSITY CATALOG: GRADUATE EDUCATION POLICIES

This section outlines the 2021-2022 University Catalog Graduate Education Policies. For more detailed information on the following sections, please visit the link.

Regulations Governing Graduate Students
Graduate students are governed by the requirements that are in effect at the time of their admission. Students who are making progress and do not interrupt their program, may elect to meet the degree requirements from the time of admissions or in the semester degree requirements were completed. Students who interrupt their program are subject to the requirements in effect at the time of readmission.

Student Responsibility
Graduate students are responsible for meeting all requirements and deadlines, both academic and administrative, as detailed in the University catalog and elsewhere, as determined by the MSW Program and the Office of Graduate Studies. Students are encouraged to reach out with questions and for support.

Graduate Coordinators
Each graduate program has a designated graduate coordinator. In the School of Social Work, the graduate coordinator is known as the MSW Director.

Change in Classification
Graduate students will change in classification as they advance through the graduate program. Students may be admitted into the first semester of the graduate program as either conditionally classified or classified in status. In the MSW program, no more than 15 units may be taken before moving from conditionally classified to classified. Students will progress to candidacy status. Changes occur after specific program or University requirements have been met. The student is responsible for initiating this change. In the MSW program, student classification is closely monitored. See the 2021-2022 University Catalog Graduate and Postbaccalaureate Admission Requirements (specifically Graduate Conditionally Classified, Graduate Classified, and Candidate sections), as summarized in the following three sections.

Graduate Conditionally Classified
Conditionally classified status indicates the student has been admitted to the MSW program, but has not been formally approved for MSW study. The student needs to be progressing toward meeting the requirements outlined by the University and the School of Social Work to qualify for Classified Status by the end of the first semester of the MSW program, or face disqualification from the program. Conditionally Classified admission may be granted to applicants who:

- Have a cumulative GPA of less than 3.0 (on a 4.0 point scale) in their undergraduate coursework;
- Are awaiting posting of their undergraduate degree on their transcripts; and/or
- Are completing MSW prerequisites prior to the beginning of the fall semester.

Graduate Classified
If the undergraduate degree is posted on an official transcript and/or the MSW program prerequisites are completed prior to the beginning of the Foundation Year, the student’s status will be changed from Conditionally Classified to Classified. Additionally, if the 3.0 GPA requirements are met after the first semester (as they are required to be), then the graduate status will be changed to from Conditionally...
Classified to Classified. If these requirements are not met by the end of the first semester, the student will face disqualification and may not continue enrollment in the MSW program.

**Candidacy**

Students achieve Candidacy status when they have clearly demonstrated the ability and aptitude for attaining their MSW degree. The student must have:

1. Achieved Classified graduate status
2. Completed at least 15 units of the Concentration year of the MSW program
3. Passed the Graduate Requirement in Writing Proficiency course (SWRK 641)
4. Finished all Incomplete (IC) and Report-in-Progress (RP) grades in courses in the MSW program
5. Completed a Graduate Clearance document with the School of Social Work that indicates plan for completion of a culminating activity (Thesis, Project, or Comprehensive Examination)
6. Received approval by the MSW Program Director.

**Change in Discipline**

Graduate students may change from one master’s program to another. This happens through an application process in the Office of Graduate Studies. Admissions into one program does not mean admissions into another program.

**Multiple Degree Objectives**

Graduate students may become a candidate for more than one graduate degree by completing the requirements of separate and different graduate programs. Students cannot complete two master’s degrees in the same discipline. Course may only be counted towards one master’s degree.

**Continuous Enrollment**

Graduate students must enroll each semester until the degree is awarded. Active enrolled and adjunct enrollment both satisfy the continuous enrollment requirement. Adjunct enrollment consists of registering in GRST 899 through Regional and Continuing Education and paying the associated fee by the end of the fourth week of each semester. Students do not earn credit for adjunct enrollment, but do maintain their status in the master’s program. Adjunct enrollment is for students who have to take a break in their program, as well as those who have completed the coursework but have not met all the degree requirements. Adjunct enrollment is not for students seeking to delay a start to their master’s program. Students who do not maintain continuous enrollment must reapply to their program.

**Maintaining Good Academic Standing and Academic Probation**

Graduate students must maintain good academic students, including maintaining a 3.0 GPA. Failure to maintain a 3.0 GPA will result in academic probation in the MSW program. Students must remove the deficiency within one semester or they will be disqualified from the MSW program. The MSW Program Director and the Office of Graduate Studies notifies students at the end of the semester in which their GPA falls below a 3.00 GPA. At that time students are notified they must achieve an overall GPA by the end of the semester or they will be disqualified from the master’s program. Students may not be allowed to continue in the program sequence until academic probation is removed. Students who have been disqualified from a master’s degree program will not be allowed to enroll in any regular session of the University for at least one semester, must successfully petition for reinstatement to the University, and must reapply and be admitted to a program in order to return to regular enrollment. If the master’s program finds that a student did not satisfy the criteria in the discipline, they can be placed on
administrative-academic probation, as well as face administrative-academic disqualification if the criteria are not met within a specific period. See the 2021-2022 University Catalog Academic Policies and Regulations (Academic Probation and Disqualification section) for more information on this policy.

**Definition of a Full-Time Graduate Student**
Graduate students admitted into a master’s degree program and carry at least 8 units in a semester are considered full-time students. Students must check with the Financial Aid and Scholarship Office with questions about eligibility.

**Graduate Credit for Excess Units Taken as an Undergraduate**
Graduate students must meet certain conditions to have excess units taken in their final undergraduate semester approved for graduate credit toward a master’s degree. To request approval, students must have:

1. Had a 2.75 cumulative GPA at the start of the final undergraduate semester
2. Been within 9 units of completing all baccalaureate and other undergraduate program requirements at the start of the final undergraduate semester
3. Taken no more than 9 units of 400/500/600-level courses for graduate credit.
4. Been enrolled in no more than a total of 15 units for the semester.

Students must have submitted a Petition for Graduate Credit form to the Office of Graduate Studies no later than the end of the second week of the semester of enrollment in the excess units. The request will be reviewed. Approval of including the units in a master’s program is subject to approval by the program’s advisor. For the School of Social Work, this would be the MSW Director.

**Master's Degree Courses**
Graduate students can enroll in courses at any level, but only courses in the 400/500/600 series can be counted towards a master’s degree program. Courses numbered 400-498 and 500-598 are accepted as master’s credit, while 499 and 599 are not accepted. Courses number 600-699 are only open to master’s degree students. A minimum of 60 percent of total units required for a master’s degree program must be in stand-alone 600-level courses. Any course to be counted toward a master’s degree program must be accepted for graduate credit by the discipline offering the course.

**Independent Study (697), Comprehensive Examination (696), and Master’s Study (699)**
Graduate students can apply no more than 10 units of Independent Student (697), Comprehensive Examination (696), and Master’s Study (699) to a master’s degree program. A maximum of 3 units of Comprehensive Examination (696) and 6 units of Master’s Study (699) is allowed. However, the number of units awarded is determined by your academic department, as is the maximum allowed to apply to the degree. For the MSW program, students can complete no more than 2 units of Master’s Study (699) per semester in the Concentration year with a maximum of 4 units total; 699 is also known as the thesis/project class. Additionally, students in the MSW program can complete no more than 6 units total of Independent Student (697). It is important to remember that enrollment into Independent Student (697) Master’s Study (699) courses require approval from the MSW director, based on a submitted student proposal.

**Applying for Graduation with Master’s Degree and Participation in Master’s Commencement**
Graduate students can access graduation application materials, information, and instructions by using the Office of Graduate Studies’ Checklist of Degree Requirements for Graduation Clearance. Students must apply for graduation and complete the culminating activity for their master’s degree program by the
application deadlines listed in the Academic Calendar and the Office of Graduate Studies’ Date and Deadlines. Students are responsible for meeting all University and departmental requirements, as well as administrative deadlines for graduation. A master’s commencement ceremony is held once each year at the end of the spring semester.

Graduation with Distinction/Outstanding Thesis and Project Awards
Graduate students can receive a master’s degree with distinction by maintaining a 3.9 or greater GPA for all approved program coursework, as well as meeting all other criteria established by the graduate committee of the program offering the degree. Students graduating with distinction are recognized in the commencement program, receive a special diploma, and the transcript will have the notation “with distinction.” The MSW program is currently developing the additional criteria to be used for distinction. (Currently being re-visited/updated) In addition to distinction, Graduate Studies will give One Outstanding Thesis Award and one Outstanding Project Award each year.

Library Privileges for Graduate Students
Graduate students have the following library privileges:
1. Loan period of five weeks (35 days)
2. Borrowing privileges at any other CSU library (with valid graduate student ID)
3. Locker access by applying (apply for one at the Circulation Desk and pay deposit/fee)

Maximum Course Load
Graduate students may not register for more than 18 units of coursework in any semester without the approval of the Office of Graduate Studies. In the School of Social Work, approval starts with the MSW Director, through students utilizing the Request to Enroll in Excess Units.

Repeating Courses with Forgiveness
Graduate students cannot raise undergraduate GPA by repeating courses taken as an undergraduate. Students can petition and be approved to repeat postbaccalaureate coursework for forgiveness of their original grade. See the 2021-2022 University Catalog Academic Policies and Regulations (Repeating Courses section) for more information on this policy.

Master’s Degree Program Time Limit
Graduate students must complete all requirements for the master’s degree program no later than five to seven years from the end of the semester of enrollment in the oldest course from the approved program. For the MSW program, the requirement is five years. In special circumstances, a single extension of the program time limit may be granted to a maximum of no more than an additional two (2) years from the end of the semester of enrollment in the oldest course on the approved program. The extension may require taking additional coursework and dropping the expired coursework from the approved program, or validating expired coursework. Approvals for the extension, and the duration of the extension, are determined by the MSW Program Director and the Office of Graduate Studies, in that order.

Validation of Expired Coursework
If an extension of the time limit for completing the MSW program has been approved, expired courses must be validated by registration, examination, or other appropriate means. Expired courses are those taken five (5) or more years prior to the date of graduating with the MSW degree. A request for extension and permission to validate expired coursework must be approved by the MSW Program Director and the
Office of Graduate Studies, in that order, before validation begins.

- Validation by registration requires students to audit expired courses and complete all assigned work. The instructor will notify the Office of Graduate Studies of satisfactory completion.
- Validation by examination requires students to pass a written exam or write a report covering all of the essential material from the course. The instructor will notify the Office of Graduate Studies of satisfactory completion. The examination/report will be kept on record until the MSW is awarded.

**Specifications for Master’s Theses and Projects**

Graduate students will follow the guidelines established by the Graduate Council, as outlined in the Office of Graduate Studies’ [A Guide to Graduate Studies](#). Students are encouraged to review the guidelines before beginning a thesis/project to fully understand expectations. Students who do not follow the outlined regulations may experience a delay in graduation.

**Human and Animal Subjects in Research**

Graduate students engaging in research involving human or animal subjects is governed by Human Subjects in Research Committee and the Institutional Animal Care and Use Committee policies. Students will submit proposals for research using human or animal subjects to the applicable committee for review and approval prior to student research beginning. Guidelines on the use of human or animal subjects are available from Chico State Enterprise’s [Institutional Review Board](#).

**Transfer and Special Session Credit**

Graduate students, at the discretion of their academic program, may transfer a maximum of 30 percent of the units counted toward the degree requirements. Each program sets their own criteria. Transfer units may be from special session coursework through Open University and other postbaccalaureate transfer coursework, provided the units have not been counted toward any previous degree. The units must be from a regionally accredited University that would accept the transfer coursework toward its own advanced degree. Any transfer credit used to meet a master’s degree is subject to the program time limit. For the MSW program, no more than nine (9) units of transfer and/or Chico State extension or Open University credit may be included in the program (correspondence courses and UC extension coursework are not acceptable). The MSW Program Director must approve acceptance of transfer credit, followed by the Office of Graduate Studies.
This section outlines the 2021-2022 University Catalog Academic Policies and Regulations. For more detailed information on the following sections, please visit the link.

**Academic Honesty**
Graduate students are expected to maintain a high standard of academic honesty. Dishonesty may bring grade reduction or other sanctions as provided in Section IV-A of the Code of Student Rights and Responsibilities. Copies of this publication are available from Student Conduct, Rights, and Responsibilities, as well as the Policy on Academic Integrity (EM 18-011).

**Attendance in Classes**
Graduate students are expected to attend classes regularly. Students can be dropped from a course for non-attendance. In the MSW program, instructors may have additional attendance requirements students must follow that are specific to the instructor’s courses, and are listed in their course Syllabi.

**Auditing Courses**
Graduate students may audit classes. This means enrolling in a course for information purposes only, paying regular registration and tuition fees, and attending the class regularly. Students typically do not take examinations and do not receive credit/units for the course. Enrollment as a course auditor is subject to the permission of the instructor. Students may not change status between credit and audit after the second week of classes and with the permission of the instructor.

**Credit Hours**
Graduate students will attend classes that follow the CSU credit hour definition, which is consistent with federal law (600.2 and 600.4 revised July 1, 2020) and requirements of the WASC Senior College and University Commission (WSCUC). The CSU defines one credit hour as an amount of work in learning outcomes and verified by student achievement. One credit hour approximates no less than one hour of direct faculty instruction and two hours of out-of-class student work for one semester/term. This includes a variety of delivery methods, measurements of student work, academic calendars, and discipline and degree levels. In the MSW program, this means that a three-unit course (for example) represents approximately three hours of instruction time and a minimum of six hours of additional student work outside of class, for a total of nine hours of participation.

**Course Credit Policies**
Graduate students do not qualify to receive credit for prior non-class experiences. However, graduate students who have earned graduate-level credit through Open University may be able to apply those credits toward pursuing a master’s degree. There are specific limitations on the use of those credits, both from the Office of Graduate Studies as well as the individual master’s degree programs.

**Course Registration, Change of Program, and Withdrawal Policies**
Graduate students register for classes in their Student Center through the University Portal through two enrollment periods. Students are assigned an enrollment appointment period prior to each semester. Once the appointment period has ended, there will be an open add/drop enrollment period where students can add and drop classes in their Student Center.
• During the third and fourth week of classes, students must use the Class Add/Update Request or Class Drop Request form to make changes to their enrollment. Instructor signatures are required; the department chair and college dean may also be required.
• After the fourth week of the semester, in addition to all signatures, approval to drop courses requires a serious and compelling reason, such as extended absence due to a verifiable circumstance, necessary change in employment, and other very special cases.
• During the final three weeks of the semester, no course drops will be permitted except for circumstances clearly beyond student control.
• Graduate students who need to withdraw from the University after classes have started, must follow the official withdrawal procedures by contacting the Office of Graduate Studies. Failing to do so can result in failing grades in all courses. New students will need to reapply to the University. Continuing students should consider a Planned Educational Leave at the same time.
• Please note, there may be financial implications based on when students drop class and/or withdraw from the University; contact with the Financial Aid and Scholarship Office and Student Financial Services is important.

Since procedures and policies do change frequently, it is important to communicate with the MSW Director and the Office of Graduate Studies. For the MSW program, it is essential that graduate students discuss potential changes as soon as possible.

Course Selection Policies
Graduate students should consult with their faculty advisor with questions regarding the academic plan. Refer to online materials available through the program website, including required courses, electives, as well as other courses, unit, and program requirements. Enrollment into 697 and 699 courses require approval from the MSW director, based on a submitted student proposal. It is also important to remember that graduate students may not register for more than 18 units of coursework in any semester without the approval of the Office of Graduate Studies. In the School of Social Work, approval starts with the MSW Director, through students utilizing the Request to Enroll in Excess Units.

Course Objectives
Instructors will provide, for each course, clearly stated objectives. These will be in the course syllabi. Graduate students should be informed by the instructor the level of achievement that is expected for each grade. In multiple-section courses, there should be some level of uniformity of goals, subject matter, and grading patterns across the courses; complete uniformity is not essential.

Assignment and Change of Grades
Graduate students can appeal for a grade to be changed and must demonstrate that the grade was not correct. In the absence of a compelling reason for change, the grade assigned is final. Examples of compelling reasons for requesting a grade change include:
   1. Instructor error in computing or marking the grade
   2. Clerical error in posting the grade
   3. Prejudice in assigning the grade
   4. Failure by the instructor to follow grade standards described in the course
Students who feel like the grade was not correct may appeal for a grade change directly to the instructor. The following can occur:
   1. If the instructor agrees there is compelling reason to change the grade, a Change of Grade form will be sent to the Office of the Registrar. The department chair and college dean must approve.
2. If the instructor does not agree there is compelling reason to change the grade, the student may pursue the complaint through the Student Grievance Procedures.

3. If the instructor is not available, the department chair, in concurrence with the dean and Coordinator of Student Conduct, Rights, and Responsibilities may authorize the change of grade. Note: Grades cannot be changed on a student academic record after a degree has been granted/posted.

**Grievance Procedure Related to Grades**

Graduate students can grieve grades, University services, and academic programs through informal or formal processes through the use of the Student Grievance Procedures. For more information, consult the coordinator for Student Conduct, Rights, and Responsibilities, as well as the Grade Appeal Policy (EM 20-012).

**Academic Disqualification, Not on Probation**

Graduate students may be disqualified, despite not being on academic probation, when the following circumstances exist:

- At the end of any semester/term, the cumulative GPA is below 1.0
- Cumulative GPA is so low that in view of overall academic record, it seems unlikely that the GPA can be corrected within a reasonable time

**Notice of Disqualification**

Graduate students who are disqualified at the end of an enrollment period will be notified before the beginning of the next consecutive regular enrollment period. Failure to notify students does not create the right of a student to continue in enrollment.

**Administrative-Academic Probation**

Graduate students may be placed on administrative-academic probation if any of the following occurs:

1. Withdrawal from a substantial number of courses over two consecutive semesters;
2. Failed repeatedly to make progress toward earning their degree; or
3. Failed to comply with academic professional behavior, regulations, or requirements after they have been notified of the problem.

Students will be notified of being placed on administrative-academic probation, be informed of the conditions for removal from probation, as well as the circumstances that would lead to disqualification.

**Administrative-Academic Disqualification**

Graduate student who have been placed on administrative-academic probation, may be disqualified from the MSW program and university if:

1. Conditions of probation were not met within specified period;
2. Subject to another academic probation while already on administrative-academic probation; or
3. Subject to another academic probation for the same or similar reasons for which you had previously been placed on administrative-academic probation (though may not currently be on probation).

Students being disqualified will be notified of the circumstances that led to the disqualification.

**Repeating Courses: General Repeat for Graduates**

Graduate students may repeat courses in which they earned a grade of B- or lower. In instances where a student is allowed to repeat a course for which a grade of B or higher was earned, neither units attempted, passed, or grade points will be counted toward degree requirements.
Repeating Courses: Graduate Repeat with Forgiveness

Graduate students may repeat one course for forgiveness. Before enrolling in the course, the student must file a Postbaccalaureate Petition to Repeat for Forgiveness with the Office of Graduate Studies and obtain approval from the MSW Program Director. If the petition is approved, only the last grade earned in the course will be calculated in the GPA. Approval may be granted based on the following:

1. The earlier attempt must have resulted in a grade of B- or lower
2. A maximum of one course may be repeated with forgiveness
3. No regression (repeating a more elementary course after taking a more advanced course)
4. A course that may be taken more than once may not be repeated for forgiveness
5. If the course was taken at another institution, equivalency must be established
6. Students may not petition to repeat a course at another University when the original course was taken at Chico State
7. Students must be enrolled in the course
8. The grade in the original course was not based on documented academic misconduct
9. Only the last grade earned in the course will be calculated in the student’s GPA, provided the student filed the petition and obtained the necessary approvals. If the student does not file the petition or obtain approval to repeat the course for forgiveness, the repeated course grade will be governed by the University.
Transfer of Social Work Courses from Other CSWE Accredited MSW Programs

The MSW Program accepts up to 9 units (University Policy) of transfer credit for foundation social work graduate courses taken at other CSWE accredited MSW programs. Only social work courses with a grade of “B” or higher can be used as substitutions for the required course work in the program. In order to be considered for transfer status, students must be in good standing with the transferring institution, apply to the Chico State MSW Program during the regular application cycle, and be accepted to the MSW program.

Transfer credit is determined through a review process on a course-by-course basis. The MSW Program Director, with consultation as needed from faculty teaching the content area, determines course equivalency by reviewing the transfer course syllabus, assignments, textbook’s table of contents, catalog description, and academic transcript provided by the student. If the MSW Program Director approves the equivalent course from another institution, the student will receive transfer credit. If the course is similar but not equivalent, the student may be required to supplement the missing material and knowledge, or take a proficiency examination. The course will be treated as equivalent and the student will receive credit if the examination is passed with a grade of “B” or higher.

Transfer credit will not be given for the concentration year. However, if students have completed a course similar to a concentration course in the Chico MSW curriculum and received a “B” or higher, the course may be considered for waiver by the same process used for transfer of credit. In this case, students will substitute the course that has been waived with an elective/additional elective.

Completed Foundation Year from Other CSWE Accredited MSW Program

Applicants who have completed the first/foundation year at a CSWE Accredited MSW Program within the last four years with a 3.0 (on a 4.0 scale), and are considered in good standing with the previous institution, must apply to the Chico State MSW Two-Year Program. Once accepted into the Chico State MSW Two-Year Program, the student may request that their coursework at the previous MSW Program be evaluated to ensure it is reflective of the foundation year coursework in the Chico State MSW Program.

If the courses from the other CSWE Accredited MSW Program are comparable and meet the Chico State MSW Program’s foundation year competencies, the student may request admittance to the MSW One-Year Program. Thus, the student would begin in the summer of the year accepted by taking the SWRK 636 summer bridge course. Upon completion of this course with a 3.0 GPA (out of 4.0), the student may progress to the second/concentration year of the MSW Program in the fall semester, following the MSW One-Year Program course sequencing as outlined. All program requirements must be met within the five-year time limit.

Other Master’s Degree Programs

The MSW program may accept up to 6 units of elective credit from Chico State or another regionally accredited college or university provided:

1. The course work transferred represents valid graduate credit from the institution accredited to offer master’s degree level work and willing to accept such credit toward its own master’s degree.
2. The coursework has not been counted toward another degree.
3. A grade of “B” or better has been earned.
4. The credit is within the program time limit (all program requirements must be completed within five years; at the time of admission, the course should be no more than three years old for two-year students).
5. The credit is consistent with the mission, goals, and objectives of the Chico State MSW Program.
6. The credit is not for a practicum; only practicum credits are given for transfer students from other CSWE accredited MSW programs.

Each course will be evaluated according to the same methods used for evaluating courses from other CSWE-accredited programs. No credit will be approved for correspondence courses, continuing education courses, or for life or employment experience.

**Proficiency Examinations**

Students who have graduated with an accredited baccalaureate in social work within the last five (5) years may request to challenge one or more of the following foundation year courses based on proficiency of the material:

- SWRK 601 Human Behavior & Social Environment
- SWRK 605 Social Welfare Policy and Services
- SWRK 612 Diversity and Social Justice
- SWRK 617 Research Methods for Social Work Knowledge and Practice

Proficiency of the material will be determined by written examination. The student must have taken a comparable course within the last five years and received a grade of “B” or higher in order to request to challenge the course. Students may not challenge any practice or field practicum course. Students qualified to challenge a course must follow the procedure below:

1. At least four weeks before the fall semester begins, the student must submit to the MSW Program Director a request to challenge a course along with the following documents of the undergraduate comparable course: syllabus, textbook, table of contents, and transcript that includes the grade received for the course (transcript not required if course was taken at Chico State).
2. A written examination for the challenged course will be scheduled during the week before the first semester begins. The MSW Program Director will review the submitted material, and administer and grade the examination in consultation with the School of Social Work faculty course lead for that particular course. The student must pass the examination with a grade of “B” or higher.
3. The MSW Program Director will notify the student of the outcome of the exam before the semester begins. If the student passes the examination successfully, they will be required to enroll in a substitute course to maintain the 61-63-unit requirement for the program. The MSW Program Director, in consultation with the student, determines the course substitution, which is generally an MSW elective. The student and the MSW Program Director must complete this process before the semester begins to avoid violation of university academic deadlines.
MASTER OF SOCIAL WORK PROGRAM: POLICIES AND PROCEDURES FOR PLANNED EDUCATIONAL LEAVE FROM THE UNIVERSITY

Planned Educational Leave Procedures
The MSW Program Planned Educational Leave policy is designed to extend classified MSW students the ability to suspend their studies for one or more semesters with the right to return to complete their MSW degree. However, all degree requirements must be met within the five-year program time limit. Students must request and obtain a formal, individualized Alternate Educational Plan from the MSW Program Director in order to maintain their status in the MSW Program and the right to return. It is crucial that students considering a Planned Educational Leave contact the MSW Program Director for counsel and complete the necessary paperwork.

Students must maintain continuous enrollment to preserve catalog rights for the MSW program when first admitted. MSW students who do not maintain adjunct enrollment for every semester they miss, must reapply to the MSW program when they return. Students may be held to any new requirements and if admitted, to any new degree requirements.

Students who have been disqualified or terminated for academic or non-academic reasons are not eligible for a Planned Educational Leave. Students who have been disqualified for academic reasons may be reconsidered for reinstatement after one year of leaving the MSW program.

Alternative Educational Plan
The student planning for an Educational Leave from the MSW program must complete an individualized Alternate Educational Plan with the MSW Program Director in consultation with the student’s adviser. The plan must include information on courses completed and grades, courses needing to be completed, the last semester of enrollment, the planned semester of return, reason for the leave request, and the relationship of the leave to the student’s educational and professional goals. The completed document, signed by the student, must be filed with the School of Social Work. An Alternate Educational Plan must be completed prior to the Educational Leave, but may be considered retroactively in emergencies. The student must also enroll in Adjunct Enrollment through the Chico State Regional and Continuing Education.

Medical Leave
If a student arranges an Alternate Educational Plan due a medical need, and desires to return to classes, the student must provide the MSW Program Director a letter from their physician relating that the student has been “medically released” to return to school. It must be specified if the student will be returning part-time or full-time to the program. All limitations and/or restrictions need to be also clearly specified.

Adjunct Enrollment
If a student chooses a Planned Educational Leave, they must maintain Continuous Enrollment through Adjunct Enrollment. Adjunct Enrollment status, and the payment of the corresponding fees, does not extend the student’s master’s degree program time limit for the completion of degree requirements. These time limits are established by Title 5 of the California Code of Regulations and University policy. Further, enrollment in adjunct status does not signify any commitment by Chico State to allow an extension of the time limits. Students are responsible for knowing that their master’s program is viable and consulting with the MSW Program Director before enrolling in adjunct status. See the 2021-2022 University Catalog Graduate Education Policies website (Continuous Enrollment section) for more information.
Adjunct Enrollment consists of registration in GRST 899 through the Center for Regional and Continuing Education, of which an administrative fee is charged. Registering in GRST 899 must be completed by the end of the fourth week of classes each semester (the university census date). Late fees are charged for non-compliance with this policy. Adjunct enrollment in GRST 899 is the only way for a graduate student to maintain their required continuous enrollment in a master’s degree program during any fall or spring semester in which they are not regularly enrolled in courses.

No credit is earned for Adjunct Enrollment, however this allows the student to maintain their status in the master’s degree program. Upon returning to the MSW program within the five-year time limit from the date the student began the MSW program, they agree to enrollment and completion of the courses per the requirements related in the academic year the student began (per the MSW Student Handbook of that year). If the student does not maintain Continuous Enrollment, they may be required to reapply to the MSW program and may be subject to any new admission requirements.
MASTER OF SOCIAL WORK PROGRAM: POLICIES AND PROCEDURES FOR CULMINATING ACTIVITY (COMPREHENSIVE EXAM, THESIS, PROJECT)

The MSW program requires students to satisfactorily complete a culminating activity: (1) thesis, (2) project, or (3) comprehensive examination (along with two electives) as a condition of graduation. Students work with their faculty adviser, MSW Program Director, and/or Comprehensive Examination Committee members in deciding which option will best fulfill their academic and professional goals. The deadline for Concentration year MSW students to complete all requirements and submit their final progress sheet is posted on the Office of Graduate Studies’ Dates and Deadlines.

Comprehensive Exam

Students who choose the comprehensive exam option are required to also complete two social work electives. The Comprehensive Exam allows students the opportunity to integrate and apply knowledge from MSW courses and the practicum. The exam reflects advanced generalist practice understanding, values, and skills gained during the Foundation and Concentration Years of the MSW Program. The Comprehensive Exam Committee Chair meets with the Concentration Year students in the fall semester to provide detailed information and guidelines for the Comprehensive Exam. Please note that the exact content and format for the Comprehensive Exam may vary each year. See the MSW in Social Work Comprehensive Exams website for more information.

Thesis/Project Defined

The Office of Graduate Studies’ A Guide to Graduate Studies is the guiding publication for theses and projects at Chico State.

- A thesis is typically a recognized research methodology to answer a significant question.
- A project is typically a creative work consisting of a community project designed and completed through a community agency.

All theses and projects require oral and written documentation that are defended and that follow the Office of Graduate Studies’ guidelines and the recommendations of the School of Social Work. Students are personally responsible for all formatting and binding costs for theses/projects.

Thesis/Project School of Social Work Policy

Completion of a thesis or project is a major undertaking that requires preparation, commitment, and planning. Therefore, students choosing to complete a thesis or project should contact their faculty adviser, the MSW Program Director, or proposed thesis/project chair as early as possible. Students are also strongly advised to obtain and carefully review the Office of Graduate Studies’ A Guide to Graduate Studies to fully understand expectations prior to preparing a proposal. NOTE: Students who formally elect to complete a thesis or project will not be allowed to change their plan and take the comprehensive examination.

Thesis/Project Committee

Undertaking a thesis/project begins by developing an idea and finding a Chair for the Thesis/Project Committee. The Chair and one other (and sometimes two other) Committee Member(s) comprise the Committee. Students are responsible for identifying their Chair, and then working with the Chair to identify additional Committee members. All Committee members must meet the following criteria:

1. The Chair must have professor status within the Chico State School of Social Work. Students can identify professors on the School of Social Work Faculty & Staff (look for the titles assistant professor and professor).
2. The Second Committee member should also have professor status within the School. However, the MSW Director can approve, if requested by the student and/or Chair, a professor from another department or a retired Social Work professor.

3. The Third Committee member (and any additional members) can be selected by using all of the above criteria, or an exemption can be made for individuals who have other relevant characteristics (i.e. knowledge of the topic). The Chair, MSW Director, and the Office of Graduate Studies Dean (in that order).

Thesis/Project Proposal
Writing a thesis or project for an MSW degree’s culminating event can be highly rewarding. However, it is a major undertaking that needs careful consideration and planning. In preparation, a student must complete a Thesis or Project Proposal to be submitted to the MSW Program Director following signatures of approval by the Thesis/Project Chair and Committee Member(s). The development of the Proposal will help the student form a research plan, consider its feasibility, and select a Thesis/Project Chair. Please refer to our faculty web page for faculty specialized focus on research and study.

The following are the recommended elements of the Thesis/Project Proposal. Ultimately, the standards for the proposal are determined by the Thesis or Project Committee and/or Chair. Proposal submissions should be no more than three to five pages in length.

I. Introduction & Problem Statement
   A. Clearly articulated research question or project
   B. Researchable research question or feasible project idea

II. Literature Review
   A. Brief summation of a compilation of articles from peer reviewed journals that are directly related to the research questions or project idea
   B. Quantity of articles should reflect the range of prior research on the topic

III. Methodology Plan
   A. Description of how the research/project will be carried out
   B. Appropriateness of the method to the research question or project
   C. Protection of Human Subjects plan (if needed)
      1. Students submit an Application for Human Subject in Research Clearance for approval by the Institutional Review Board (IRB) through the Cayuse online system.
      2. Policy, guideline, and application information can be obtained from the Institutional Review Board’s Protection of Human Subjects website.

Thesis/Project Final Draft & Defense
The final draft of the thesis/project (can be prior to formatting and revisions from the defense) is to be provided to the Committee Chair and Committee Members no later than one week prior to the defense.

The defense of the thesis/project shall be publicized for one week (minimum) prior to the scheduled thesis/project defense. The defense flyer invitation shall be provided to the Committee Chair, Committee Members, and the MSW Director via email. Unless otherwise specified, at the request of the student with consultation of the Committee Members, the defense shall be considered an “open” event, with invitations occurring by sharing the student’s defense flyer in the following ways:
   ● Emailed to all School of Social Work staff, faculty, and students
   ● Emailed to Graduate Studies and the BBS dean’s office
• Posted in the School of Social Work office, building, classrooms, and other similar locations.

Attendance at the defense will include, but is not limited to, the Committee Chair, and at least one other Committee Member. Attendance by others, as specified by the student, are permitted.

**Thesis/Project – Recommended Submission Dates**
*(subject to Committee Chair’s discretion)*

<table>
<thead>
<tr>
<th>Event</th>
<th>Due Date</th>
<th>Submit To</th>
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<tbody>
<tr>
<td>Request for Exemption for Committee Members (who do not meet criteria)</td>
<td>On/Before August 31, 2021</td>
<td>MSW Director</td>
</tr>
<tr>
<td>Thesis/Project Proposal (approved by Committee)</td>
<td>On/Before August 31, 2021</td>
<td>MSW Director</td>
</tr>
</tbody>
</table>
| Thesis/Project Defense Flyer                                          | On/Before April 8, 2022 (one week prior to defense) | MSW Director
                                                                  |                                  | Committee Chair                                 |
| Thesis/Project Final Draft                                            | On/Before April 8, 2022 (one week prior to defense) | Committee Chair & Committee Members          |
| Thesis/Project Defense                                                | On/Before April 15, 2022 (one week prior to submission) | Committee Chair & One Other Committee Member (minimum attendees) |
| Thesis/Proposal Submission (and all required forms as listed in the Office of Graduate Studies “Thesis/Project” section available on the Forms & Policies website) | April 22, 2022 | Graduate Studies at submission@csuchico.edu   |
MASTER OF SOCIAL WORK PROGRAM: POLICIES AND PROCEDURES FOR ADDRESSING STUDENT ACADEMIC CONCERNS

The policies and procedures for addressing student academic performance concerns, including termination of a student’s enrollment in the graduate level social work program, involve use of one or more of the following mechanisms:

1. Informal Review
2. Formal Review Using Student Review Committee
3. University Policy for Addressing Graduate Students’ Academic Performance Problems
4. Chico State Student Conduct, Rights, and Responsibilities

Informal Review of Academic Performance

The School of Social Work reviews student progress throughout the academic year. The Informal Review is initiated when any Faculty Member, Advisor, or Field Instructor expresses concern regarding a student’s academic performance.

<table>
<thead>
<tr>
<th>PROCESS</th>
<th>NOTES</th>
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<tbody>
<tr>
<td><strong>Initial Meeting:</strong> The initiating party meets with the student and communicates verbally the specific nature of the concern. Whenever possible, documentation regarding the concern should be provided. The student is informed that they may contact Student Judicial Affairs at any time during this process.</td>
<td>A note documenting the meeting contents and resolution is signed by the initiating party and student and is placed in the student’s file with the School of Social Work within five (5) working days of the meeting. ● If the concern is resolved to the satisfaction of all parties involved, no further action is necessary. ● If the concern is not resolved, the student is referred to the faculty advisor.</td>
</tr>
<tr>
<td><strong>Meeting with Faculty Advisor:</strong> If the issue does not involve field and remains unresolved, the faculty member refers the matter to the student’s faculty advisor who, within ten (10) instructional days, meets with the student to attempt a resolution.</td>
<td>It is the faculty advisor’s responsibility to acquire relevant information regarding the matter by reviewing the student’s record and consulting other personnel who have contact with the student. The faculty advisor summarizes information from the review of records and contacts and meets with the student, serving as a resource for the student and not as a mediator with other parties. An <em>Action Plan</em> is developed in coordination with the student.</td>
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<tr>
<td><strong>Action Plan:</strong> After meeting with the student, the faculty advisor meets with the student and the referring faculty member to develop an <em>Action Plan</em> to resolve the concern. The <em>Action Plan</em> is presented to the student in</td>
<td>If the concern is resolved at this level no further action is necessary. If the issue of concern for the student’s academic performance remains unresolved, the Advisor contacts the MSW Program Director to determine if the matter should be referred to the Student</td>
</tr>
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</table>
Formal Review of Academic Performance

The School of Social Work reviews student progress throughout the academic year. The Formal Review is initiated when any Faculty Member, Advisor, or Field Instructor expresses concern regarding a student’s academic performance. This initiates the use of a Student Review Committee.

Some examples of concerns warranting possible referral of a student to the Student Review Committee include:

- Student engages in behavior that is disrespectful of other students, instructors, practicum personnel and that disrupts the classroom, office or practicum, alienates self from others related to the program, results in repeated complaints and requires undue time from faculty, staff or practicum personnel.
- Student displays attitudinal or unethical behaviors that question their fitness for the profession of social work.
- Student displays attitudes or behaviors inconsistent with the values and ethics of the social work profession.
- Student acts out unresolved personal issues that impact classroom behavior and/or relationships with colleagues, faculty or staff.
- Student engages in behavior in or outside the classroom that is illegal, indicates a substance abuse problem, or interferes with their ability to function in the program or with colleagues.
- Student is placed on academic probation.
- Student is terminated from field practicum.
- Student is placed on academic probation.

The Student Review Committee is the primary mechanism for resolution of the concerns listed previously. When the performance issue concerns a field practicum issue, the Student Review Committee will include the faculty field liaison, the practice course instructor, and the Director of Field Education. The committee will make a determination as to whether the student continues in the MSW program. If the committee feels that circumstances warrant the student being provided another opportunity to complete a field practicum, a Student Field Remediation Plan will be developed. If the committee recommends termination of the student from the program, the student may access the University’s grievance process and contact Student Judicial Affairs to proceed with the established grievance process. In the interim, the student will not participate in a field practicum course. NOTE: Students who violate the Code of Student Rights and Responsibilities (EM 96-38) or the NASW Code of Ethics, may be referred to Student Conduct, Rights, and Responsibilities.

### PROCESS

<table>
<thead>
<tr>
<th>Step 1 – Student Review Committee:</th>
<th>NOTES</th>
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<tbody>
<tr>
<td>If this is determined to be the case, a faculty member, MSW Program Director, or Director of the School of Social Work makes a written request to the Chair of the Student Review...</td>
<td>A faculty member, MSW Program Director, or Director of the School of Social Work makes a written request to the Chair of the Student Review...</td>
</tr>
</tbody>
</table>
the School of Social Work may refer the matter to the Student Review Committee within five (5) instructional days and at the same time, communicate this action to the student and other parties involved.

NOTE: The Student Review Committee is a standing committee of three Faculty Members appointed by the Director of the School with the committee chair elected from its membership. Its purpose is to review students experiencing performance concerns that interfere with their ability to function successfully in the program. In cases where the Informal Review process does not resolve the problem, the Student Review Committee is the primary mechanism for resolution of the matter.

### Step 1a – Student Review Committee Initial Notification

<table>
<thead>
<tr>
<th>The Chair of the Student Review Committee forwards the request and supporting materials to the committee members, informing them that the committee will meet within one week to review the request.</th>
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<tbody>
<tr>
<td>If the committee determines the request is legitimate, the student must be given written notification five (5) instructional days before the review date.</td>
</tr>
<tr>
<td>The student, student’s Advisor, MSW Program Director, Director of the School, and representative from Chico State Student Judicial Affairs are notified in writing of the date, time and place of the review, and the alleged nature of the deficiencies in performance or conduct under review.</td>
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<tr>
<td>NOTE: The Chico State email is the official form of communication and notification.</td>
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</table>

### Step 1b – Attendees and Participants at Student Review Committee

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<tr>
<th>At the discretion of the committee, the person requesting the review may be present during the Student Review Committee review.</th>
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<tr>
<td>The student has the right to present material on their behalf that challenges the allegations,</td>
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including asking others to address the Student Review Committee on their behalf. The advocate may be a student or any other advocate (other than a licensed attorney).

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<tr>
<th>Step 1c – Questioning Process</th>
<th>The student has the right to question anyone participating in the proceedings.</th>
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</table>

### Step 1d – Student Review Committee Procedure

- Call to order.
- Designation of a committee member to record the minutes of the meeting.
- Recording of attendees and their role in the proceeding.
- Identification of the matter for discussion.
- Description of the known facts regarding the issue by a designated committee member.
- Student’s comments, explanations, challenges, evidence (if applicable).
- Comments of other attendees.
- Discussion with the goal of reaching concurrence on the nature of the difficulty and possible solutions including, possibly, dismissal from the School of Social Work.
- Inform the student of the recommendation to be made to the MSW Director.
- Recommendation may be further deliberations or a decision.
- Notification to student of date and location for securing a copy of the minutes, as well as a written explanation that amendments to the minutes must be made within six weeks.
- Adjournment.
- Arrange for faculty attendees to receive copies of the minutes.
- Arrange for the MSW Director to receive a copy of the recommendations.
- Arrange for a copy of the minutes and recommendations to be kept in the student’s file within the School of Social Work.

**NOTE:** It is the student’s responsibility to obtain a copy, if desired, per above instructions.

### Step 1e – Determination of Action

The MSW Program Director makes a determination of the action to be taken, if any, and notifies the student by registered letter. Any action
will be carried out by the MSW Program Director and, possibly, other interested parties in accordance with the terms of the decision.

If the student agrees with this determination of action, the MSW Program Director’s recommendation is followed.

If the student would like to appeal this decision, a rebuttal is sent to the Director of the School of Social Work within 5 working days.

The Director of the School of Social Work will review all the documents and will make a determination of action, and notify the student by registered mail within five (5) instructional days.

**Step 2 – Student Conduct, Rights, and Responsibilities**

If the issue remains unresolved, the student may request advice and guidance from Student Conduct, Rights, and Responsibilities.

NOTE: Unresolved field practicum issues are referred to the Director of Field Education for further investigation and/or action.

Students wanting assistance in responding to a negative evaluation of their performance, dismissal, being placed on academic probation, or believe the School of Social Work faculty, staff, or administration have violated their rights, may enlist assistance from Student Conduct, Rights, and Responsibilities at any point in the process.

The formal grievance process with University Student Conduct, Rights, and Responsibilities may be initiated only after all informal attempts to resolve the problem have been made and found unsatisfactory in reaching a solution.

The student must file a Notice of Complaint with Student Conduct, Rights, and Responsibilities (SCRR) for a formal hearing with the Coordinator of Student Conduct, Rights, and Responsibilities, within 30 instructional days after the problem has come to the student’s attention. See Student Grievance Procedures (EM94-022) and Student Complaint Policy (EM 20-013).
MSW STUDENT ROLES AND RESPONSIBILITIES OF GRADUATE STUDENTS

The expectations of a professional educational program begin with a commitment to service with individuals, groups, families, organizations, communities, and society places additional demands on students. Students are responsible for pursuing excellence in their social work practice.

Some of the roles and responsibilities of graduate students are to:

1. Maintain an adult learner’s attitude of curiosity, which values opportunities to explore new ideas, new concepts, and the acquisition of new skills.
2. Participate fully in courses, including discussions, assignments, readings.
3. Engage in writing assignments with the goal of enhancing understanding and preparation for the rigors of social work practice, including selecting topics that challenge abilities, adhering to the American Psychological Association (APA) writing style with integrity, and avoiding plagiarism and other forms of academic dishonesty.
4. Participate in the Student Evaluation of Teaching (SET), meeting with instructors to provide feedback, and completing midterm course surveys.
5. Maintain confidentiality within each class (and other) space, keeping conversations and shared information protected (unless it requires attention from outside of that space).
6. Consult program advisors to understand degree requirements and timelines, select courses, discuss difficulties and concerns, and discuss career and professional goals.
7. Communicate with instructors and program administration, including attending advising and other informational sessions.
8. Develop and maintain the habit of reading the most current professional literature, including journals, and staying abreast of current and relevant social work issues.
9. Regularly use the Chico State library
10. Have awareness of a variety of student standards and expectations for success:
    ● National Association of Social Workers’ Code of Ethics
    ● School of Social Work’s Student Handbook for MSW Program
    ● School of Social Work’s Field Handbook
    ● Chico State’s 2021-2022 University Catalog
    ● Chico State’s Code of Student Rights and Responsibilities
11. Consider NASW membership and participation.
12. Participate in the MSW Student Association (MSWSA), also known as the MSW Club, as all MSW students are members.
13. Participate in volunteer experiences, while also maintaining educational commitment and adherence to course attendance expectations and requirements.
14. Conduct themselves with honor and honesty regarding their academic behavior and work, as integrity issues and academic dishonesty are prohibited and will lead to a referral to Chico State Student Conduct, Rights, and Responsibilities; this can include cheating, plagiarism (including improper citation of another’s work), and misrepresentation.
MSW STUDENT PARTICIPATION ON SCHOOL OF SOCIAL WORK COMMITTEES

In addition to participation through the MSW Club, there are several standing committees with student representation. Students will be provided an application in the beginning of the fall semester if they wish to attend these meetings in an advisory capacity representing the student body. The application will then be provided to the Faculty Chair of the committee requested. The Chair will contact the student directly regarding attending the meetings.

- **Assessment Committee** is charged with developing and regularly monitoring the policies and procedures for assessing the BA and MSW curricula and their respective courses and student outcomes.

- **Curriculum Committees** of the School of Social Work develop, monitor, and review all matters of their respective curricula. These committees review the curricula in relation to CSWE Accreditation Standards, Chico State standards, and the objectives of the School of Social Work, the College of Behavioral and Social Sciences, and the needs of its constituents. A student Advisory Committee is a subcommittee of the Curriculum Committee that brings curricula discussion to those students who are interested in the program, but are not able to meet during the times that the Curriculum Committee meets.

- **Field Education Advisory Committee** advises the director of Field Education on the internship component of the major regarding course curriculum content, seminars for Agency Field Instructors, School of Social Work Advisory Board membership, and revision of the School of Social Work Advisory Board Constitution and Bylaws.

- **School of Social Work Advisory Board** is a vehicle for community involvement in the School of Social Work. It is an opportunity for members of community organizations to discuss and give input on issues such as course curriculum content, seminars for Agency Field Instructors, membership, and revision of the Constitution and Bylaws.

- **Title IV-E Advisory Board** advises and gives input to the Title IV-E program regarding Child Welfare curriculum and training needs, as well as internships and best practices in the Child Welfare Field. The board is an opportunity for agency partners in the Child Welfare community and the Training Academy to meet and discuss the needs of the students at the university and their training needs as they transition to employment. The Title IV-E student representative serves as a member of the Title IV-E Advisory Board.
MASTER OF SOCIAL WORKER STUDENT ASSOCIATION (MSWSA)

MSW Student Association Overview
The MSW Student Association (AKA MSW Club) is an official campus organization for Chico State MSW students. Participation in the MSW Club provides opportunities for those interested in volunteer activities on campus and in the community in a variety of settings to develop and strengthen the skills and knowledge as professional social workers. As you will hear from any graduate school or employer, hands-on experience above and beyond your field experience is a valuable asset. Those interested in more information on MSWAS should contact the MSW Program Director.

MSW Student Association Objectives
The mission of the MSW Student Association (AKA MSW Club) includes the following objectives:

- To act as activists for social change in our community at Chico State and our surrounding communities;
- To advocate for student educational concerns and issues;
- To be group facilitators for projects, volunteer opportunities, and related educational experiences;
- To promote professional identity as a social worker;
- To provide public speakers on issues of interest and concern; and finally, to foster a sense of community within the School of Social Work to include students and faculty.
## CHICO STATE STUDENT RESOURCES AND SERVICES

<table>
<thead>
<tr>
<th>Resource Name</th>
<th>URL</th>
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<tbody>
<tr>
<td>Accessibility Resource Center</td>
<td><a href="https://www.csuchico.edu/arc/index.shtml">https://www.csuchico.edu/arc/index.shtml</a></td>
</tr>
<tr>
<td>Adelante: A Postbaccalaureate Pipeline Program</td>
<td><a href="https://www.csuchico.edu/adelante/index.shtml">https://www.csuchico.edu/adelante/index.shtml</a></td>
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<tr>
<td>Asian/Pacific American Resources</td>
<td><a href="https://www.csuchico.edu/diversity/resources/guides/asian-pa/index.shtml">https://www.csuchico.edu/diversity/resources/guides/asian-pa/index.shtml</a></td>
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<td>Basic Needs Project</td>
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<tr>
<td>Black/African American Resources</td>
<td><a href="https://www.csuchico.edu/diversity/resources/guides/black-aa/index.shtml">https://www.csuchico.edu/diversity/resources/guides/black-aa/index.shtml</a></td>
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<td>CalFresh Outreach Program</td>
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<td>Cross-Cultural Leadership Center (CCLC)</td>
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<td>Dream Center</td>
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<td>Equity, Diversion, &amp; Equity</td>
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<tr>
<td>Financial Aid &amp; Scholarship Office</td>
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<td>Free Software &amp; Internet Connectivity Resources</td>
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<td>Immigration Legal Services</td>
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<td>Information Technology Support Services</td>
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<td>Jewish Resources</td>
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<td>Service</td>
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<td>Veteran Resources</td>
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<td>Wildcat Recreation Center (WREC)</td>
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<td>YOU at Chico State</td>
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<td>ALL STUDENT RESOURCES &amp; SERVICES:</td>
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## CHICO STATE POLICY: SIGNIFICANT EXECUTIVE MEMORANDA

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<tbody>
<tr>
<td>Policy on Integrity in Research (EM 12-064) <a href="https://www.csuchico.edu/pres/em/2012/12-064.shtml">https://www.csuchico.edu/pres/em/2012/12-064.shtml</a></td>
<td>Approval of a Minor Change to the BA in Social Work (EM 12-030) <a href="https://www.csuchico.edu/pres/em/2012/12-030.shtml">https://www.csuchico.edu/pres/em/2012/12-030.shtml</a></td>
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<td>Policy Title</td>
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<td>Approval for Minor Changes in Master’s Degree in Social Work (EM 05-12)</td>
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<td>Academic Probation and Disqualification (EM 05-003)</td>
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<td>Approval for Significant Changes to the Master's Degree in Social Work (MSW) (EM 02-111)</td>
<td><a href="https://www.csuchico.edu/pres/em/2002/02-111.shtml">https://www.csuchico.edu/pres/em/2002/02-111.shtml</a></td>
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<td>Reorganization of the Department of Sociology and Social Work into the Department of Sociology and the School of Social Work (EM 00-105)</td>
<td><a href="https://www.csuchico.edu/pres/em/2000/00-105.shtml">https://www.csuchico.edu/pres/em/2000/00-105.shtml</a></td>
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<td>Policy on Nondiscrimination and Affirmative Action in Employment and Education (EM99-024)</td>
<td><a href="https://www.csuchico.edu/pres/em/2012/12-025.shtml">https://www.csuchico.edu/pres/em/2012/12-025.shtml</a></td>
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