



School of Social Work  
University of Memphis

Student Handbook for the  
Master of Social Work  
Degree Program  
2025-2026

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# CONTACTS

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# MISSION STATEMENTS

## **The University of Memphis Mission**

The University of Memphis (UofM) is a comprehensive, internationally recognized, urban public research university preparing students for success in a diverse, innovative and global environment. Student success, service, innovation, knowledge discovery and dissemination, commitment to an inclusive academy, collaboration and accountability are core values at the University of Memphis.

The University is classified as “Carnegie R1” or "Doctoral: Very High Research Activity and Community Engaged" per the Carnegie Classification of Institutions of Higher Learning.

With a focus on research and service benefitting communities locally and across the globe, we are home to nationally designated centers of excellence in cybersecurity research and education, transportation workforce development, mobile health data and five Tennessee centers of research excellence.

The UofM is dedicated to providing the highest quality of education to a diverse student body that includes members who are of all ages, racial and ethnic heritages, and economic backgrounds (including a significant proportion of students who are Pell Grant eligible), as well as veterans and first-generation college students. Academic degree programs at the undergraduate, masters, doctoral and professional levels, as well as certificate programs, are offered on the Central and Park Avenue campuses in Memphis, the Lambuth campus in Jackson and through UofM Global. The UofM awards

approximately 4,700 degrees and certificates annually. Talented and innovative faculty have developed both undergraduate and graduate programs that are ranked in the top 25 nationally. Our metropolitan setting has enabled us to build a nationally recognized internship program that facilitates the placement of undergraduate and graduate students throughout the community in nonprofit and for-profit organizations that specialize in healthcare, government, transportation and logistics, music and entertainment, medical devices, banking and the arts.

## The College of Arts and Sciences Mission

The College of Arts & Sciences is the heart of the University of Memphis, an urban research university. The College provides quality undergraduate and graduate education by training students to think critically about their course of study, themselves, and the world around them. Through programs of basic and applied research, the College's faculty and students increase knowledge and address the complex issues, local and global, facing all citizens.

The College of Arts & Sciences offers broad liberal arts experiences to the candidates for its own Undergraduate and Graduate degrees, as well as to the students of other colleges of the University. The college is divided into three grand divisions that include the Humanities, Natural Sciences, and Social Sciences.

## School of Social Work Mission

The School of Social Work seeks to be a leader in social work education by: preparing students with cutting-edge skills necessary to practice in complex settings; creating knowledge through research and engaged scholarship; reducing poverty, inequality, and social and economic injustice through evidence based practices; and addressing the needs of communities locally, regionally, and globally.

## Commitment To Diversity and Social Justice

The School of Social Work is committed to embracing diversity and anti-racism in every aspect of our functioning and programming. We understand diversity as the intersection of multiple factors including but not limited to age, class, color, culture, disability, ethnicity, gender, gender identity and expression, immigration status, national origin, political ideology, race, religion, sex, sexual orientation, and veteran status. We make a concerted and deliberate effort to include a diverse student body and faculty across all axes of difference. We endeavor to create a welcoming environment of inclusiveness and respect for difference not only in background and demographics, but in point of view and opinion.

## Land Acknowledgement

The University of Memphis School of Social Work recognizes and acknowledges that the land that we inhabit is the ancestral home of the Chickasaw Nation. Memphis was a long-established territory of many indigenous peoples, including the Choctaw and Quapaw Nations, prior to their forced removal.

## Master of Social Work Program Mission

The mission of the Master of Social Work program is to educate advanced professional social workers for practice with diverse populations and complex issues. The Master of Social Work program is dedicated to social justice by: (a) educating social workers with knowledge, values, and skills for evidence-based direct practice across systems, (b) advancing the knowledge base of the social work profession, and (c) providing local, regional, and global leadership in the development and implementation of policies, programs, and services for diverse communities.

## Master of Social Work Program Goals

Stemming from the mission statements of the School of Social Work and the Master of Social Work Program, nine (9) program goals have been developed.

Goal 1: The program will produce graduates grounded in the liberal arts and a person-in-environment framework with advanced knowledge, values, and skills to practice in a critical, reflective manner.

Goal 2: The program will produce graduates with an advanced professional foundation with an emphasis on the ability to implement evidence-based methods to promote well-being in at-risk populations.

Goal 3: The program will produce graduates with a professional foundation with a generalist practice perspective emphasizing critical thinking in relationship to practice with diverse individuals, families, groups, organizations, and communities.

Goal 4: The program will produce graduates with advanced knowledge, values, and skills for practice intended to serve at-risk clients and communities in rural and urban environments.

Goal 5: The program will produce graduates with a professional foundation with a generalist perspective that includes practice with both rural and urban, at-risk populations to recognize, support, and build on strengths.

Goal 6: The program will produce graduates who have developed an array of competencies useful for working with clients and constituencies at all levels of

prevention and intervention.

Goal 7: The program will produce graduates who possess a professional foundation consisting of a generalist practice perspective for practice in public, publicly supported, and nonprofit settings.

Goal 8: The program will produce graduates who possess a professional foundation with a generalist perspective that includes leadership at multiple levels of service delivery.

Goal 9: The program will produce graduates who possess advanced knowledge, values, and skills to provide leadership with, and on behalf of clients and constituencies promoting human rights and social and economic justice.

## ADMISSIONS

The School of Social Work accepts applicants for admission year-round. Applicants for Advanced Standing are accepted for the Summer semester. Applicants for Full-Time and Extended-Study are accepted for Fall semester. Applicants for Spring-Start are accepted for Spring. Only complete applications with all documents will be reviewed for admission.

### STEP 1: Graduate School Application

Use the electronic admission applications to apply to Graduate School, file for readmission or to change your current degree program or student level. (Application fees for initial admission are \$35 application fee for domestic students and \$60 for international students).

Apply through this link:

[https://www.memphis.edu/graduateadmissions/future/apply\\_grad.php](https://www.memphis.edu/graduateadmissions/future/apply_grad.php)

### STEP 2: Submit Required Documents

Items needed for your Graduate School Application:

1. Students may submit EITHER a writing sample OR the results of a standardized entrance exam:
  - Writing Sample. If applicants choose to submit a writing sample, it must be an original essay, article, or research paper. This is an individual work product not something complete by a group. Other professional written pieces may also be admissible depending on applicant's professional experience.
  - Entrance Exam. If applicants choose to submit an entrance exam, they may take

either the GRE or Praxis CORE Academic Skills for Writing (#5723) test:

- GRE scores will be reported unofficially by the applicant and then verified by the Graduate School.
- Praxis (test #5723) scores will be uploaded unofficially by the applicant in Program Materials under the Graduate School application and then verified by the Admissions Coordinator.

## 2. Transcripts.

Official transcripts from all universities and/or colleges are required. Please follow detailed instructions provided in the application portal to ensure your transcripts are sent to the correct place.

- UofM alumni can upload their unofficial transcripts.
- Electronic transmission using the following services: Credential Solutions, Parchment and National Student Clearinghouse
- By mail directly from the Registrar's office by using the transcript request form provided in the Academic History section of the Graduate School Application.

## Program Materials.

Applicants will need to have the following documents ready to upload for their application:

1. Current Resume. Include all paid and non-paid social work experience.
2. Personal Statement. Answer the following questions (maximum 2 pages for each question):
  - Choose and describe a current social problem. How can social workers address this problem? What are the ethical considerations that must be kept in mind in addressing this issue? (2 pages)
  - What significant life experiences or circumstances have influenced the development of your interest in social work? What are your social work-related career goals? If you have trained or worked in another field, why are you considering changing your career? (2 pages).
  - Explain a scenario where you have shown professionalism. Explain your ethical boundaries. What are your social work values? How do you manage stress? How do you prioritize competing tasks and obligations? Why do you believe you are a good candidate for our MSW program? (2 pages)
3. Three to four Professional References (ex. employers, supervisors, former/current instructors). Your references will be notified through the application system to create an account and upload their reference letter to

the application. Be sure to contact your references separately to make sure they're on the lookout for an automated email from "uofmgradunicas@liaisoncas.com".

Additional questions regarding ability to practice social work, desired program of study, etc. are also included here.

Please note, your application will not be reviewed until all parts are submitted, including official test scores, official/verified transcripts and completed references.

## When to Apply

Priority Regular Fall and Summer Advanced Standing Admission Deadline: March 1st

Regular Fall Start and Summer Advanced Standing Deadline: April 15th

Regular Extended-Study Deadline: May 15th

Spring Start Deadline: November 1st

Graduate Assistantships: March 1st

We accept applications past our deadlines until all slots are full, however, early application is highly encouraged!

## Requirements For Admission

MSW Faculty will determine admission to the Master of Social Work program. The following is necessary for application:

- A baccalaureate degree from an accredited college or university.
- The graduate school requires a minimum grade point average of 2.75 for admission.
- Generally, a grade point average of at least 3.0 or better (A=4.0) for the final 60 semester hours or 90 quarter hours of undergraduate study is necessary for consideration.
- Submission of EITHER writing sample OR GRE test scores or Praxis Core Academic Skills for Educators writing test.
- Experience in a Social Work-related field as a paid employee, volunteer or researcher is desirable.
- A personal statement.
- A professional resume.
- Three academic or professional references.

## Requirements For Admission to Advanced Standing



In addition to meeting all the requirements above, students applying to the advanced standing program must also meet the following requirements:

- A baccalaureate degree in social work from a program accredited by the Council on Social Work Education (CSWE) within five years of application to the MSW program. This requirement may be waived if the applicant is a Licensed Baccalaureate Social Worker (LBSW).
- A minimum undergraduate GPA of 3.0.
- A minimum GPA of 3.3 in social work courses.

## Readmission

Once accepted into a degree program, a student is expected to enroll every semester thereafter (excluding summer sessions) and make satisfactory progress toward the degree. A student who does not enroll for one semester must apply for readmission. Submission of an application for readmission does not ensure acceptance. An application for readmission may be rejected, or additional requirements may be imposed on the student.

## Admission of International Students

The University of Memphis believes that the presence of international students on campus enriches the educational environment for all. The University is authorized under Federal law to enroll non-immigrant alien students on the “F-1” student visa.

International applicants should review the additional requirements for admission on the University of Memphis Graduate School webpage for international applicants.

<https://www.memphis.edu/graduateadmissions/international/timeframe.php>

## Residency Classification

All determinations concerning the classification of students as in-state or out-of-state for fee purposes are made in the Admissions Office. The determinations are based on regulations and guidelines of the Tennessee Board of Regents. If, for any reason, there is a question about a student’s state residency classification for fee payment purposes, the student is responsible for requesting a review of his/her residency status before classes begin. Requests for review should be made to the Admissions Office.

## FINANCIAL AID TUITION AND FEES

Information on current tuition and fees can be obtained from the University of Memphis Bursar’s Office website <http://bf.memphis.edu/finance/bursar/>.

Graduate students may be eligible for a variety of financial aid options. Students should complete the Free Application for Federal Student Aid (FAFSA). For general financial aid information for graduate students, including Assistantships, Fellowships, Work Study Programs, Awards and Scholarships, students should inquire at the Student Financial Aid office. <https://www.memphis.edu/financialaid/graduate/aidprog2.php> Students are encouraged to investigate opportunities for student aid offered by the University of Memphis, including loans, scholarships and assistantship opportunities.

## Federal Aid

Limited federal assistance is available. Contact the Financial Aid - Financial Aid - The University of Memphis at (901)678-4825 for more information. Some students may seek aid through VA benefits or Title IV funds. VA benefits and Title IV funds for enrollment fees are subject to cancellation and immediate repayment if the recipient stops attending, whether or not he/she has withdrawn or dropped a course. The instructor will report the last known date of attendance as the “unofficial withdrawal date.” Students who stopped attending will be assigned a grade of “F” in courses from which they have not withdrawn according to the policies of the university.

## Funding Your MSW

There are many opportunities available for funding your MSW. The school maintains a list of current opportunities on the website. The list may be found here:

<https://www.memphis.edu/socialwork/students/scholarships.php>

## Student Worker Positions

Each year the School of Social Work awards a small number of graduate student worker positions. MSW students will be paid hourly at \$20 per hour and will typically work no more than 10 hours per week. Student worker positions require the student to be enrolled as a full-time student.

This service normally takes the form of aiding one or more faculty members with their research or teaching responsibilities. Appointments of positions are made on an annual basis but may be renewed by the school for one additional year, depending on performance. A yearly application is required.

A student worker is expected to make satisfactory progress toward the completion of their degree. To do this, the student must enroll for a minimum of nine hours of course work per semester and must maintain a minimum grade point average of 3.0 at all times. Failure to maintain a grade point average of 3.0 disqualifies a student from

holding a future position.

## GRADUATE PROGRAM REQUIREMENTS

Students in the full-time, spring-start, and extended-study programs are required to complete a minimum of sixty (60) semester hours: Twenty-seven (27) hours are taken in the generalist curriculum, twenty-four (24) hours are required in the specialization curriculum, and nine (9) hours are required as electives.

Students in the advanced standing curriculum are required to complete a minimum of thirty-seven semester hours: Seven (7) hours are required in the generalist curriculum, twenty-four (24) hours are required in the specialization curriculum, and six (6) hours are required as electives.

To accommodate a wide range of student needs, the MSW program of study offers options for full-time (4 semesters of study; 60 credit hours) and extended study (6 to 8 semesters of study; 60 credit hours). Regardless of progression through the program, the educational components of each sequencing option are the same. The specialization curriculum is generally full-time (2 semesters), although students may choose to extend (3 to 5 semesters). All MSW students follow the same learning expectations for field education and meet the same requirements for graduation. Courses are offered in the traditional classroom settings, online, and in a hybrid format (combination of traditional classroom and online).

### Requirements for Graduation

30 semester hours of foundation-level graduate coursework (24 semester hours) and field (6 semester hours), 30 semester hours of specialization-level coursework (18 semester hours) and field (12 semester hours).

All courses in the 30 semester hours of foundation-level graduate coursework (24 semester hours) and field (6 semester hours) are required and must be taken with a passing grade before specialization-level coursework, elective semester hours, or independent study semester hours may be undertaken.

12 hours of specialization-level coursework, 6 hours of specialization-level field, and 6 hours of specialization-level field seminar are required courses.

9 semester hours of electives or independent study, included above, must be taken.

### Degree Plans

Students may see sample degree plans for the different options on the website of the

School of Social Work:

<https://www.memphis.edu/socialwork/programs/graduate.php>

### Full Time Program (60 credit hours)

Students may elect to complete the MSW program on a full-time basis in four semesters (two years). Students who plan to complete the program full time should register for fifteen hours per semester and follow the schedule below. There is the option to take elective or specialization courses in the summer between year one and year two to spread out the requirements.

### Extended Study Program (60 credit hours)

Students who cannot take fifteen hours per semester may extend the program to three or four years. The extended study option may include either six or nine hours per semester. Generalist courses must be completed before specialization courses and prerequisite requirements must be followed. Students in the extended study program must work closely with the assigned advisor.

### Advanced Standing Program (37 credit hours)

The University of Memphis offers an advanced standing program for students who have completed a Bachelor of Arts in Social Work (BA) or Bachelor of Social Work (BSW) from a Council on Social Work Education (CSWE) accredited program within five years of applying to the MSW program with a minimum GPA of 3.0 overall and 3.3 in social work courses. The five-year rule may be waived if the applicant is a Licensed Baccalaureate Social Worker (LBSW).

## GENERALIST CURRICULUM

The generalist curriculum provides evidence-based knowledge, behaviors and skills for social work practice with individuals, families, groups, organizations and communities. The specialization curriculum allows students to extend the basic knowledge gained in the foundation to a more focused advanced evidence-based practice with families and children. Both the generalist and specialization portions of the program emphasize evidence-based practice and critical thinking skills.

Students must follow a structured program of study that includes all the following generalist courses (30 credit hours):

- 7001 Social Work Practice Skills (3)

- 7002 Individuals and Families (3)
- 7003 Groups (3)
- 7005 Psychopathology (3)
- 7021 SW Across the Lifespan (3)
- 7022 Communities & Organizations (3)
- 7030 Social Welfare Policy (3)
- 7051 Field Placement I (3)
- 7052 Field Placement II (3)
- One Elective (3)

Advanced Standing students take the following generalist curriculum during the summer before their specialization year:

- 7005 Psychopathology (3)
- 7030 Social Welfare Policy (3)
- 7050 Advanced Standing Field (1)

## SPECIALIZATION CURRICULUM

The MSW program at the University of Memphis offers one specialization: 1) Advanced Practice Across Systems. The goal of the specialization is to advance the generalist content in a manner that prepares students to utilize evidence-based, ethically informed social work practices with a variety of populations while at the same time tailoring the program through electives and certificates to fit the students' specific needs. The knowledge, skills, and competencies acquired by students in the specialization are designed to produce advanced social work practitioners who have the skills for ethically informed social work practice including advanced assessment, relationship building/enhancement, application of goal-oriented and evidence-based interventions, evaluation of practice, and lifelong professional development.

Upon successful completion of all generalist courses, students move to the specialization curriculum, which includes all the following courses (30 credit hours).

- 7025 Scientific Methods (3)
- 7026 Evaluative Research (3)
- 7028 Adv. Individual Practice Across Systems (3)
- 7034 Adv. Community Practice Across Systems (3)
- 7053 Field Placement III (3)
- 7054 Field Placement IV (3)

- 7055 Integrative Field Seminar I (3)
- 7056 Integrative Field Seminar II (3)
- Two Electives (3 credits each for a total of 6 credits)

## ELECTIVES

The MSW degree requires three (3) elective courses. The electives may be taken in the school of social work or in other departments. The School of Social Work offers a varying number of electives each semester. Students must consult the MSW schedule for details on specific electives offered each semester. Electives are subject to space requirements and may be canceled if fewer than 10 students register. The School of Social Work has no control over electives in other departments, whether or not specific courses are offered, and whether MSW students receive permits for specific courses in other departments.

Students should seek prior approval from their MSW academic advisor before enrolling in any elective courses offered outside the School of Social Work.

## GRADUATE CERTIFICATE PROGRAMS

The University of Memphis offers several Graduate Certificate programs in fields related to social work. Students who are interested in receiving a Graduate Certificate are encouraged to discuss with their advisors and to use their electives to pursue the certificate. Students may only use one course twice, meaning they can use a course to meet their degree requirements and use it once to meet a certificate requirement. Students may not use the same course a third time to pursue a separate certificate.

Some of the certificate programs available include (but are not limited to):

### School of Social Work Certificate Programs

Retention and Graduation Requirements for all certificate programs are the same as those for the degree program.

#### Retention Requirements

All students are required to maintain a cumulative GPA of at least 3.00. Should the student's cumulative GPA fall below that mark, a period of one semester will be allowed to correct the deficiency. At the discretion of the chair, the director of graduate studies in the student's college, and the Assistant Vice Provost for Graduate Studies, this period may be extended one additional semester. No more than 6 hours of "C-," "C"

or "C+" will be applied toward meeting graduate degree requirements. "D+," "D," and "F" will not be applied towards the graduate degree requirements. All students who fall below a GPA of 3.0 for one semester, and all students who earn a grade of "D+," "D," or "F" will be automatically referred to meet with the program retention committee the following semester.

## Graduation Requirements

Students must complete all four required courses with an average grade of B (3.0) or higher for a total of 12 credit hours.

Students may earn no more than 3 credit hours of C+, C, or C- grades.

## Interprofessional Graduate Certificate in Substance Abuse (12 hours)

### Admission Requirements

The certificate is designed to be completed in conjunction with a graduate degree in Social Work, Counseling, Psychology, or post-master's degree.

Core Course – Students are required to take the following course (3 credit hours):

- SWRK 7949 Screening, Brief Intervention, and Referral to Treatment

(SBIRT) Core Electives – Complete one of the following courses (3 credit hours)

- COUN 7710 - Addiction Counseling\*\* Credit Hours: 3
- PSYC 7705 - Neuropsychopharmacology Credit Hours: (3)
- SWRK 6061 - Treatment of Substance Use Disorder (SUD)\*\* Credit Hours: (3)

Elective Courses – Choose three courses (9 credit hours) from the following:

- COUN 6901 - Prin/Tech/Rehab Counsel Credit Hours: (3)
- COUN 6913 - Med/Psyc Aspects/Rehab Credit Hours: (3)
- COUN 7730 - Crisis Intrvntn Coun Credit Hours: (3)
- PSYC 7207 - Developmental Psyc Credit Hours: (3)
- PSYC 7412 - Psychopathology Credit Hours: (3)
- PSYC 7434 - Clin Psychotherapies Credit Hours: (3)
- SWRK 7001 - Skills Prof Pract SWRK \*\* Credit Hours: (3)
- SWRK 7002 - Individuals and Families Credit Hours: (3)
- SWRK 7005 - Assessmnt,Diag,Psychopath \*\* Credit Hours: (3)
- SWRK 7013 - Treatment of Trauma Credit Hours: (3)
- SWRK 7021 - SW Across the Lifespan \*\* Credit Hours: (3)

- SWRK 7028 - Advanced Individual Practice Across Systems Credit Hours: 3

## Graduate Clinical Social Work Certificate – 12 hours

The Graduate Certificate in Clinical Social Work is designed to provide the advanced skills and specialized direct practice knowledge necessary to work in a variety of settings such as private practice, behavior health, integrated health, community mental health, primary care, and agencies.

### Deadline for Certificate Programs

Application deadlines for the Graduate Certificate in Clinical Social Work are as follows

For Fall semester start, the deadline is May 31

For Spring semester start, the deadline is November 30th

### Admission Requirements

The Graduate Certificate in Clinical Social Work may be obtained by current MSW and DSW students or MSW and DSW graduates.

The graduate certificate program in Clinical Social Work can be pursued concurrently with the Master of Social Work program, Doctor of Social Work program or after completion of the Master of Social Work. Concurrent or prior enrollment in an accredited Master of Social Work program is required. Students may fulfill admissions requirements in one of the following two ways.

- Admission into the Master of Social Work at the University of Memphis.
- Completion of the Master of Social Work at any university accredited by the Council on Social Work Education (CSWE).

### Read Before Applying

Admission to the School Social Work and Graduate Clinical Certificate program is competitive. Before you can apply to the School of Social Work's Graduate Certificate program, you MUST complete the University of Memphis' Graduate School admission application. The graduate admission application is \$35 (non-refundable). If you have previously paid the \$35 fee, then you are not required to pay again. So, please check "YES" to the question about the application fee. However, if you have not paid the application fee, then you are required to pay the \$35 fee (initial graduate application fee). The application fee for domestic students (\$35) and international students (\$60) are different. Follow ALL instructions for the Graduate application process.

How to Apply/ Requirements for Graduate Certificate in Clinical Social Work



#### Step 1:

- Complete the Graduate School Application
- Complete the electronic admission application to apply to the Graduate School (initial application). Application fee for initial admission is \$35-domestic students and \$60-international students

#### Step 2:

- Upload your current resume
- Upload your official transcript
- Complete and upload a short essay 1-2 pages about why you are seeking a certificate in clinical social work
- Upload a brief autobiographical statement to include relevant academic, internship, volunteer, and/or work experience
- Upload 3 letters of recommendations (can use the same letters from your MSW application)

### Courses for the Clinical Social Work Graduate Certificate

Students MUST take SWRK 7948 and choose three additional courses to meet requirements.

Courses (12 credit hours) – Choose four additional courses from the following:

- SWRK 6061 - Treatment of Substance Use Disorder (SUD)\*\* Credit Hours: (3)
- SWRK 6615 – Infant Mental Health Credit Hours: (3)
- SWRK 6950- Violence Across the Lifespan Credit Hours: (3)
- SWRK 7005 - Assessmnt,Diag,Psychopath \*\* Credit Hours: (3)
- SWRK 7013 - Treatment of Trauma Credit Hours: (3)
- SWRK 7028 - Advanced Individual Practice Credit Hours: 3
- SWRK 7040 - Advanced SW Theory \*\* Credit Hours: (3)
- SWRK 7041 - Play Therapy \*\* Credit Hours: (3)
- SWRK 7948 - Clinical Social Work Process & Technique Credit Hours: (3)-  
REQUIRED COURSE
- SWRK 7175/8175- Reflective Supervision Credit Hours: (3)

### School Social Work Graduate Certificate & School Social Work Licensure- 12 hours

The Graduate Certificate in School Social Work may be used by current MSW students

or MSW graduates to obtain licensure as a School Social Worker. Students seeking licensure in the State of Tennessee should contact the Department about specific state requirements including test scores (currently there is no state test for licensure as a school social worker, but this could change in the future). Students seeking licensure in other states should contact that state for specific requirements before selecting courses within our program.

## Admission Requirements

The certificate program in School Social Work can be pursued concurrently with the Master of Social Work program or after completion of the Master of Social Work. Concurrent or prior enrollment in an accredited Master of Social Work program is required. Students may fulfill admissions requirements in one of the following two ways.

Admission into the Master of Social Work at the University of Memphis.

AND CURRENT MSW STUDENTS MUST:

Must be a current MSW graduate student at the University of Memphis in the School of Social Work

Must complete one of your two required field experiences in a school setting (typically completed in your second year MSW programming, and once you have identified as a student seeking school social work licensure).

Apply to Uofm Graduate School as a Certificate seeking student (choose School Social Work Certificate). Go to the University of Memphis Graduate School website <https://www.memphis.edu/graduateadmissions/> and click Apply. You will be applying for the Graduate Certificate in School Social Work. Once you have submitted your application (which will ask for your transcripts from your institution) I will review the information, and then you will receive additional information about the next steps. Once you are admitted into the University of Memphis as a certificate seeking student, email the School Social Work Certificate Coordinator, Dr. Susan Elswick (selswick@memphis.edu ) with your UID and your U of M email address. She will supply you with a permit for the School Social Work Class and enroll you in a course for submitting your required School Social Work Certificate documentation. The documentation includes letters of recommendation, application materials, and information about state standards in practice.

The School Social Work (SWRK 6937) course is currently offered in Summer and Fall semesters. It is one of the 12 hours required for the School Social Work Certificate

program.

MSW students seeking the School Social Work Certificate and Licensure must complete SWRK 7028: Advanced Individual Practice (3) for their MSW programming in addition to the School Social Work Certificate requirements.

### Courses for the School Social Work Graduate Certificate – 12 hours

- SWRK 6937 - School of Social Work (3) REQUIRED (offered in Summer and Fall sessions)

Completion of one of the following two courses:

- SPED 6112: Func Anlys/Treat Prob Behv Online (3) (Now only offered in Spring)
- SPED 7000 - Intro Excpntional Learnr (3)

Completion of 6 semester hours in an approved school social work setting.

- SWRK 7051 - Field Placement I (3) and SWRK 7052 - Field Placement II (3), OR
- SWRK 7053 - Field Placement III (3) and SWRK 7054 - Field Placement IV (3).

### School Social Work Licensure

The School Social Work Licensure is administered by the School of Social Work. MSW students will meet all requirements for Tennessee School Social Work Licensure through the completion of three courses: SWRK 6937: School Social Work, SWRK 7028: Advanced Individual Practice Across Systems, and SPED 7517: Functional Analysis/Treatment of Problem Behavior. MSW students may use elective hours towards their School Social Work Licensure. Additionally, students seeking School Social Work Licensure will be required to complete their specialization year field placement in a school setting. MSW students must apply and be accepted into the Teacher Education Program. The following scores on the Pre-Professional Skills Test (PPST) are required: Reading 174, Math 173, and Writing 173.

The PPST is waived if students achieve the following GRE scores: 143 verbal (350 Old GRE), 138 quantitative (350 Old GRE), 3.5 writing. Students interested in pursuing the School Social Work License should speak with their advisor early in their MSW program and contact Dr. Susan Elswick, [selswick@memphis.edu](mailto:selswick@memphis.edu).

Students seeking licensure must do the following in addition to their coursework:

- Complete the TEP application on U of M website:  
<https://www.memphis.edu/tep/admission/tep-admissions.php> The TEP application is a requirement for your licensure. Once you complete the TEP you may be asked to submit your GRE scores or take the Praxis Exam IF your

undergraduate or graduate GPA does not meet the TEP requirements.

- Once all course work is completed, and all grades for all classes are finalized, the student must complete the School Social Work application found on the School Social Work Certificate website:  
<https://www.memphis.edu/socialwork/programs/certificate.php> and also found within the School Social Work Certificate Canvas program.
- Once the School Social Work application is submitted, The School Social Work Program Coordinator will write a letter of support for your successful completion of all licensure and certification requirements. This formal letter will be submitted to the office of TEP at the University of Memphis. Once the TEP reviews the letter of support, they submit your licensure documents to the TN State Department of Education (DOE) for review, approval, and completion. The TN State DOE will email you the official licensure within 6-8 weeks of U of M's submission. If you need your licensure expedited for purposes of employment in a local district, you can request a letter from the School Social Work Certificate Program Coordinator, Dr. Susan Elswick ([selswick@memphis.edu](mailto:selswick@memphis.edu)) that can be used by your school districts superintendent to expedite the licensure process.\*\*\*This is not a guaranteed process but has assisted students in the past\*\*\*

## Play Therapy Graduate Certificate -12 hours

### Admissions Requirements

The certificate program is housed in the University of Memphis School Social Work and can be pursued concurrently with the Master of Social Work program (or other graduate programs mentioned above) or after completion of a graduate degree in social-behavioral science or closely related field. Concurrent or prior enrollment in an accredited program is required. Students may fulfill admissions requirements in one of the two following ways.

Admission into the Master of Social Work/or other related graduate programs (CEPR, Psychology, Clinical Mental Health, School Psychology, or Counseling) at the University of Memphis. Each of these participating graduate level programs meet the APT requirements for course content in the following areas within the specific field: Child Development, Theories of Personality, Principles of Psychotherapy, Child and Adolescent Psychopathology, Cultural & Social Diversity, and Legal, Ethical, and Professional issues.

Proof of successful completion of a master's degree in one of the following areas from

accredited programs: Social Work, Counseling, Clinical Mental Health, or School Psychology programs.

Please contact Dr. Susan Elswick EdD, LCSW, LSSW, IMH-E, RPT-S (selswick@memphis.edu) with questions and for further information on admission requirements.

### Core Course – The following courses are required:

- SWRK 7041 - Play Therapy \*\* Credit Hours: (3)
- SWRK 7702 - Advanced Play Therapy- Group Skills and Assessment Credit Hours: 3
- SWRK 7701 - Play Therapy and Expressive Arts Credit Hours: 3
- SWRK 6937 - School Social Work \*\* Credit Hours: (3)

### EXAMPLES OF OTHER CERTIFICATE PROGRAMS (List is not exhaustive)

#### Philanthropy and Nonprofit Leadership

The Graduate Philanthropy and Nonprofit Leadership Certificate is administered by the Department of Public and Nonprofit Administration. These certificates prepare students for leadership in the nonprofit sector. Through coursework and an internship, students gain information about nonprofit leadership and management, resource development, and program evaluation. MSW students, with approval of their advisor, may be able to use elective credits, field placement, and/or the required program evaluation course to complete program requirements for one of these certificates. MSW students interested in pursuing these certificates should speak with their advisor during the first year of the MSW program and contact the director of the Department of Public and Nonprofit Administration, 236 Browning Hall, 901-678-3360.

#### Local Government Management

The Graduate Certificate in Local Government Management is administered by the Division of Public and Nonprofit Administration. This certificate program prepares students to face urban and regional challenges around local government operations; conflict management and negotiation; budgeting processes and financial management; ethics and accountability; personnel and risk management; politics and policy making; and civic engagement and volunteer involvement. The Certificate requires fifteen (15) credit hours.

MSW students may use their nine (9) elective hours towards completion of the 15 required hours. MSW students interested in pursuing this certificate should speak with their advisor early in the MSW program and contact the director of the certificate.

## Disability Studies

The Interdisciplinary Graduate Certificate in Disability Studies is administered by the Department of Counseling, Educational Psychology, and Research in the College of Education. The certificate prepares students to work in fields of practice with people with disabilities. It requires twelve (12) credit hours including two courses in rehabilitation counseling and one in disability law. MSW students interested in pursuing this certificate should speak with their advisor early in the MSW program and contact the director of the certificate, 119 Patterson Hall, 901-678-4021.

## Women's Studies

The Graduate Certificate in Women's Studies is administered by the College of Arts and Sciences. The purpose of the certificate is to develop interdisciplinary understandings of the social, political, and cultural roles of gender and to synthesize theoretical approaches to gender and race across the social sciences and humanities. The Certificate in Women's Studies requires twelve (12) credit hours. Some of these hours may count as electives for MSW students. MSW students interested in pursuing this certificate should speak with their advisor early in the MSW program and contact the director of the certificate, 107 Scates Hall, 901-678-3550.

## Graduate Certificates in Public Health

Degrees and Programs - School of Public Health - The University of Memphis

<https://www.memphis.edu/publichealth/academics/degrees-programs.php>

## DUAL DEGREE PROGRAMS

Students seeking dual degrees must be admitted to both graduate programs and follow a program of study that leads to the successful completion of the program requirements for both degrees. Up to fifteen credit hours may be shared between the two programs (provided that the student meets all degree requirements for both programs). Students enrolled in dual-degree programs must meet regularly with advisors from both programs, preferably simultaneously.

Students who are interested in pursuing other dual degree options should consult with the MSW program director and their assigned advisor. It is recommended that students who are interested in pursuing this option start planning at the point of admission to the MSW program if possible.

Social work has two dual degree programs that are currently recognized by the

University of Memphis Graduate School. These are the Master of Social Work/Master of Public Health (MSW/MPH) and the Master of Social Work/ Master of Science in Instructional Curriculum and Leadership with a specialization in special education and an emphasis in applied behavioral analysis. Requirements for these two dual degrees are as follows:

## Dual MSW-MPH

A program of study leading to both a Master of Social Work (MSW) and a Master of Public Health (MPH) is offered. Students must meet the following requirements.

### Program Admission

Admission to the dual program will require separate admission to each program. Students are admitted to each program separately and must meet ALL admissions criteria for each degree. Completion of one degree is not contingent upon completion of both.

### Program Requirements

Students may earn up to a maximum of twelve hours of dual credit. The following courses will qualify for both the MSW and the MPH.

- PUBH 7132 may be substituted for SWRK 7026.
- PUBH 7985 may be substituted for either SWRK 7053 or SWRK 7054.
- Electives in either of the two programs may be shared.

## Dual MSW-MS

A program of study leading to both a Master of Social Work (MSW) and a Master of Science in Special Education/Applied Behavior Analysis (MS) is offered. Students must meet the following requirements.

### Program Admission

Admission to the dual program will require separate admission to each program. Students are admitted to each program separately and must meet ALL admissions criteria for each degree. Completion of one degree is not contingent upon completion of both.

### Program Requirements

Students may earn up to a maximum of twelve hours of dual credit. The following courses will qualify for both the MSW and the MS.

- EDPR 7521 may be substituted for SWRK 7025.
- SPED 7519 may be repeated and may be substituted for SWRK 7053 or SWRK 7054.
- Electives in either of the two programs may be shared.

## Other Dual Degree Options

Students may propose other dual degree programs with permission of both graduate directors. Students interested in pursuing other dual degree options not listed above may, with the help of their MSW advisor and the advisor in the other involved department, develop a degree plan that will result in the two degrees with some shared credit. All dual degrees must be approved in writing by the MSW program director. A copy of the degree plan with the signature of the MSW program director must be kept in the student's file in the MSW office.

## INDEPENDENT STUDY/DIRECTED RESEARCH PROJECT

An independent study/directed research project is not required for the Master of Social Work program. Students who would like to complete a research project or independent study should plan to do so during the specialization year and should follow all procedures in this manual.

An independent study or directed research project is a three-credit course which replaces one elective. Independent studies and research projects should be arranged prior to the semester in which the student wants to complete the project. Working with a faculty member, the student should write a brief proposal detailing the subject of the independent study/project and the final product(s) that will be produced. Once the proposal is approved, the student may be given clearance to register for the course.

## FIELD EDUCATION

Field placement is an important component of the social work degree program and is designed to help students integrate their academic learning to understand and develop good skills for entering the profession of social work. An internship placement provides opportunities for students to apply concepts and skills learned in the classroom in "real-world" work settings and to build work histories of relevant experience that will assist them in beginning their social work careers.

The purpose of the internship is to provide students with the opportunity to test, through practical experience, the knowledge and skills acquired in academic courses. The experience also allows students to identify areas in which they need additional



educational experience. Through application of concepts, theories, and practices learned in the classroom, students learn role behavior and techniques necessary to function effectively as skillful social workers. The experience provides further value by helping students decide what kind of positions they may wish to pursue after graduation. Internships primarily function to provide a learning experience for the student. Secondly, internships provide a valuable community service by contributing to the placement agencies, offering assistance on valued projects and bringing new ideas to practitioners.

## Field Attestation

Students admitted to the School of Social Work must attest the following:

*I understand that evening and weekend field placements are not guaranteed.*

*I understand that it is highly recommended that MSW students have availability for field placement during weekday daytime hours (Monday-Friday, 8am-5pm). I understand that I risk not obtaining a field placement if I am not available during weekday daytime hours.*

*I understand I may not get my preferred field placement. I understand that I am expected to fulfill all field requirements regardless of the field placement I am assigned, even if it is not in my identified specialization.*

## Field Placement Process

Refer to Field Manual for information on field courses and the field placement/coordination process. Students are NOT allowed to reach out to agencies for internship spots without first meeting with their respective field director. This includes students enrolled in online-only coursework and those who are not in the Memphis, TN metro area.

## NASW Membership and Student Liability Insurance

### NASW Membership

All students enrolled in field education must obtain and maintain a membership with NASW for the duration of their field education experience. Student memberships are \$60 per year. Students must provide proof of membership to their respective field directors prior to beginning placement. MSW students who previously had a membership as a BSW student will need to call the 800-number at the bottom of the membership webpage and explain they are still a student, so a customer support representative can edit the account and give the correct membership rate.

## Student Liability Insurance

All students enrolled in field placement are responsible for procuring liability insurance (with a minimum coverage of \$1,000,000 per claim and \$5,000,000 aggregate) prior to the beginning of field placement and keeping coverage for the duration of their field education experience. Students have the option to purchase liability insurance through CPH Insurance or through Preferra, however, coverage must be “student” coverage, and meet the minimum required coverage amounts described above. Coverage purchase prices vary between \$15-40 per year. The student must provide their respective field director with a copy of the full policy with declarations and certificate of coverage, verifying purchase of the insurance, prior to beginning placement. Students whose policy lapses while enrolled in field may not be credited internship hours accrued while the policy was lapsed—no exceptions. All students should maintain care in keeping their liability policy current and active in good standing while enrolled in social work field education.

Preferra insurance can be found here. Select the Apply Online button under "Students". Remember to have your NASW member ID number handy when applying/renewing.

NASW Assurance/CPH Insurance can be found here. When selecting a policy, be sure to mark it as a student liability policy. Remember to have your NASW member ID number handy when applying/renewing.

Alternatively, students may obtain their own liability insurance outside of these companies, however, coverage must be for a student policy with the required minimums described above.

## Prior Life and Work Experience

The University of Memphis School of Social Work does not grant social work course credit for life experience or previous work experience. This policy includes not granting credit in field courses for life experience or previous work experience.

# POLICIES & PROCEDURES

## Advising

Students must seek advising from their assigned academic advising during the advising period in the Fall (advising for Spring) and Spring (advising for Summer and Fall) semesters. The advising period varies but it is usually 10 to 15 days prior to the first day of registration for graduate students. Students who are not advised in a timely manner

risk not being able to enroll in the courses they need for on-time graduation from the MSW.

Advising is an essential component of the MSW program. During the summer prior to enrollment in the program, the MSW program director or MSW admissions director advise all incoming students. In August, new students are assigned an adviser who follows them throughout the program. The academic advisor is a full-time member of the MSW faculty.

Major responsibilities of the academic advisor are as follows:

- Assist students in assessing their aptitude and suitability for a career in social work practice;
- Provide students with specific information about courses and program requirements;
- Provide the students with permits to register for courses;
- Advise on course planning in relation to the program's course requirements and the student's educational needs;
- Consult with students as they prepare for field placement;
- Assist students in evaluating their progress and performance in the program;
- Advise students who experience class and field performance difficulties or other issues related to their professional education; and
- Serve as a mentor to students as they enter the profession of social work.

Advisors will provide students with a program of study worksheet which includes a tentative schedule of courses that they intend to take during their MSW program. This tentative program of study may be reviewed and revised as needed. Students may also find recommended programs of study in the student handbook above and on the program website:

<https://www.memphis.edu/socialwork/programs/graduate.php>

It is the student's responsibility to schedule an appointment with the advisor each semester that they are in the program. If a student decides to change their program of study, it is the student's responsibility to notify the advisor.

## Adding and Dropping Courses

Courses may be added or dropped after initial registration for a limited time only. Refer to the Student Calendar at <http://www.memphis.edu/registrar/calendars/> for appropriate deadlines. Courses may be added late only upon approval of the instructor

and the director of graduate studies in the student's college.

Courses may be dropped after the drop date only when circumstances beyond the student's control make it impossible to complete the semester. Late drops must be approved by the director of graduate studies in the student's college. Students enrolled on a non-degree basis must obtain the approval of the Vice Provost for Graduate Studies or designee to withdraw from a course. VA benefits and Title IV funds for enrollment fees are subject to cancellation and immediate repayment if the recipient stops attending, whether or not they have dropped a course.

## Transfer Credits

Up to twenty-four hours of transfer credits may be used to meet the requirements of the Master of Social Work program. A student seeking to transfer courses must provide their advisor with 1) a transcript demonstrating that the course was completed with a grade of B or better and 2) a syllabus from the semester during which the course was taken. Only graduate level courses can be approved for transfer credit.

Transfer credits that are to be used to replace required generalist courses in practice, SW Across the Lifespan, psychopathology or field must be from an accredited or candidacy Master of Social Work program. Transfer credits used to replace generalist policy (SWRK 7030) or research (SWRK 7025) can be from social or behavioral science courses outside of social work. Students seeking to replace required courses with transfer courses must provide written product(s) which demonstrate that all required competencies for the replaced course have been met. If the student has kept papers, projects, assignments, or final exams from the class, these may be used as the written products. Students who cannot bring in class assignments may write a summary statement detailing how each course competency was completed in the prior course.

Transfer credits that are used to replace elective hours can be taken in social work or any field of study related to social work. The student's advisor and the MSW program director will review and approve the student's request for transfer of elective hours.

All transfer credits must come from an accredited college or university. Transfer credit cannot be given for continuing education, work experience, or life experience.

Transfer credits must have been earned within the eight-year time limit of earning the current MSW degree.

## Credit By Exam

Students who believe that they have completed course content in prior graduate or undergraduate courses may seek credit by exam. Credit by exam will only be given for the following courses: SWRK 7001, SWRK 7002, SWRK 7003, SWRK 7005, SWRK 7021, SWRK 7022, SWRK 7025, and SWRK 7030.

No more than nine credit hours may be granted by exam. Students who want credit by exam are responsible for obtaining the appropriate graduate school form and obtaining the signatures of their advisor, director of the MSW program, and chair of the School of Social Work.

Testing out of a social work course is a two-step process. Students must 1.) Complete the final exam for the course with a grade of 80% or better and 2.) Write a summary statement explaining how every course competency has been met through prior coursework.

Internship experience can be described in prior coursework but not work experience. Credit by exam is not given for life experience or for prior paid work experience.

## Work/Life Experience

The University of Memphis Master of Social Work program does NOT give credit for prior life experience or for prior work experience. In addition, credit may not be given for continuing education hours. This University of Memphis MSW program follows this policy strictly to be in compliance with Council on Social Work Education (CSWE) accreditation standards.

## Grading System

The grades that may be awarded are as follows: A+, A, A-, B+, B, B-, C+, C, C-, D+, D, or F." Grades used to postpone or suspend course completion include "I" (incomplete), "IP" (in progress), and "W" (withdrawn).

## Plus/Minus Grading Scale

Here are the Quality Point values assigned to standard letter grades awarded at the University of Memphis:

- 4.00 for A+ or A
- 3.84 for A-
- 3.33 for B+
- 3.00 for B

- 2.67 for B-
- 2.33 for C+
- 2.00 for C
- 1.67 for C-
- 1.33 for D+
- 1.00 for D
- 0.00 for F

Grades of IP, S, and U do not carry any quality points and are not included in computing GPA.

Students must maintain a GPA of 3.0 throughout the program. Students who earn a grade of C+ or lower in a class may choose to retake the course one time to improve their grade. A grade of D+ or lower will not count toward graduation. Regardless of whether the student plans to retake the course, a grade of D+, D, or F will result in an automatic referral to the MSW program director and may result in a referral to the program retention committee during the following semester.

## Incomplete

The grade “I” (incomplete) may be assigned at the instructor’s discretion in any course in which the student is unable to complete the work due to extraordinary events beyond the individual’s control. The “I” may not be used to extend the term for students who complete the course with an unsatisfactory grade. The student receiving the incomplete grade should communicate with the faculty member to develop a timeline for completion. It is generally recommended that the student plan to complete the course before the start of the next term. In some instances, a student may be required to complete the incomplete before moving on to the next course in a sequence. Per the University of Memphis Graduate Catalog, an incomplete will automatically revert to an “F” if it is not completed by the end of the next major term.

If degree candidates earn any “I” or “IP” grades during their last semester of enrollment, they will be automatically disqualified from graduation and will be notified of this disqualification via UofM email only.

## Academic Holds

Students who earn academic holds will have to petition the MSW Program Director for their removal. Academic holds will be removed by the MSW Program Director after

official semester grades are posted, and student has demonstrated adequate progress toward good academic standing.

## Grade Appeals

The appeal procedure provides any graduate student at The University of Memphis with a clearly defined avenue for appealing the assignment of a course grade that the student believes was based on prejudice, discrimination, arbitrary or capricious action, or some other reason not related to academic performance. In all cases the complaining student shall have the burden of proof with respect to the allegations in the complaint and in the request for a hearing.

The student must institute the appeal process within thirty (30) class days following the University deadline for posting grades in the system. If the instructor, chair, or dean fails to respond to the student's complaint within the time limits, the Graduate Grade Appeals Committee shall act on the student's complaint. The procedure is terminated if the student and the instructor agree on the grade. If neither the student nor the instructor appeals a decision within the appropriate time limit, the disposition of the complaint made in the previous step shall be final.

A written record of all decisions shall be kept with the file at all steps in the process. Copies of all correspondence and records shall be retained in the office in which the complaint is finally resolved. The original documents shall be forwarded to the Graduate School for filing.

All parties must carefully adhere to the following procedure, observing the deadlines.

### Step 1:

Time Limitation: Early enough to meet the deadline in Step 2.

The student shall first consult with the instructor to provide a satisfactory resolution of the complaint. In the event the student cannot schedule a meeting with the instructor, the student may contact the department chair, who shall schedule the meeting between the student and the instructor. If for any reason the instructor is not available, proceed to Step

2. If agreement is reached between the student and instructor, the appeal process ends.

### Step 2:

Time Limitation: Thirty (30) class days from the University deadline for posting grades in the system.

If the complaint is not resolved in Step 1, the student must complete a Graduate Grade

Appeal Form (available in PDF format on the Graduate School's homepage, in the departmental office, or in the Graduate School). This form, accompanied by a written statement detailing the factual basis of the complaint along with the instructor's written rebuttal, shall be taken by the student to the chair of the school in which the course was taken. The written complaint must be received by the chair within thirty (30) class days from the University deadline for posting grades in the system. The department chair shall then address the complaint in consultation with the instructor and the student within fifteen (15) class days of the date of submission of the written complaint. If the instructor is unavailable, the chair should proceed with the appeal. The department chair may utilize any resources available to resolve the grade conflict. The chair must provide a written rationale for any decision made, which shall become part of the file.

If the department chair was the instructor of the course involved in the complaint, or if for any reason the chair disqualifies themselves, the student may proceed to Step 3.

The chair is empowered to change the grade if they find that the original grade was based on prejudice, discrimination, arbitrary or capricious action, or some other reason not related to academic performance. The chair shall notify both the student and the instructor in writing of the action taken. Either the student or the instructor may appeal the chair's decision within five (5) class days by filing a written request for a hearing before the dean of the college.

### Step 3:

Time limitation: Within five (5) class days after the fifteen class-day period above.

If the complaint cannot be resolved at the level of Step 2 within the prescribed fifteen (15) class days, the student or the instructor has five (5) class days to request in writing (with a copy to the Graduate School) that the chair forward the complaint to the dean of the college. The chair shall provide the dean with the Graduate Grade Appeal Form, the chair's written rebuttal, a copy of all correspondence and decisions, along with other records pertaining to the complaint.

The dean may utilize any resources available to resolve the grade conflict within fifteen (15) class days. If the dean finds that the request lacks merit, he or she shall notify the student, the instructor, and the chair in writing; the grade shall remain as recorded. The dean is empowered to change the grade if they find that the original grade was based on prejudice, discrimination, arbitrary or capricious action, or some other reason not related to academic performance. Otherwise the grade shall remain as recorded. The dean must provide a written rationale for any decision made, which shall become



part of the file.

Either the student or the instructor may appeal the dean's decision within five (5) class days by filing a written request for a hearing before the Graduate Grade Appeals Committee with the Vice Provost for Graduate Studies or designee. This request must be accompanied by the Graduate Grade Appeal Form, a copy of all correspondence, including the dean's written recommendation, and other records pertaining to the complaint.

#### Step 4:

Time limitation: Within five (5) class days after the fifteen (15) class-day period above.

The written request for a hearing before the Graduate Grade Appeals Committee should state the factual basis for the appeal of the results of Step 3. All supporting documents, including the Graduate Grade Appeal Form, should be included at the time of submission.

The Vice Provost for Graduate Studies shall forward the request to the chair of the Graduate Grade Appeals Committee. The chair shall subsequently distribute copies of the request to the members of the committee for consideration. If the Committee finds the student's or the instructor's request merits a hearing, the Committee shall notify the student, the instructor, the chair, and the college dean of the date, time, and the location of the hearing. If the Committee finds that the request does not merit a hearing, the student, the instructor, the chair, and the dean shall be notified in writing.

The Graduate Grade Appeals Committee may utilize any available resources to resolve the conflict within fifteen (15) class days. To hold a hearing, the seven (7) members of the committee (or appropriate alternates) must be present. The instructor and student will present their cases at the hearing in each other's presence. If a majority of the Committee agrees that the grade should be changed because it was based on prejudice, discrimination, arbitrary or capricious action, or some other reason not related to academic performance, the Committee shall notify the Vice Provost for Graduate Studies, who shall be empowered to change the grade without the consent of the instructor, the chair, or the college dean. Otherwise, the grade shall remain as recorded. The decision of the Committee shall be communicated to all parties in writing. The decision of the Graduate Grade Appeals Committee shall be final.

The Graduate Grade Appeals Committee shall be composed of a chair, six members, and six alternates constituted as follows:

A chair designated by the Vice Provost for Graduate Studies and selected from the

graduate faculty; a graduate faculty member and alternate designated by the Vice Provost for Graduate Studies; two graduate faculty members and two alternates elected by the University Council for Graduate Studies; three students and three alternates selected by the Vice Provost for Graduate Studies.

The appeals procedure is not complete until all appropriate records are forwarded to the Graduate School Office. At this time, the Vice Provost for Graduate Studies shall notify the Office of the Registrar of any grade change. A copy of the Graduate Grade Appeals Form shall become a part of the student's file. A permanent record of all grade appeals reviewed by the Grade Appeals Committee shall be maintained in the Graduate School.

Although the primary responsibility of the committee is to review appeals, the committee shall report any obvious discriminatory or capricious conduct on the part of either the student or the instructor to the Vice Provost for Graduate Studies for consideration and action.

## Privacy Rights of Students

The University complies fully with the Family Educational Rights and Privacy Act of 1974 (FERPA). This act is designed to protect the privacy of educational records, to establish the right of students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with the FERPA office concerning alleged failures by the institution to comply with the Act.

The provisions for the release of information about students and the rights of students and others to have access to The University of Memphis education records are published each semester in the Schedule of Classes. A copy of the Act and The University of Memphis Procedures pertaining to FERPA may be reviewed in the offices of the Registrar or University Counsel.

## Retention

All students are required to maintain a cumulative GPA of at least 3.00. Should the student's cumulative GPA fall below that mark, a period of one semester will be allowed to correct the deficiency. At the discretion of the chair, the director of graduate studies in the student's college, and the Assistant Vice Provost for Graduate Studies, this period may be extended one additional semester. No more than 6 hours of "C-," "C" or "C+" will be applied toward meeting Master of Social Work degree requirements. "D+," "D," and "F" will not be applied towards the Master of Social Work degree requirements. All

students who fall below a GPA of 3.0 for one semester, and all students who earn a grade of "D+," "D," or "F" will be automatically referred to meet with the program retention committee the following semester

## Repetition of Courses

A graduate student may repeat a course to earn a higher grade only if the earned grade was a "U" or lower than a "B" (3.0). No course may be repeated more than once to improve the grade. Only the grade earned in the second attempt will be included in the computation of the cumulative grade-point average. A maximum of two courses may be repeated during the student's total MSW program to improve a grade. Students should always check with their advisors before enrolling in a course a second time. Students who fail more than two courses (grades below "C-"), and students who have more than four grades below "B-" or more than two grades below "B-" after having repeated two courses will be dismissed from the program.

## Termination of Enrollment

Students can be dismissed from the MSW program for various infractions that constitute ethical breaches as well as for poor academic performance. These behaviors / choices can lead to disciplinary action, up to and including dismissal from the program. The following behaviors present some of the most important of these infractions, but it is not exhaustive:

- Documented behavior that is inconsistent with the Code of Ethics of the National Association of Social Workers.
- Documented problems in behavior or performance, which raise questions from the faculty or field instructor about the student's suitability for professional social work. The following list is not exhaustive:
- Forced or coerced sexual behavior.
- Sexual activity with clients including, but not limited to, kissing, fondling, or sexual intercourse.
- Physical actions directed at clients, students, faculty, or staff, such as hitting, spanking, or slapping.
- Physical or emotional threats directed toward clients, students, faculty, or staff.
- Acceptance of gifts or money from clients that are not considered standard payment for services received on behalf of the student's agency or field setting; students shall not ask for nor expect gifts from clients.
- Illegal or unethical behavior that limits or takes away clients' rights or results in financial, material, or emotional loss for clients or gain for social work students.
- Sexual harassment or misconduct.

- Plagiarism, including inappropriate use of AI, cheating, or any other form of academic dishonesty or disruption.
- Failure of student to maintain a 3.0 GPA beyond one semester of academic probation.
- Failure to follow policies and rules as outlined in the MSW Student Manual or the MSW Field Manual.
- Completion of any course with the grade of "D+," "D," or "F."
- Completion of more than 6 hours of coursework with a grade of "C-," "C" or "C+."

Concerns about unethical behavior or poor academic performance will be addressed by the MSW program retention committee.

## MSW Retention Committee

The Retention Committee will be integrated by the MSW Program Director (Chair), the student's academic advisor, and the instructor for the course. If unethical behavior or poor academic performance occurs in field placement, the program retention committee may also include the MSW Field Director and may include the Field Liaison. Students will be notified of retention committee meeting at least 48 hours before scheduled meeting.

Students will be discussed throughout the semester as concerns are identified. At minimum, midterm notices will go out to faculty and students. The retention committee will meet, as needed, to discuss students who have failed the minimum requirements for retention in the MSW: Failure to maintain a GPA above 3.0 for two or more semesters and obtention of more than two grades below "B-" or one or more grades below a "C-" having repeated the maximum of two courses. Academic misconduct will also be discussed at any time throughout the academic year as needed.

Following the end of every semester, the MSW Program director will obtain a list of students who have obtained grades below "B-" and/or GPAs below 3.0. The MSW Program Director will communicate the following information to student (copy MSW office, who will retain a copy of the email communication):

Please be advised that a GPA of 3.0 or above is required to graduate with the MSW at the University of Memphis. Please be advised that students are not permitted to graduate with more than two grades of "C" and that students are not permitted to graduate with grades below a "C". Please be advised that our policy does not permit a student to repeat more than two classes.

General guidelines for addressing academic concerns are as follows: The instructor must attempt to resolve the problem with the student. First, the instructor must attempt to resolve the issue with the student. If the initial attempt to resolve the issue with the student is not successful, the instructor will communicate with the student's advisor. Instructor, advisor, and student may meet up to three times. Each attempt at a resolution must be documented in writing, including the proposed resolution. Instructor must retain a copy. If after three attempts involving instructor and advisor the issue is not resolved, the instructor and/or advisor may refer the matter to the Retention Committee. The Retention Committee may then call a retention meeting at the discretion of the MSW Program Director. The Retention Committee will not be convened to address disciplinary or plagiarism issues that are best addressed by the teacher and or teacher and advisor of said student.

The Field Director may call a Retention Committee meeting in cases of egregious ethical misconduct/violations.

The MSW program office will retain a copy of decisions in the student's file.

Students who wish to appeal the decision to terminate or other decision must first write a letter of appeal to the Chair of the School of Social Work. If the dispute is not resolved by the chair, students must follow the Graduate School procedures outlined in the Graduate Catalog and in the section below. Students who wish to appeal the decision to terminate must follow the Graduate School procedures outlined below.

## Graduate School Termination Procedures

Any action that results in a student being terminated may be appealed under the following procedures. These actions may include a second failure on comprehensive examinations, a second semester on academic probation, or an action of a program retention committee. Appeals are to be presented and hearings on appeals convened only during periods in which the academic units of the University are in session. All parties concerned must receive copies of:

- The requests for a hearing;
- Notices of the time and location of the hearing; and
- Disposition of the hearing request in each step of the appeal procedure.

As soon as notice is received that the appeal is continuing, copies of all correspondence and other records pertaining to the complaint must be forwarded to all concerned.

### Step 1

Time Limitation: Thirty (30) class days following the semester in which the termination was received.

The student must submit a written request to the school chair for a hearing to appeal termination from the program. The request should state the factual basis for the appeal.

Time Limitation: Fifteen (15) class days following receipt of the complaint.

In consultation with the student and appropriate departmental committee, the school chair will render a decision on the appeal. The student and departmental committee will be notified in writing of the school chair's decision and reasons supporting the decision.

## Step 2

Time Limitation: Five (5) class days following the announcement of the decision by the chair.

The student or the departmental committee may appeal the decision made in Step 1 by filing, with the director of graduate studies in the student's college, a written request for a hearing before the college council for graduate studies. The request should state the factual basis for the appeal of the chair's decision and include a copy of the chair's decision.

Time Limitation: Fifteen (15) class days following the receipt of the written request.

The college council for graduate studies will notify the student, departmental committee, and chair of the date, time, and location of the retention appeals hearing. If the college council agrees that the student should be reinstated, the council shall be empowered to reinstate the student. The student, departmental committee, and chair will be notified in writing of the college council's decision and reasons supporting the decision.

## Step 3

Time Limitation: Five (5) class days after the announcement of the decision by the college council.

If the complaint cannot be resolved at the level of Step 2, the student or the departmental committee may request in writing that the director of graduate studies in the student's college forward the complaint to the dean of the appropriate college with a copy of the college council's decision.

Time Limitation: Fifteen (15) class days following the written request for appeal.

The college dean may utilize any resources available to resolve the conflict. The chair, the director of graduate studies in the student's college, the departmental committee, and the student will be notified in writing of the dean's decision.

In the case of programs that are not represented on a college council, Step 2 will be omitted, and the appeal will be forwarded to the dean of the school involved.

#### Step 4

Time Limitation: Five (5) class days following the announcement of a decision by the college dean.

If the complaint cannot be resolved at the level of Step 3, the student or the departmental committee may appeal the decision by filing, with the Vice Provost for Graduate Studies, a request for a hearing before the University Council for Graduate Studies. The written request for a hearing must state the factual basis for the appeal and include a copy of the dean's decision.

If the University Council for Graduate Studies finds that the appeal does not merit a hearing, all concerned parties shall be notified by the Vice Provost for Graduate Studies.

Time Limitation: Fifteen (15) class days following the receipt of the written appeal.

If the University Council for Graduate Studies finds that the appeal merits a hearing, it will notify the college dean, the director of graduate studies in the student's college, the department chair, the departmental committee, and the student of the date, time, and location of the retention appeals hearing. Any available resources may be used by the University Council to resolve the conflict. If the University Council agrees that the student should be reinstated, it shall be empowered to reinstate the student. The Vice Provost for Graduate Studies will notify in writing all concerned parties and the student of the decision and reasons supporting the decision.

The decision of the University Council for Graduate Studies shall be final.

#### Withdrawal From the Graduate School

A graduate student may withdraw from the University after the specified drop date only when circumstances beyond the student's control make it impossible to complete the semester. Late withdrawals must be approved by the Director of Graduate Studies in the student's college and submitted to the Graduate School.

Students enrolled on a non-degree basis must obtain the approval of the Vice Provost for Graduate Programs or approved designee. VA benefits and Title IV funds for enrollment fees are subject to cancellation and immediate repayment if the recipient stops attending, whether or not they have withdrawn.

## Time Limit for Completion of Degree

All degree requirements for the Master of Social Work must be completed within 8 years of initial enrollment. Students seeking an extension of the time limit should petition in writing to the Director of the MSW program and School Chair. The time limit may be extended for one semester if the student can show a reasonable plan for completing the degree requirements.

## Graduation

Students in their last semester of Master of Social Work program must follow all Graduate School Policies and Procedures to apply for graduation. The intent to graduate form is due early in the semester that the student plans to complete the program. It is the student's responsibility to read and be familiar with the policies and procedures for graduation.

Policies and procedures may be found on the Graduate School's website:

[http://www.memphis.edu/gradschool/current\\_students/graduation\\_information/graduation.php](http://www.memphis.edu/gradschool/current_students/graduation_information/graduation.php)

If degree candidates earn any "I" or "IP" grades during their last semester of enrollment, they will be automatically disqualified from graduation and will be notified of this disqualification via UofM email only.

## Non-Degree Seeking Students

Students who have been admitted to the Graduate School as non-degree seeking may take courses in the School of Social Work with permission of the instructor and MSW program director. Non-degree seeking students without a Master of Social Work degree may take generalist courses and some electives. Non-degree seeking students who have a prior MSW degree may take generalist, specialization, or elective courses. In special circumstances other non-degree seeking students who hold another graduate degree may be given permission to take specialization and/or elective courses at the discretion of the MSW program director. No more than nine (9) credit hours may be completed as non-degree seeking. Non-degree seeking students must follow all guidelines for prerequisites. Permission to enter a course as a non-degree seeking student will be given if space is available. Students admitted to the MSW



program will be given priority over non-degree seeking students.

## Graduate Students from Other Academic Units

Graduate students from other academic units can be given permission to take social work courses with the permission of the instructor. Students from other academic units should follow guidelines for prerequisites. Permission to enter the course will be given if space is available. Students in the MSW program will be given priority over students from other academic units.

## Academic Misconduct

Graduate students at the University of Memphis are expected to observe the regulations and policies that govern the behavior of students as members of this academic community. These regulations and policies are published in the Student Handbook. In particular, graduate students should become familiar with the University's policies on plagiarism in its various forms. Furthermore, term papers may not be used to meet the requirements of more than one course unless approved in advance by both instructors.

The Office of Student Accountability outlines all student expectations regarding academic conduct: <https://www.memphis.edu/osa/students/academic-misconduct.php>

The University of Memphis Code of Student Conduct defines academic misconduct as all acts of cheating, plagiarism, forgery, and falsification.

<https://www.memphis.edu/osa/students/code-of-rights.php>

The term “cheating” includes, but is not limited to:

- Using any unauthorized assistance in taking quizzes or tests;
- Using sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments;
- Acquiring tests or other academic material before such material is revealed or distributed by the instructor;
- Misrepresenting papers, reports, assignments or other materials as the product of a student’s sole independent effort;
- Failing to abide by the instructions of the proctor concerning test-taking procedures;
- Influencing, or attempting to influence, any University employee to change a student’s grade or evaluation; and
- Any forgery, alteration, unauthorized possession, or misuse of University documents.

- Using artificial intelligence (AI) tools to complete an assignment without prior permission from the instructor.

The term plagiarism includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person or AI-generated content without full or clear acknowledgement. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

Academic misconduct also includes furnishing false information to a University official, faculty member, or office; or the forgery, alteration, or misuse of any University document, record, or instrument of identification. The Academic Discipline Committee, a standing University committee appointed by the President, addresses allegations of academic misconduct.

## Professional Conduct

Students enrolled in The University of Memphis Master of Social Work program must conduct themselves in a professionally ethical manner toward clients, students, faculty, and staff. Professional conduct is expected at all times.

The NASW Code of Ethics and The University of Memphis Student Code of Conduct serve as guidelines and standards for professional conduct both on and off campus. Any act that would constitute unethical practice, professional misconduct, or violations of the law, whether committed in college-related activities or not, is grounds for disciplinary action, up to and including dismissal from the program.

The University of Memphis, School of Social Work, through its various faculties and appropriate committees, reserves the discretionary right to dismiss any student from the College for failure to maintain appropriate personal conduct or professional standards and ethics. Please refer to the following documents for more information: NASW Code of Ethics, (<https://www.socialworkers.org/about/ethics/code-of-ethics>) and University of Memphis Student Code of Conduct, (<https://www.memphis.edu/osa/students/code-of-rights.php>)

## Behavioral Expectations

Students in the MSW program are expected to conform to the following expectations. Failure to adhere to the following expectations may result in disciplinary action up to and including expulsion from the program. Students in the MSW Program at the University of Memphis will:

- Adhere to the honor statement signed upon entering the program.
- Understand that documented plagiarism and other forms of academic dishonesty may result in sanctions ranging from a grade of “0” for the assignment, to a grade of “F” for the course, to recommending expulsion from the MSW program.
- Promote a positive learning environment for all.
- Adhere to the NASW Code of Ethics.
- Respect diversity and difference.
- Respect faculty, staff, and other students.
- Behave with civility at all times in oral and written communication at the University, field placement, sponsored events by the university and/or program, and in social media (and other unanticipated situations).
- Maintain professional behavior when interacting with students, faculty, staff, clients, and colleagues.
- Understand and agree that bullying and intimidation (in person, online, through email, or in any form or medium) in the form of taunting, threats, name-calling, and any other manner of bullying and/or intimidation will not be tolerated. Students engaging in any form of bullying and intimidation against any person (faculty, staff, or students) will be subject to disciplinary action resulting in sanctions ranging from verbal reprimand up to and including dismissal from the MSW program depending on the severity or number of the offense(s).
- Understand that the program critiques the structures of oppression and privilege.
- Understand that the program and professors will expose students to difficult, complex, and controversial topics and students will be expected to participate in readings and discussions on these topics.
- Understand that this is a university; ideas will be critiqued. No idea is exempt from examination or protected from criticism.

## Sexual Misconduct and Equal Opportunity

The University of Memphis does not discriminate against students, employees, or applicants for admission or employment based on any protected category or any other legally protected class with respect to all employment, programs and activities sponsored by the University of Memphis. The Office for Institutional Equity has been designated to handle inquiries regarding non-discrimination policies. For more information, visit The University of Memphis [Equal Opportunity](#).

Equal Opportunity is the right of all persons to enter, study and advance in academic programs on the basis of merit, ability, and potential without regard to race, color,

national origin, sex, sexual orientation, genetic information, disability or status as a veteran.

The University of Memphis is committed to maintaining a learning and working environment that is free from discrimination, harassment and retaliation.

All members of the University community have a shared responsibility to see that Equal Opportunity and Affirmative Action procedures are considered in all academic and employment practices - admissions, grading, recruiting, hiring, transfers, promotions, compensation, discipline, benefits and other terms, conditions, benefits, and privileges associated with academia or employment. All members of the University community should be familiar with the University's policies on discrimination and harassment and sexual misconduct.

## Students With Misdemeanor or Felony Records

A misdemeanor or felony conviction may impact your internship and employment prospects, because many agencies and employers request criminal records of their prospective interns and hires. In addition, a conviction may impact your ability to secure liability insurance as an intern/professional as well as licensure upon graduation from an accredited social work program. Below are the identified practices of the NASW, liability companies, and the Tennessee Board of Social Workers:

- NASW – A conviction does not prevent a student from being able to apply and be accepted into the NASW.
- Liability Insurance - Will consider liability insurance for a student or professional with a felony/misdemeanor conviction on a case-by-case basis. They do not guarantee approval.
- TN Board of Social Workers – A student with a conviction must provide a letter of explanation and documents from jurisdiction with disposition indicated. The board will review and consider each application on a case-by-case basis.

## Program Development

The social work program provides opportunities for students to participate in formulating and modifying policy. These opportunities include student participation through the following avenues:

- 1) There is an active Student Social Worker Organization (SSWO) which is involved in a variety of activities – e.g., the SSWO recently appointed a voting student member to a faculty search committee and the president of the SSWO is invited to attend faculty

- meetings of the school, with the charge of representing students' interests to that body
- 2) Formal feedback through course evaluations completed by students takes place each semester. This serves not only as feedback on the faculty members' instruction, but also on the nature of the course itself.

## STUDENT AND PROFESSIONAL ORGANIZATIONS

### Student Social Work Organization (SSWO)

The Student Social Work Organization (SSWO) provides students with opportunities to get involved with important social issues, and to foster communication and interaction between students, faculty, and administrators in the School of Social Work. The SSWO coordinates fund raising events, organizes volunteer activities, hosts special events with guest speakers, and sponsors social activities of interest to students.

Why should you join? SSWO provides opportunities for:

Networking – SSWO increases the exchange of information among students, faculty, administrators and community service providers

Development – SSWO provides several opportunities to engage in professional development activities (service to community and fundraising events), leadership development (opportunities to be involved in the planning, coordination and implementation of various projects), exposure to individuals in the field (guest speakers, site visits)

Fun – SSWO provides activities that celebrate our successes as an organization as well as form relationships among new students who are interested in learning more about social work

### The Coalition of Black Social Workers

The Mission of the Coalition of Black Social Workers is as follows: The Coalition of Black Social Workers exists to engage, connect, and empower Black social work students and professionals in the community, with the goal of increasing awareness about issues specific to the Black community and cultivating a network of support.

#### Criteria for Membership

- Membership is open to all students, regardless of race, color, national origin, religion, sex, pregnancy, marital status, sexual orientation, gender identity, age, physical or mental disability, or covered veteran status.
- A member of the Coalition of Black Social Workers is defined as any student at

the University of Memphis, School of Social Work in good academic standing and enrolled in the School of Social Work

- Members must be concerned about issues that are relevant to the Black community in social work.

## National Association of Social Workers (NASW)

The National Association of Social Workers (NASW) is the largest membership organization of professional social workers in the world, with approximately 142,000 members. NASW works to enhance the professional growth and development of its members, to create and maintain professional standards, and to advance sound social policies.

The NASW offers the option for students to join at a reduced rate and offers specific support to members through an online Student Center and a student starter toolkit for student members. To learn more about NASW and join, go to

<https://www.socialworkers.org/>

## STATE LICENSURE AND JOB PROSPECTS

Students who graduate from the MSW program at the University of Memphis are eligible for licensure upon graduation. To determine requirements for the state a student/graduate resides in, please visit the <https://www.aswb.org/licenses/how-to-get-a-license/getting-your-first-license/> and select the state from the dropdown list.

Students should note, the University of Memphis School of Social Work does not guarantee social work licensure for its students upon graduation. Obtaining licensure is the responsibility of each individual student. Further, the University of Memphis School of Social Work does not guarantee graduates will obtain jobs as master's level social workers upon graduation from the MSW program. Licensure and obtaining a job as a social worker is solely the responsibility of the student/graduate.

## COMMUNICATION

### E-Mail Account

An e-mail account is available free of charge to University of Memphis students. This UM account will be the official contact used for all School of Social Work correspondence. If you elect to use another e-mail service, you must obtain an account through the university and forward your mail to your personal account. Much

correspondence is conveyed to students via e-mail so the account should be checked frequently.

## Other Communication

Students are asked to ensure that the School of Social Work office has a current e-mail address, mailing address and telephone number. The success of our degree program depends partly on our ability to foster ties to our students, alumni and the larger community. Students can update their contact information by informing the School of Social Work administrative assistant, in writing, of any changes.

## CAMPUS SERVICES

### Academic Calendars

Academic year calendars mark the major activity dates (class start/end dates, exam dates, and commencement) of each term and its parts. Each Academic Year begins with the Fall term and ends at the conclusion of the Summer term.

Students wanting registration, add/drop, fee payment, dates and deadlines for a particular term should review the Dates & Deadlines Calendar for that term. For academic calendars, see <http://www.memphis.edu/registrar/calendars/index.php>

### Parking Services

Parking services is located at 120 Zach Curlin Parking Garage and can be contacted at (901) 678-2212. Parking services offer general permit parking, priority permit parking, and visitor parking. See <http://bf.memphis.edu/parking/> for more information.

### ID Cards

The University of Memphis issues each student, faculty and staff member an identification card that bears their name and image. This permanent identification card is used as the primary campus-wide method of determining privileges and accesses. Students must be currently enrolled, and a photo identification (such as driver's license or passport) is required to have an identification card made.

The University Identification card remains the property of The University of Memphis and should be surrendered upon the request of a University official. Students, faculty or staff members may possess only ONE University identification card at any time.

There is no charge for the initial student ID card. There is a \$10 fee charged to replace a lost or stolen card. Pay the replacement fee at the Customer Service Windows adjacent

to 115 Wilder Tower. Take your receipt to the Campus Card Office, 500 Wilder Tower, to obtain your replacement card. Photo identification is required to obtain a new or replacement card. <https://www.memphis.edu/campuscard/>

## Tiger Fund\$

A Tiger Fund\$ account is a money management system activated by your University ID card that is available to all students, faculty, and staff. Once you have made a deposit into your personal Tiger Fund\$ account, you simply present your University ID card to pay for meals at campus dining locations or to purchase books, supplies, and personal items at the University Store. You can also use your card in copier machines and for services at the Health Center and the Bursar's Office.

Deposits to your Tiger Fund\$ account can be made by cash, check, or credit card (Visa, MasterCard, Discover, American Express) at the Bursar's Office (Customer Service Windows, 1st floor, Wilder Tower) or through Blackboard Card Management Centers located in the McWherter Library, the Law Library, the Tiger Copy & Graphics Center, the Learning Resource Center, and the Speech and Hearing Center. Excess funds from financial aid/scholarships can also be deposited to your Tiger Fund\$ account by completing an Authorization to Transfer Financial Aid/Scholarships to Tiger Fund\$ form in the Bursar's Office, 115 Wilder Tower.

## Libraries

The University Libraries include the McWherter Library and four branch libraries: Audiology & Speech Language Pathology, Chemistry, Mathematics, and Music. Most social work books, journals, and resources are in McWherter Library or available electronically. For information about library policies and services pertaining to graduate students, see <http://www.memphis.edu/libraries/>

## Computer Labs

Computer labs and iPrint kiosks are available to University of Memphis students in many locations across campus. The closest computer labs to social work are in McWherter Library and Manning Hall. The closest iPrint kiosk is in McWherter Library. For a map of all computer labs available on campus, go to [https://www.memphis.edu/umtech/service\\_desk/technologyandlabs.php](https://www.memphis.edu/umtech/service_desk/technologyandlabs.php)

## Police Services

Police Services is dedicated to making The University of Memphis a safe place to learn and work. The emergency number is (901) 678-HELP (4357). For non-emergency calls,



the number is (901) 678-3848.

Also, Police Services offers the Tiger Patrol Escort Program from 6:00 pm to 2:00 am. To request an escort, call 678-HOME (4663).

The University of Memphis wants to make sure you know about emergencies and incidents as they happen. UofM Alert powered by Everbridge is used to make sure you know about issues that may affect your safety. This system allows the UofM to contact thousands of campus community members in seconds so you can find out about an emergency right away. <https://www.memphis.edu/police/everbridge.php>

## Student Health Services

Student Health Services is located on the main campus at 3770 Desoto Avenue, south of McWherter Library. Student Health Services treats short-term acute illnesses and injuries and includes a family planning clinic. For more information about Student Health Services, visit <https://www.memphis.edu/health/>

## Counseling Center

The Counseling Center provides free counseling, wellness, and psychiatric services for University of Memphis students. All services are confidential, and most are free of charge for enrolled students. The Counseling Center is open Monday – Thursday 8:00 am – 7:00 pm and Friday 8:00 am – 4:30 pm. The Counseling Center can be contacted at 901.678.2068 or [counseling@memphis.edu](mailto:counseling@memphis.edu)

<https://www.memphis.edu/counseling/>

## The Center for Academic Success & Achievement

The CASA provides academic assistance for classes that students are currently taking at the U of M. CASA's services are free and available to graduate and undergraduate students. CASA services include five on- campus learning centers, weekly study sessions, tutors, seminars, and on-line tutoring. To get more information, see <http://www.memphis.edu/esp/>

## Disability Resources for Students

The University of Memphis values all students, and students with varied learning preferences and needs are welcome. You are encouraged to speak with instructors privately if there are aspects of instruction or the design of courses that result in barriers to accessibility or an accurate assessment of achievement. If barriers to participation exist due to a physical, mental, or cognitive condition or a temporary

injury, please contact Disability Resources for Students (DRS) to submit an official request for course accommodations by calling 901-678-2880, emailing [drs@memphis.edu](mailto:drs@memphis.edu), or visiting 110 Wilder Tower.

## The Center for International Programs and Services

The Center for International Programs and Services (CIPS) advise international students, faculty, staff, visiting scholars, and researchers regarding federal regulations from the Department of Homeland Security, and Immigration and Customs Enforcement; health insurance matters; and employment issues. In addition, the Center prepares federal documents necessary for internationals in certain visa categories, as well as meeting the SEVIS requirements set by the U.S. Department of Homeland Security. The Center produces the federally mandated orientation for F-1 and J-1 visa holders new to campus. CIPS also frequently provides this information for in-country dependent family members of students, faculty, and researchers on campus, as well as to international applicants to the University and area colleges and University staff.

The Center for International Programs and Services advise the International Students Association and several other international student clubs. Annual events include International Night, International Education Week, Diwali, and India Fest among various other cultural events. For more information, please visit Brister 102, call 678-4271, or visit the website at: <http://cipsweb.memphis.edu>

## Career Center

Career Services works with students during all phases of the career development process. Services include individual career planning, resume critiquing, mock interviewing, internship preparation, and job search preparation. The office of Career Services also seeks to build strong partnerships with the university and Memphis community at-large.

Visit Career Services at 400 Wilder Tower or see <http://www.memphis.edu/careerservices/>

## Adult Student Services Center

Adult Student Services Center fosters an atmosphere where students who are juggling college along with work and family responsibilities can gather and interact in a supportive environment where they can truly connect with other adult and commuter students.

The mission of the Adult Student Services Center office is to provide a supportive environment for non-traditional and commuter students that promotes intellectual,

social and academic growth and development through services and programs that foster lifelong learning.

Adult Student Services Center offers information about childcare, off-campus housing, scholarships, and many other topics. More information can be gained here:

<http://www.memphis.edu/acss/>

## Veterans Resource Center

The Veterans Resource Center is located at 110 Panhellenic Bldg. The Veterans Resource Center offers monthly seminars, Memphis VA Medical Center Outreach, counseling services, and referrals to campus and community services. Contact them at (901) 678-4269 or [veterans@memphis.edu](mailto:veterans@memphis.edu). More information can be gained here:

<http://www.memphis.edu/veterans/>

## GRADUATE CATALOG COURSE DESCRIPTIONS

Course descriptions updated per 2025-2026 Graduate Catalog.

Note, course offerings vary from semester to semester. Please consult with your academic advisor or Lookup Classes feature in the MyMemphis Portal to determine which courses will be offered in any given semester.

### Required Generalist Courses

#### **SWRK 7001 - Skills Prof Pract SWRK (3)**

The course covers the profession's unique mission, values, roles and typically practice used in the conduct of social work practice. It further examines theories of practice and generalist roles and skills. The course is designed to prepare students for their initial field experience in Field Placement I. The course introduces students to the Practice Wheel as a primary model for serving children and families.

#### **SWRK 7002 - Individuals and Families (3)**

A required foundation course designed to prepare students to apply evidence-based interventions to social work practice with individuals and families. Foundation knowledge and skills are developed in the areas of theory, therapeutic alliance, risk assessment, case formulation, ethical decision-making, critical thinking and evidence-based practice. Emphasis is placed on social work practice with culturally diverse, vulnerable and high-risk populations.

#### **SWRK 7003 - Groups (3)**

A required foundation course designed to prepare students to apply evidence-based interventions to social work practice with groups. The course emphasizes mezzo practice skills/ roles, evidence-based theories, problem-solving processes, group dynamics, phases of group development, needed for group work with organizations and community groups. Issues inherent to diversity, at-risk populations and social justice are integrated. Prerequisite(s) or Corequisite(s): SWRK 7001.

### **SWRK 7021 - SW Across the Lifespan (3)**

Course provides a multidimensional understanding of person and environment relationships. An ecological/ systems framework is paired with a developmental approach to provide an interactional understanding of human behavior. The course examines life span development from conception through older adulthood. Issues of human diversity (i.e. race, ethnicity, class, gender, sexual orientation) will be highlighted. Prerequisite(s): Admission to the MSW program or permission from MSW director or instructor.

### **SWRK 7022 - Organizations and Communities (3)**

A required foundation course designed to prepare students to apply evidence-based interventions to social work practice with organizations and communities. The course emphasizes macro practice skills/ roles. The course stresses an eco-systems perspective and looks at social system malfunctions and inequities. The nature and dynamics of social service networks and social service network eco-systems perspective. Prerequisite(s): Admission to the MSW program or permission from MSW director or instructor.

### **SWRK 7051 - Field Placement I (3)**

This course provides opportunities for students to integrate what they are learning in the classroom with practical experience in an agency that provides social work services. The first course prepares students for work as generalist social workers, to help them learn to apply critical thinking skills, to increase their range of social work skills and techniques, to understand the importance of the value base and increase their self-understanding. \$30 per credit hour fee.

### **SWRK 7052 - Field Placement II (3)**

The first year of field placement is intended to prepare students for work as generalist social workers, to help them learn to apply critical thinking skills, to increase their range of social work skills and techniques, to understand the importance of the value base and ethical framework of the profession of social work, and to increase their self-

understanding. Field Placement II builds on the learning foundation that was established in Field Placement I. \$30 per credit hour fee. Prerequisite(s): SWRK 7051

## Required Specialization Courses

### **SWRK 7005 - Assessment, Diagnosis, Psychopathology (3)**

A required concentration course designed to provide students with current information about the assessment and diagnosis of mental disorders utilizing the Diagnostic and Statistical Manual of Mental Disorders, Fifth Edition (DSM-5) classification system. The course includes etiology, prevention, assessment and treatment approaches for a number of commonly diagnosed mental health disorders. Students will identify a range of risk and protective factors effecting individuals with a mental illness and compare/contrast theories and interventions. Prerequisite(s): Admission to the MSW program or permission from MSW director or instructor.

### **SWRK 7025 - Scientific Methods (3)**

A required course designed to teach research methods and the elements of evidence-based practice. The course focuses on social work practice-focused quantitative and qualitative research knowledge and skills including critical evaluation of empirical literature, basic research methodology including construct operationalization, study design, selection, development, implementation, measurement, specific instruments, data management and data analysis using statistical software. Prerequisite(s): Admission to the MSW program or permission from MSW director or instructor.

### **SWRK 7026 - Evaluative Research (3)**

A required course designed to teach students hard skills in ethical program evaluation; statistical analysis techniques; and research findings dissemination and application from the micro to the macro levels and throughout diverse areas of practice. Must be repeated for a minimum of 12 hours credit (4 semesters). Prerequisite(s): SWRK 7025.

### **SWRK 7028 - Advanced Individual Practice Across Systems (3)**

This required specialization course covers advanced direct practice techniques with people of all ages. Techniques include cognitive behavioral therapy, motivational interviewing, and other evidence-based techniques are included. Prerequisite(s): SWRK 7001 and SWRK 7002

### **SWRK 7030 - Social Welfare Policy/Services (3)**

This required course explores the historical process leading to, and the philosophical underpinnings of current welfare policy in the United States. The course examines

local, state, national and international policies affecting social work practice, and utilizes comparative approaches to understand regulatory processes and procedures. Economics is studied as foundational to social welfare and policy and social work policy practice. Prerequisite(s): Admission to the MSW program or permission from MSW director or instructor.

### **SWRK 7034 - Advanced Community Practice Across Systems (3)**

This required specialization course covers advanced community practice, including public and private policy, advocacy, the impact of policy on agencies and programs, budgeting basics, risk assessment and disaster response, and business planning and administration. The goal is to help social workers assume leadership positions in social service agencies and organizations. Prerequisite(s): SWRK 7022 & SWRK 7030.

### **SWRK 7050 - Advanced Standing Field Seminar (1)\*\*\* Advanced Standing students only**

The advanced standing field course connects generalist curriculum learned in undergraduate social work to the masters-level curriculum at the advanced level. Assignments encourage self-assessment, increase empathy towards populations served, and expose students to core competencies. \$30 per credit hour fee. Prerequisite(s): Admission to the Advanced Standing MSW Program.

### **SWRK 7053 - Field Placement III (3)**

The second year is directed toward an area of social work specialization and the development of advanced skills and practice, building on the first year of placement and providing opportunities for more complex application of social work theories, models, values, and ethics. Field Placement III builds on the learning foundation that was established in Field Placement I and II. \$30 per credit hour fee. Prerequisite(s): SWRK 7052. Corequisite(s): SWRK 7055.

### **SWRK 7054 - Field Placement IV (3)**

The second year is directed toward an area of social work specialization and the development of advanced skills and practice, building on the first year of placement and providing opportunities for more complex application of social work theories, models, values, and ethics. Field Placement IV builds on the learning foundation that was established in Field Placement I, II, and III. \$30 per credit hour fee. Prerequisite(s): SWRK 7053, SWRK 7055. Corequisite(s): SWRK 7056.

### **SWRK 7055 - Integrative Field Seminar I (3)**

The course covers preparation for advanced social work practice and preparation for the

social work licensure exam. Prerequisite(s): SWRK 7052. Corequisite(s): SWRK 7053.

### **SWRK 7056 - Integrative Field Seminar II (3)**

The course covers preparation for advanced social work practice and preparation for the social work licensure exam. Prerequisite(s): SWRK 7053, SWRK 7055.

Corequisite(s): SWRK 7054.

## **Elective Course Options**

In addition to the courses below, the school may offer the following Special Topics courses:

SWRK 6065-6069, SWRK 6615-6619, SWRK 6911-6919, SWRK 7060-7065, and SWRK 7071-7075 Special Topics in Social Work. (1-3). Topics are varied and announced in the class schedule; they may be repeated with different topics.

### **SWRK 6060 - Social Work Integrated Health (3)**

Social Work Practice in Integrated Health Care is an elective course for seniors and master of social work students. The objective of the course is to introduce social work students to the direct practice of integrated behavioral health in primary care. Students will become knowledgeable of the roles of behavioral health providers working in primary care settings, theories and models of care, and cross-cultural issues. They will develop skills in engagement, assessment, intervention planning and implementation, and practice evaluation. PREREQUISITE(S): Permission from instructor or MSW program director

### **SWRK 6061 - Treatment of Substance Use Disorder (SUD)(3)**

This course is intended to prepare you for evidence-based practice in the field of substance use treatment. The course will present an integrative biopsychosocial model for the understanding and treatment of substance use disorder. Course content includes an overview of the history of substance use, a review of models of addiction, a multidimensional model of the addiction process, the physiological effects of commonly misused substances, assessment and diagnosis of substance use disorders, and specific, evidence-based interventions with adolescent and adult clients.

### **SWRK 6365 - Manhood, Masculinity, and Healthy Male Youth Development (3)**

This course examines the range and diversity of contemporary male social roles and experiences of boys, adolescent males, and adult men within U.S. families, communities and society. The historical context of these descendants of immigrants, refugees, enslaved Africans and first citizens residing in the United States will be explored utilizing theory and research that seeks to explain evolving American ideals

about social justice and the strengths and limitations of Western Eurocentric thoughts about normative and social role development within an evolving multi-racial, multi-ethnic and multi-cultural society.

### **SWRK 6615 - Introduction to Infant Mental Health (3)**

This course is designed to provide students with foundational knowledge for relationship-based work with children ages 0 – 5 and their caregivers. The course will also contribute to student's progress in meeting the requirements for Endorsement for Culturally Sensitive, Relationship-Focused Practice Promoting Infant Mental Health (IMH-E®).

### **SWRK 6934 - Child Welfare Policy/Services (3)**

Historic overview and contemporary application of child welfare policy; problems in policy development; contemporary American child welfare services in both public and private domains.

### **SWRK 6935 - Child Welfare II (3)**

Roles and responsibilities of social workers practicing within child welfare system; mastery of practice skills at a range of levels, such as individual, family, and environment designed to develop culturally competent child welfare workers. PREREQUISITE(S): Admission to the MSW program or permission of the instructor/MSW Director.

### **SWRK 6937 - School Social Work (3)**

This course develops the knowledge and skills necessary for successful and competent social work in public schools; covering the varied roles and functions of school social workers in their practice with diverse groups of students, families, school personnel, and communities. Best practices in assessing, intervening, and evaluating social work practice across all system levels are emphasized. Prerequisite(s): Admission to the MSW Program or Permission from Instructor/MSW Director.

### **SWRK 6944 - Encountering Poverty (3)**

This course examines the development and analysis of specific policies that impact rural and urban centers with high concentrations of poverty. Emphasis will be placed on the interaction effects of federal policies regarding crime, education, employment and housing, and federal and state income maintenance programs for the poor. The strengths and weaknesses of various approaches to policy development and analysis will be discussed.

### **SWRK 6945 - Social Work in Paris (6)**



This 4000/6000 level elective study-abroad course will allow students to learn about the French social welfare system, the profession of Social Work, social work service delivery, and French culture and contextualizing factors through a one-month immersion course in Paris, France, delivered in partnership with L'Ecole Pratique de Service Social. Students will compare the French and American social welfare systems and develop projects for social change. Grades of S, U, or I will be given. Study-Abroad fee.

### **SWRK 7000- Social Wellbeing and Culture in South Korea (3)**

The 4000/7000 level elective provides students with a unique opportunity to explore the dynamic relationship between global wellbeing trends and cultural practices in South Korea. Seoul and Busan are cities in South Korea where traditional healing, cutting-edge medical technologies, and vibrant popular culture coexist and interact. Students will examine how South Korea's healthcare system integrates Eastern traditional medicine with modern Western biomedical models, and how cultural beliefs, historical experiences and contemporary global forces shape national and community health practices.

### **SWRK 6946 - Grief and Loss (3)**

Grief and Loss is an asynchronous online elective designed to enhance the content of the core social work curriculum. Students will be exposed to issues of loss and grief experienced by individuals across the life span. The focus is on normal and unresolved grief and loss as well as a variety of factors that facilitate and/or impede the ability to function after loss. Assessment skills and therapeutic interventions will be explored.

Issues regarding values and ethics, cultural diversity and populations at risk, as they relate to loss and grief, will be interspersed throughout the course.

### **SWRK 6950 - Violence Across the Lifespan (3)**

This elective course builds on foundational competencies, behaviors, and skills to help students develop specialized knowledge and skills for working with families who have experienced violence. The emphasis of the course is research informed practice with families who have experienced violence within the family (e.g., child abuse/neglect, intimate partner violence [IPV], sexual abuse, and elder abuse). Special attention is given to clinician self-care.

### **SWRK 7013 - Treatment of Trauma (3)**

An elective course designed to broaden students' ability to understand and treat

persons exposed to traumatic events. The course examines roles, assessments and intervention strategies for social workers working with clients exposed to specific types of traumas; rape, war, natural disasters. Emphasis is placed on understanding biopsychosocial influences, psychopharmacology, incidence, course, treatment and evidence-based assessment and interventions skills. Prerequisite(s): Admission to the MSW program or permission from MSW director or instructor.

### **SWRK 7040 - Advanced SW Theory (3)**

The course covers major theories that have influenced social work research, social work practice, and social welfare policy. The interdisciplinary nature of social work theory and history of social work will be covered. Students will learn methods of theory building and theoretical modeling. Prerequisite(s): SWRK 7002, SWRK 7003, SWRK 7021, SWRK 7022, SWRK 7025, & SWRK 7030.

### **SWRK 7041 - Play Therapy (3)**

This course is designed to teach play therapy theory and techniques to graduate students. Students will learn the theoretical underpinnings of directive and non-directive play therapy and the techniques by which the theory is practiced.

Prerequisite(s): Admission to the MSW program or permission from MSW director or instructor.

### **SWRK 7045 - Social and Political Action through Public Discourse (3)**

Elective course includes a critical examination of the treatment of social work, social workers, and the clients that social workers serve in public discourse. Students will examine strategies to influence the public discourse and analyze the relationships between public discourse and public policy. Prerequisite(s): Graduate status and permission from the instructor, MSW program director, or DSW program director.

### **SWRK 7070 - Independent Study (1-3)**

Provides an opportunity for directed advanced reading, an advanced field project, and/or research in special areas of social work. Provides in-depth learning opportunities not otherwise available in the regular curriculum. Independent study replaces one elective. PREREQUISITE: Admission to MSW program or permission of the instructor.

### **SWRK 7100 - Developing Fundable Proposals (3)**

This course is designed to prepare students to apply knowledge of evidence-based interventions and knowledge of policy related to social work practice to the

development of a proposal for funding. Foundational knowledge and skills in grant writing will be explored. There will also be emphasis on working effectively with others to operationalize ideas to create a program or a plan in response to a request for proposals/applications. Students will learn to organize a proposal and respond to reviewers. Emphasis is placed on proposals for social work practice with culturally diverse, vulnerable and high-risk populations. Prerequisite(s): Admission to the MSW, to the DSW program, or instructor approval are required.

### **SWRK 7155 - Informatics & Data Driven Decision Making in Social Work (3)**

This course emphasizes the use of information technology in social work practice (1) to improve overall quality of services provided by clinicians as well as (2) to leverage the implicit knowledge of workers so that agencies foster ongoing innovations in service provision. Prerequisite(s): Graduate status and permission by instructor, MSW Director, or DSW Director.

### **SWRK 7164 - Critical Theory & Social Work (3)**

This course will explore critical theory and power within the U.S., including critical race theory and Black feminist thought. The educational system and interactions with police will be used as examples for applying these frames. Students will explore additional opportunities for social workers to apply these theories to their practice on the micro, mezzo, and macro levels. Prerequisite(s): Graduate level.

### **SWRK 7175 - Reflective Supervision (3)**

Reflective supervision is a regular collaborative reflection experience between a service provider and supervisor that builds on the supervisee's use of his/her thoughts, feelings, and values within a service encounter. In this course, the student will learn about the origins and history of different models of supervision. Through discussion and practice, the student will learn how supervision can provide a rich opportunity for service providers to further their self-awareness and skills. Prerequisite(s): Graduate status and permission by instructor, MSW Director, or DSW Director.

### **SWRK 7701 - Play Therapy and Expressive Arts (3)**

A course that provides an overview of the use of expressive arts techniques in play therapy. Expressive Arts is an experiential and engaging form of intervention used within the social and behavioral sciences and if embedded with play therapy techniques can be a powerful intervention for children and adolescents. Exposing students to the many facets of play therapy and the use of expressive arts will engage students in the helping profession/ field. Prerequisite(s): Graduate Level

### **SWRK 7702 - Advanced Play Therapy- Group Skills and Assessment (3)**

This is an advanced Play Therapy course on implementing play therapy in groups. Students will learn basic skills in providing play therapy in a group setting and will include discussions about topics such as school-based play therapy, kinesthetic storytelling as a play therapy intervention, AutPlay in groups (for serving neurodiverse clients), digital play therapy in groups, bibliotherapy in groups, and utilizing play-based group interventions across settings and demographics. There is an opportunity for service learning and engaged scholarship experience in this course which may include running groups for community-agencies or collaborating with play therapy association chapters on projects as a form of practice play. Prerequisite(s): Graduate level

### **SWRK 7899 - Parent-Child Interaction Therapy (PCIT) (3)**

Parent-Child Interaction Therapy (PCIT) is an internationally recognized, evidence-based parent management program for families who have children with primary or secondary externalizing behavior problems. The program is unique in comparison to other parent management programs because it involves coaching parents as they interact with their young child (ages 2 years to 6 years, 11 months). There are two phases to PCIT: Child-Directed Interaction (CDI) and Parent-Directed Interaction (PDI). The purpose of this course is to develop the knowledge and skills necessary for Basic training in Parent-Child Interaction Therapy (PCIT) is designed for clinicians new to the PCIT model. Participants are able and encouraged to start seeing PCIT cases after initial course training activities begin and the course will include didactics, modeling, role playing, and active skills practice. To be trained in PCIT, participants must have at least a master's degree in a mental health/counseling field and be licensed to provide psychotherapy in their state or receive clinical supervision from a licensed provider. Prerequisite(s): Graduate status and approval from the instructor.

### **SWRK 7948 - Clinical Social Work Process & Technique (3)**

This elective course allows students to enhance and develop their skills and clinical social workers-in-training. The course will explore various approaches to therapy and behavior change with a focus on both content and process. Students will develop clinical skills through readings, observation of therapy session role plays, topical and case presentations, and classroom discussion. Prerequisite(s): SWRK 7001, SWRK 7002, SWRK 7003, and SWRK 7005.

### **SWRK 7949 - Screening, Brief Intervention, and Referral to Treatment (SBIRT) (3)**

Through readings, role plays, presentations, and online trainings, the students will learn how to identify and treat patients with substance use and mental health

disorders utilizing a treatment model called SBIRT (Screening, Brief Intervention, and Referral to Treatment) that encourages mental health and substance abuse screenings as a routine preventive service in healthcare. Prerequisite(s): Graduate level status at the University of Memphis and permission from the instructor or MSW Program Director.