

## Table of Contents

<b>GSS STUDENT HANDBOOK 2017-2018</b> .....	<b>5</b>
<b>IMPORTANT ADDRESSES AND PHONE NUMBERS</b> .....	<b>6</b>
<b>FUGSS ACADEMIC CALENDARS</b> .....	<b>9</b>
<b>QUALIFICATION AND REQUIREMENTS FOR SUCCESS IN THE FORDHAM MSW PROGRAM</b> .....	<b>10</b>
<b>INTRODUCTION TO FORDHAM UNIVERSITY GRADUATE SCHOOL OF SOCIAL SERVICE</b> .....	<b>13</b>
Our Mission .....	13
Our History .....	13
Fordham University and its Policies .....	13
Statement of Sexual Harassment Policy.....	13
Non-Discrimination Policy.....	14
<b>MSW PROGRAM</b> .....	<b>15</b>
Goals the MSW Program .....	15
Foundation Phase.....	15
Advanced Concentration Phase .....	16
Clinical Concentration Course Requirements.....	16
Research Concentration Course Requirements: .....	16
Leadership and Macro Practice Course Requirements: .....	16
The MSW Online .....	17
Specially Structured Programs .....	18
Advanced Standing Program .....	18
Employed Experienced Social Service Practitioner (EESSP) Program.....	18
Qualification in Substance Abuse .....	19
Joint Degree programs .....	19
Joint Degree Program in Social Work and Law.....	19
Program with Mt. Sinai School of Medicine’s Master of Public Health Program .....	19
Collaborative Programs .....	20
Program with the New York Theological Seminary .....	20
Program with Blanton-Peale Graduate Institute.....	20
Study Aboard Programs .....	20
Fordham London Summer Study.....	20
Fordham China Summer Study.....	20

<b>FIELD INSTRUCTION.....</b>	<b>21</b>
Foundation Field Placement Planning.....	21
Field Placement hours and credits.....	21
Integrative Seminar.....	21
Student/Placement Match.....	22
Work/Study Field Instruction.....	22
Advanced Field Placement Planning.....	23
Choices in the Advanced Placement Process.....	23
Employed Experienced Social Service Practitioner (EESSP).....	23
Field Instruction Grades.....	23
Absences from Field Placement.....	24
<b>ADVISEMENT.....</b>	<b>25</b>
Who is Your Adviser?.....	25
If Your Circumstances Call for a Change of Plans.....	25
DegreeWorks.....	25
<b>ACADEMIC GUIDELINE.....</b>	<b>26</b>
GSS Requirement for Academic Standing.....	26
Grading policy.....	26
Policy on the Use of “Incomplete”.....	26
Provisionally Accepted Students.....	27
Attendance.....	27
Withdrawal.....	27
Leave of Absence.....	27
Re-entry after Educational Disruption due to medical/mental health leave of absence.....	28
Requirements for Satisfactory Academic Progress (SAP).....	28
<b>PROFESSIONAL MISCONDUCT.....</b>	<b>29</b>
Plagiarism and Academic Integrity.....	29
University Policies of Academic Integrity.....	29
Violations of Academic Integrity:.....	29
Academic Standing and Discipline.....	30
GSS Termination Policy.....	30
Student Review Procedures.....	30
Failure to maintain a 3.0 GPA.....	31

Failure to meet performance requirements for Field Placement .....	31
Violation of Academic Integrity .....	32
Violation of the University Code of Conduct.....	33
Grievance .....	34
Initiating a Grievance .....	34
The Academic Grievance Appeals Committee .....	35
Non-Academic Grievances .....	35
<b>IMPORTANT STUDENT INFORMATION.....</b>	<b>37</b>
Ways to Keep in Touch with GSS.....	37
Fordham’s Website .....	37
Fordham GSS App.....	37
My.Fordham.edu and Student E-Mail .....	37
Calendars and Postings .....	37
Technology & GSS .....	38
Blackboard.....	38
Tk20.....	38
Media Centers .....	38
Computer Centers .....	38
Tech Support .....	38
Student ID.....	39
Identification Cards .....	39
Fordham ID Number (FIDN) .....	39
Address Change.....	39
Student Participation .....	39
<b>ENROLLMENT POLICIES .....</b>	<b>40</b>
Life Experience .....	40
Course Wavier .....	40
Research Waivers .....	40
Transfer Credits.....	40
Advanced Standing students.....	41

<b>REGISTRATION, BILLING &amp; FINANCIAL AID POLICY .....</b>	<b>42</b>
Registration .....	42
Billing & Refund.....	42
Financial Aid .....	42
<b>APPLICATION FOR DEGREE .....</b>	<b>43</b>
Candidate-for-Degree Request .....	43
Graduation Ceremony.....	43
Speakers and Awards .....	43
Transcripts of Record .....	44
<b>CAREER &amp; ALUMNI SERVICES.....</b>	<b>45</b>
Career Planning .....	45
References.....	45
Continuing Education .....	45
National Association of Social Workers (NASW) .....	45
Licensing.....	45
Our Alumni Events.....	46
<b>STUDENT RESOURCES.....</b>	<b>47</b>
Athletic Facilities .....	47
ATM Machines .....	47
Bookstore .....	47
Lincoln Center .....	47
Westchester and On-Line.....	47
Campus Ministries.....	47
Emergency.....	47
Food Services .....	48
Lincoln Center .....	48
Westchester .....	48
Libraries.....	48
Lockers .....	49
Learned Lunches .....	49
Malpractice Insurance.....	49
Office of Disability Services .....	49
Parking.....	50

Lincoln Center .....50  
Westchester Campus .....50  
University Health Services and Health Insurance.....50  
    Immunizations Requirement.....50  
    Health Centers.....50  
    Health Insurance .....51  
    Counseling Centers.....51  
Writing Handbook .....52

## **GSS STUDENT HANDBOOK 2017-2018**

The Graduate School of Social Service (GSS) Student Handbook 2017-2018 is the student's guide to information about Fordham University Graduate School of Social Service.

It contains the most up-to-date information available on:

- Program requirements
- Special programs
- Enrollment and registration procedures
- Resources and services for students
- Academic policies and procedures
- Plans of Study

Students are responsible for knowing the School and University's policies and procedures as published in this Handbook and the Field Education Manual.

This Student Handbook is intended only to provide information for the guidance of the Fordham University Graduate School of Social Service students. The information is subject to change and the Fordham University Graduate School of Social Service reserves the right to depart without notice from any policy or procedure referred to in this handbook. This handbook is not intended to be and should not be regarded as a contract between the Fordham University Graduate School of Social Service and any student or other person.

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## FUGSS ACADEMIC CALENDARS

[Academic Calendar](#)

[Monthly Event Calendar](#)

A number of religious faiths are represented in the Fordham student body. The Policy of the University is to respect its members' beliefs. No students will be penalized for absence due to religious beliefs and alternative means will be sought for satisfying the academic requirements involved.

## **QUALIFICATION AND REQUIREMENTS FOR SUCCESS IN THE FORDHAM MSW PROGRAM**

Students in the Fordham University Graduate School of Social Service are expected to possess certain abilities and attributes beyond meeting academic standards in order to continue in the program and to successfully graduate with an MSW. These qualities and attributes include cognitive, emotional and character requirements, as well as meeting standards of professional behavior. Attention to these requirements and standards will be part of evaluation not only for admission, but for evaluation of classroom and practicum performance.

### **Communication Skills**

Social work students must communicate effectively and sensitively with other students, faculty, staff, clients and other professionals. They must express their ideas and feelings clearly and demonstrate a willingness and ability to listen to others. They must have sufficient skills in spoken and written English to understand the content presented in the program, and to complete adequately all oral and written assignments. They must write clearly, use correct grammar and spelling, and apply appropriate writing style, including APA referencing, appropriate source citation, and documentation. In addition, social work students must be computer literate.

### **Interpersonal Skills**

Social work students must demonstrate the interpersonal skills needed to relate effectively to other students, faculty, staff, clients and other professionals. Students must exhibit compassion, altruism, integrity, and the demonstration of respect for and consideration of others. Students must take appropriate responsibility for their own actions and consider the impact of these actions on others.

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

The professional activities of social work students must be grounded in empirically-based and relevant bio-psycho-social knowledge. This includes evidence-based knowledge and skills in relationship-building, data gathering, assessment, intervention and evaluation of practice. Students must exhibit critical thinking skills in the classroom and the field.

### **Stress Management**

Social work students need to recognize the importance of handling stress within the context of family life, work, social life and rigorous academic requirements. A social work student needs to implement strategies for appropriate self-care and nurturance so that stress does not interfere with meeting program requirements.

### **Emotional and Mental Capabilities**

Social work students must use sound judgment when facing medical and/or emotional problems that compromise scholastic and professional performance. Seeking professional help for personal problems, psychosocial distress, substance abuse, or mental health difficulties is not a weakness when they interfere with professional behavior or jeopardize the best interests of those to whom the student has professional responsibility.

### **Professional Commitment**

Social work students must exhibit commitment to the goals, values, and ethical standards of the social work profession which encompass individuals' dignity and worth and their right to a just share of society's resources.

### **Self-Awareness**

The development of self-awareness is viewed as a necessary and on-going process. Social work students must know how their values, beliefs, attitudes, emotions, and past experiences affect their thinking, behavior and relationships. They must show awareness of self and how one is perceived by others and be willing to examine and change their behavior when it interferes with their working with clients and other professionals.

### **Objectivity**

Social work students must strive to remain objective as they are evaluating clients and their situations and recommending interventions. Students should use appropriate professional tools and processes offered in the classroom and the field that can assist them in identifying and correcting for individual and institutionalized bias that may arise during the course of professional decision-making and the entire helping endeavor.

### **Empathy**

Social work students must endeavor to communicate empathy and support to all those with whom they come into contact in the field as well as in the classroom.

### **Ethical Obligations**

Social work students must:

- Practice in accordance with professional codes of ethics for the social work profession
- Appreciate the value of diversity. They must serve in an appropriate manner all persons in need of assistance, regardless of the person's age, class, race, ethnicity, religious affiliation (or lack thereof), gender, ability, sexual orientation and value system. Students must not impose their own personal, religious, sexual and/or cultural values on clients.
- Respect the rights of others
- Maintain confidentiality in classroom, field placement, and all other arenas (professional and personal)
- Demonstrate honesty and integrity by being truthful about *one's own* background, experiences, and qualifications;
- Adhere to university policies on plagiarism

- Establish clear and appropriate boundaries consistent with University and agency policies. Does not sexually harass others, make verbal or physical threats, become involved in sexual relationships with clients or supervisors; abuse others in physical, emotional, verbal or sexual ways; or participate in dual relationships where conflicts of interest may exist.

### **Professional Behavior**

Social work students must exhibit behaviors that are in compliance with program and *institutional* policies, professional ethical standards, and societal laws in classroom, field, and community. Students' appearance, dress, and general demeanor must reflect a professional manner. Professional behavior encompasses all of the above requirements and will be exhibited by work in accordance with the following indicators:

- Knowing and practicing within the scope of professional social work;
- Respecting others
- Being punctual and dependable
- Prioritizing responsibilities
- Regularly attend class & fieldwork
- Observing deadlines & completing assignments on time
- Keeping appointments or making appropriate arrangements
- Accepting supervision and criticism in a positive manner.
- Social work students must work effectively with others, regardless of level of authority.
- Students must be able to advocate for themselves in an appropriate and responsible manner and use proper channels for conflict resolution.

## **INTRODUCTION TO FORDHAM UNIVERSITY GRADUATE SCHOOL OF SOCIAL SERVICE**

### **Our Mission**

The mission of the Fordham University Graduate School of Social Service is to educate students to promote human rights and social justice. The School strives to improve the well-being of people and communities through teaching culturally responsive, evidence-informed practice and engaging in research, policy advocacy and community partnership.

The School's commitment to excellence in education and scholarship is built on professional social work values and the Jesuit educational tradition with its focus on social justice. Located in the greater New York City metropolitan region, the School prepares helping them build the competencies necessary for them to effectively serve diverse populations.

### **Our History**

For more than 150 years, Fordham University has been a part of the life of the community in and around New York City. Keeping with the tradition of the University, the Graduate School of Social Service was founded in 1916. It has been located in the Leon Lowenstein Center at Fordham's Lincoln Center campus in the borough of Manhattan since February 1969. The program was expanded to the University's Westchester campus at Marymount College in 1975 for the convenience of residents of Westchester County, counties north and west of Westchester, northern New Jersey and southern Connecticut. The campus moved to a new location in West Harrison in 2008.

Since 1997, we have offered a collaborative program on Long Island with Molloy College in Rockville Centre. Students in this program complete coursework at both the Molloy Campus in Rockville Centre and the Lincoln Center Campus in Manhattan. All locations are ideally situated for the University's major commitment to the greater metropolitan area's institutions, and to governmental and voluntary agencies.

In 2011 we launched an on-line program that is available to students who live in the tri-state area. In 2014, Fordham/Molloy students have the option of a hybrid model of study, online courses and courses at Molloy College.

### **Fordham University and its Policies**

FUGSS adheres to all policies of Fordham University. You can find the policies at <http://www.fordham.edu/info/21366/policies>

### **Statement of Sexual Harassment Policy**

Sexual harassment will not be tolerated in the University community. Any member of the faculty, staff, or student body of the University who believes that he or she has been or is being subjected to sexual harassment is strongly urged to use the resolution procedures described herein. Failure to do so could impact your legal rights in the future. More detailed information can be found on the Fordham University website:

[http://www.fordham.edu/info/23921/faculty\\_handbook/6612/university\\_policies/4](http://www.fordham.edu/info/23921/faculty_handbook/6612/university_policies/4)

***Non-Discrimination Policy***

Fordham University is an academic institution that, in compliance with federal, state, and local laws, does not discriminate on the basis of race, color, creed, religion, age, sex, gender, national origin, marital or parental status, sexual orientation, citizenship status, veteran status, disability, or any other basis prohibited by law.

No otherwise qualified person shall be discriminated against in any programs or activities of the University because of disability. Likewise, no person shall be discriminated against on the basis of sex. A compliance officer is available to address any complaints alleging discrimination. They are located in the Administration Building, Room 223, Rose Hill campus at 718-817-3112.

Fordham University does not knowingly support or patronize any organization that engages in discrimination.

More detailed information can be found on the Fordham University website:

<http://www.fordham.edu/info/22823/discrimination>

## MSW PROGRAM

The Fordham University Graduate School of Social Service's MSW is a 66-credit degree program. The minimum time required to secure the degree is two years. There are two exceptions: (1) if you have a bachelor's degree in social work within the last five years from a school accredited by the Council of Social Work Education, you may enter the program as an Advanced Standing student and earn the degree in one year, and (2) if you have completed foundation requirements at another accredited school of social work (that is, if you are a transfer student), you may complete the degree in one year. FUGSS is a CSWE accredited MSW program.

### Goals of the MSW Program

The MSW program goals are derived from the [MSW program mission](#). The program goals for the MSW program are:

1. Practice in advanced areas of concentration (Clinical, Leadership and Macro Practice, & Research) that builds upon a generalist practice foundation, and a commitment to human rights and social justice.
2. Practice with and on behalf of diverse populations, in order to promote individual, familial, organizational, and community well-being.
3. Critical and systematic examination, evaluation, and utilization of research and other sources of evidence in order to refine practice knowledge, skills, and interventions.
4. Competent and autonomous practice guided by a sense of professional identity, by values and ethical standards, as well as by recognition of the need for ongoing professional development.

### Foundation Phase

Half of your courses are in the foundation curriculum, unless you entered the school as an advanced-standing student or transfer student and have already taken equivalent courses. Foundation courses provide you with an opportunity to view the field of social work as a whole. In the Foundation phase, students develop the skills to perform at a beginning level of generalist practice with individuals, families, groups, organizations and communities.

The Foundation Phase courses include the following:

- SWGS 6050 Human Rights and Social Justice
- SWGS 6006 Social Policy I: Policy & the Profession
- SWGS 6208 Human Behavior and the Social Environment I
- SWGS 6209 Human Behavior and the Social Environment II
- SWGS 6801 Social Work Practice in Research I
- SWGS 6802 Social Work Practice in Research II
- SWGS 6321 Generalist Social Work Practice I
- SWGS 6322 Generalist Social Work Practice II
- SWGS 6901 Field Work I for both Fall and Spring semesters

## **Advanced Concentration Phase**

In the advanced practice phase, you must select one of the three concentrations:

1. Clinical
2. Research
3. Leadership & Macro Practice – there are two Leadership Foci: Focus A is Human Service Leadership (HSL) and Focus B is Community-based Practice and Leadership (CPL)

The field work placement reflects, and is part of, the particular concentration selected.

### ***Clinical Concentration Course Requirements:***

SWGS 6413	Clinical Social Work Practice I
SWGS 6420 or 6421	Clinical Social Work Practice II (choice of SWGS 6421 Children, Youth & Families OR SWGS 6420 Adults & Families)
SWGS 6415	Clinical Practice Seminar
SWGS 6430	Advanced Clinical Assessment and Diagnosis I
SWGS 6431	Advanced Clinical Assessment and Diagnosis II
SWGS 6007	Social Policy II: Policy Practice and Human Rights Advocacy
2 Electives	

### ***Research Concentration Course Requirements:***

SWGS 6812	Advanced Research I
SWGS 6813	Advanced Research II
SWGS 7011 & 7012	Statistics Lab and Statistics 1
One Required elective - Choose from the following:	
▫ SWGS 7003 Qualitative Research (permission from the Director of the Doctoral Program required)	
▫ SWGS 6806 Program Evaluation (either SWGS6806 or SWGS7006)	
▫ SWGS 6616 Program & Proposal Development	
SWGS 6007	Social Policy II: Policy Practice and Human Rights Advocacy
3 Electives	

### ***Leadership and Macro Practice Course Requirements:***

#### **Focus A: Human Service Administration**

SWGS 6627	Leadership & Macro Practice I
SWGS 6628	Leadership & Macro Practice II
SWGS 6009	Social Policy Analysis for Macro Practitioners
SWGS 6625	Fundraising

One Required Elective for Leadership & Macro Practice (Focus A) - Choose from the following:

- SWGS 6624 International Social Development and Community Building in a Global Context
- SWGS 6615 Supervision and Staff Development
- SWGS 6605 Community Organization

- SWGS 6616 Program & Proposal Development
  - SWGS 6705 Comparative International Social Welfare
- SWGS 6007 Social Policy II: Policy Practice and Human Rights Advocacy  
2 Electives

***Leadership and Macro Practice Course Requirements (continued):***

**Focus B: Community-based Practice and Leadership**

- SWGS 6627 Leadership & Macro Practice I
- SWGS 6628 Leadership & Macro Practice II
- SWGS 6430 Advanced Clinical Assessment and Diagnosis I
- SWGS 6413 Clinical Social Work Practice I
- SWGS 6420 or 6421 Clinical Social Work Practice II  
(choice of SWGS 6421 Children, Youth & Families OR  
SWGS 6420 Adults & Families)

One Required Elective for Leadership & Macro Practice (Focus B) - Choose from the following:

- SWGS 6625 Fundraising
  - SWGS 6009 Social Policy Analysis for Macropractitioners
  - SWGS 6624 International Social Development and Community Building in a Global Context
  - SWGS 6615 Supervision and Staff Development
  - SWGS 6605 Community Organization
  - SWGS 6806 Program Evaluation
  - SWGS 6616 Program & Proposal Development
  - SWGS 6705 Comparative International Social Welfare
- SWGS 6007 Social Policy II: Policy Practice and Human Rights Advocacy  
1 Elective

**The Online Campus**

The MSW Online program offers both part-time and full-time options leading to the MSW degree with either a Clinical or Leadership & Macro Practice (Focus B only) concentration. This option is specifically designed for students who live in the tri-state area (New York, Connecticut and New Jersey). Student cohorts enter in fall and spring and follow the same curriculum as on campus students, except they take all their course work online. A hybrid option (students take courses both on line and on campus) is available through the Fordham-Molloy College Collaborative Program only. Field placements are arranged within each student's geographic region.

Incoming students to the Online MSW or Hybrid programs are invited to attend new student orientation at a campus location This is the only campus visitation requirement for online students. Online students follow the same guidelines and policies outlined in this GSS Student Handbook with some specificity to certain policies.

Online courses are eight weeks in length. Each course begins with a "Week 0", one week prior to the formal start of the course, which introduces students to the course material and instructor, and

contains links to any additional downloads that may be required for that particular course. The courses are taught in an asynchronous format which means students need not log in at specific times. In addition to readings, lectures, PowerPoint and video presentations, students interact online by posting comments and observations on the class discussion board. Written assignments are submitted via the learning management platform, and exams are proctored using an online proctoring service. Tk20 is used to submit the common assignments and view field evaluations.

Students having questions or concerns regarding a particular course should contact the instructor for that course. Questions or concerns about the program, academic advising, or course questions not resolved by the instructor, should be addressed to the Online MSW Program administration directly.

## **Specially Structured Programs**

### ***Advanced Standing Program***

This plan of study is open only to transfer students and Bachelor of Social Work graduates who have achieved a high level of academic performance and a successful fieldwork experience within 5 years of applying. Also, your undergraduate or graduate social work program must be accredited by the Council on Social Work Education (CSWE). If your program does not have CSWE accreditation, you are not eligible for the Advanced Standing Plan of Study.

Students in this plan have generally completed the first year of a M.S.W. program. For B.S.W. graduates, your undergraduate coursework is considered the equivalent of the first year of a M.S.W. program. The 33 credits of your B.S.W. program are transferred into your M.S.W. transcript.

Under this plan, you earn the remaining 33 credits for the degree in the Advanced Phase of your program, divided into 24 classroom credits and 9 fieldwork credits. You can complete this plan of study in one academic year, or you may extend it over two years.

### ***Employed Experienced Social Service Practitioner (EESSP) Program***

This part-time plan of study is for applicants with a bachelor's degree (in any field) who have been employed in the social work profession for at least three years with M.S.W. supervision. You need to demonstrate competence in the field of social work, and your experience should reflect direct practice.

Also, your employer must agree to provide you with a 28 hour per week fieldwork placement experience during the Advanced Phase of your studies. The fieldwork should include both a change of assignment and supervisor.

In this plan of study, you take the Foundation Phase coursework but you are not required to complete the Foundation Phase fieldwork placement. Instead, you attend a monthly fieldwork seminar/lab to discuss your on-the-job experiences and the integration of practice with theory and classroom learning.

As with all the plans of study, you must complete 66 credits before graduation. This plan requires 51 classroom credit hours and awards 15 credits for the combined fieldwork placement experiences.

**Plans of Study for all program options, concentrations, and full-time and part-time, can be found in Appendix A.**

### ***Qualification in Substance Abuse***

Substance abuse is defined broadly to include both alcohol and other substances. The qualification will incorporate content about multiple client populations and multiple service settings as they relate to alcohol/substance abuse.

#### *Requirements*

- Field Practicum: Advanced year in a substance abuse setting, with specific learning goals and assignments related to services and practice in substance abuse
- Integrative Seminar: A special section for advanced-year students placed in substance abuse settings
- Substance Abuse Elective Requirement: SWGS 6417 - Practice with Abusers of Alcohol and Other Substances

After completing these requirements, you will be considered to have met the educational hours required for the CASAC-T. However, the qualification is not equivalent to the CASAC credential. For further information, contact Dr. Linda White-Ryan at 914-367-3017.

### **Joint Degree programs**

#### ***Joint Degree Program in Social Work and Law***

This program is designed for graduate students who wish to earn both a J.D. degree from the Fordham University School of Law and an MSW degree from the Graduate School of Social Service. Applicants interested in the combined law and social work degree must be admitted to both programs simultaneously. Due to requirements of the American Bar Association, the first year of study must be completed at the School of Law. Contact the Assistant Dean of Admission at 212-636-6601 for further information.

#### ***Program with Mt. Sinai School of Medicine's Master of Public Health Program***

Fordham GSS has a joint MSW and MPH degree program with Mt. Sinai School of Medicine's Master of Public Health Program. Mt. Sinai is located in Manhattan at East 99<sup>th</sup> Street. Contact Dean Congress at congress@fordham.edu or 212-636-6667 for further information.

## **Collaborative Programs**

### ***Program with the New York Theological Seminary***

This collaborative program developed jointly by the School and the New York Theological Seminary enables students to earn both the MSW and the M.Div. degrees in five years. It is primarily designed for working women and men who are already serving in the ministry. The program is oriented to ministry in an urban context with diverse populations. Contact Dean Congress at [congress@fordham.edu](mailto:congress@fordham.edu) or 212-636-6667 for further information.

### ***Program with Blanton-Peale Graduate Institute***

Special arrangements have been made with the Blanton-Peale Institute so that students who are in the Institute's training program and who meet the requirements of our MSW program can earn a degree while completing studies in psychotherapy or family therapy at Blanton-Peale. Courses in both settings and field instruction placement take place concurrently. Contact Dean Congress at [congress@fordham.edu](mailto:congress@fordham.edu) or 212-636-6667 for further information.

## **Study Aboard Programs**

### ***Fordham London Summer Study***

Our master of social work students have the opportunity to take an elective taught by Fordham University faculty at [Heythrop College](#) in London in the summer. Heythrop is a Jesuit college near the center of London, in South Kensington. The program also includes field trips to London agencies and clinics. For more information contact Associate Dean Pardasani at [mpardasani@fordham.edu](mailto:mpardasani@fordham.edu).

### ***Fordham China Summer Study***

In collaboration with Fordham's partner university in Beijing, China Youth University of Political Studies (CYU), our master of social work students have the opportunity to take a 3 credit elective taught by our faculty in CYU in Beijing in the summer. CYU is located in the Haidian District in Beijing, where many leading universities in China are also located. For more information contact Dr. David Koch at [Koch@fordham.edu](mailto:Koch@fordham.edu).

## FIELD INSTRUCTION

Field instruction is a learning experience in a professional setting that enables you to integrate theory and practice. It takes place in a social work agency that works closely with our school to plan the individual learning opportunities for each student. We maintain relationships with many agencies and institutions throughout the tri-state area. Cooperating agencies represent a cross section of social work practice and represent a wide range of programs. A Field Instruction Manual contains extensive information about field instruction. It is on the School's website and the link is provided to every student and agency supervisor.

### **Foundation Field Placement Planning**

Students begin foundation field instruction during their first year of the program (if in the two-year plan of study) or their second year (if in the extended 3-4 year plan of study). There are concurrent course requirements with field instruction. Always refer to your plan of study when registering. Field instruction at Fordham is a year-long course and begins in the fall semester only.

If you are accepted as a full-time student the Office of Admissions provides the link to the field planning forms in your acceptance information. If you begin the program part time, you will attend a field planning meeting and the link to the planning forms will be provided there. The field planning meetings for foundation field placement are held in late January.

### **Field Placement hours and credits**

Students opt to do their field placement 14 hours or 21 hours per week. All field placements begin in September. Students in 21 hour/week placements complete their 600 hours in early May while students in 14 hour/week placements complete their 600 hours in early August. 21 hour/week placements are typically for students who can devote three full days per week to placement and are not working full-time. 14 hour/week placements are typically for students whose work and/or family obligations preclude the ability to devote three full days per week to placement. If you are a 14-hour student seeking evening/weekend hours, we and the agency require that you be available to work a minimum of 4 consecutive day-time hours during the Monday – Friday work week (example, 1-5 p.m. one day M-F). Students should not expect to be able to do field placement completely during the evenings, i.e. after 5 p.m., or only on the weekends (or any combination of these). The 600 hour field placement is 9 credits.

### **Integrative Seminar**

All students in field instruction are required to participate in an Integrative Seminar. This seminar is considered part of field instruction so there is not a separate registration. Students indicate their time preference for Integrative Seminar when they complete their field planning forms. Students enrolled in the Online MSW Program and the Fordham/Molloy Hybrid option are required to participate in an asynchronous Online Integrative Seminar. The Integrative Seminar meets ten times over the course of the academic year (11 times for those who choose the Saturday option). The seminar offers you the opportunity to share your experiences in the field and to further integrate course work and field work. At the Lincoln Center campus, seminars are held on Wednesdays (morning, early evening or late

evening) and Saturdays (morning) and at the Westchester campus on Wednesdays (morning or evening). Assignment to seminar is made according to the time you choose, the geographic location of your placement, and in the advanced year, your concentration. Seminar assignments are posted at the Lincoln Center and Westchester campuses at the beginning of the fall semester. Seminar instructors serve as the student's faculty adviser for the academic year of the placement.

### **Student/Placement Match**

The Field Instruction Department staff and coordinators use the information you provide on your field planning form, along with your resume to assign your foundation placement. Considerations such as current employment, past experience, hours of availability, and geography along with agency requirements are crucial in making foundation placement matches. Foundation placements are generalist practice placements. The goal is to facilitate learning of foundation level skills that are transferable to all settings and all populations.

Placement planning begins in early winter and continues through the summer months. Some students will take longer than others to place for a variety of reasons. Typically, the student will be notified by email that a placement has been identified for them. Students will be provided with the name of the agency, the website (if there is one), the educational coordinator and his/her phone number, and directed to contact the agency. Most agencies require the student to visit the agency and meet the field instructor. These visits are for confirming purposes only. Foundation students may not reject a placement match.

Increasingly, agencies are requiring that students submit evidence of a recent physical exam and/or certain tests or immunizations prior to placement. Students should be aware of this and be ready to provide such information directly to the agency. Many agencies further require students to submit to background checks, be fingerprinted, or provide other information prior to finalization of a placement. Cooperation with these requirements is expected. In many instances, the cost of meeting these requirements are the responsibility of the student.

### **Work/Study Field Instruction**

Some students are able to meet their field instruction requirement through the social service agency where they are already employed. If this is an option for you, you are asked to indicate this on your field planning forms, and to additionally submit a work/study proposal for your field placement. In order to qualify, you must have been employed by the agency at least 6 months prior to the start of the placement. The agency must be able to provide you with a new experience during your placement hours (you cannot get field work credit for what you already do every day), and they must provide you with a qualified MSW field instructor. The field instructor may not be your regular supervisor, must have at least 3 years post-MSW experience, must be licensed in accordance with the regulations of the state where you will complete your field work, and meet other training requirements. The field instruction department staff will review your proposal for suitability and discuss it with your director prior to approval.

## **Advanced Field Placement Planning**

Advanced field planning begins in December. The Field Instruction Department holds daytime, evening, and Saturday meetings at the Lincoln Center and at the Westchester campuses in order to accommodate all students. At these meetings, you are oriented to the choices of concentrations in your advanced year, along with any special programs/initiatives that might be offered. The process by which advanced placements are made is reviewed in detail. You are also informed of the names of the coordinators with whom you will meet individually to discuss your interests and educational needs. The coordinator with whom you meet will be responsible for placing you. The link to advanced year planning forms is on Blackboard. Students entering Fordham as advanced-standing students receive the link to their field planning form in their acceptance information. Once the student submits their form, a placement coordinator will contact them for an interview. Depending on their geographic location, advanced year online MSW students will participate in a placement planning interview in person, by phone or via SKYPE.

## **Choices in the Advanced Placement Process**

Your choice of concentration largely determines your field placement possibilities as agencies make their requests based on the type of learning activities they are able to provide. Placements cannot be finalized without the consent of the school and the agency. You are requested not to contact agencies directly to arrange for your interview until advised to do so by your coordinator. In most instances, as an advanced practice student, you will interview with the agency placement to ensure that this is the right place for you. Once you have met with the agency, a joint agreement about placement is made. (For more detailed information about the advanced practice placement process, please consult the Field Instruction Manual.)

## **Employed Experienced Social Service Practitioner (EESSP)**

Students in the Employed Experienced Social Service Practitioners Program (EESSP) enter field placement in the final year of their program and do one placement 28 hours/week for a total of 900 hours (September – May) and 15 credits at their place of employment. The year prior to entering field, EESSP students take a year-long Field Practicum Lab course for 3 credits (SWGS 6907). This is a program that one applies to at the time of admission. An additional reference is required from the student's employer verifying that the student has a minimum of three years of social service experience under the supervision of an MSW and that they will provide a field placement for the student in their final year, different from their current work assignment.

## **Field Instruction Grades**

Field instruction carries nine credits for each academic year. For the purposes of payment, the credits are divided as five in the fall semester and four in the spring semester. The grade for field instruction is given after the completion of the 600 hours — in May for 21-hour-per-week students and in August for 14-hour-per-week students. The exception is EESSP field instruction, which carries 15 credits for the academic year, divided as eight credits in the fall semester and seven credits in the spring semester. The grade for EESSP students is given in May upon the completion of 900 hours in placement.

Field instruction is a year-long course and graded on a Satisfactory/Unsatisfactory basis. At the end of the first semester, if the student is progressing well, a grade of In Progress (IP) is given. Grades of Satisfactory (S) or Unsatisfactory (U) are given upon completion of the course. The mid-year and final grades will only be entered when the evaluation is received. It is important to note that the fall semester grade of IP does not change after an S is received. The Field Instruction Department provides the student and field instructor with an evaluation tool for monitoring progress and learning needs. The field instructor submits written evaluations through Tk20 to the school at the end of each semester. The student has input into the evaluation process, and also completes a self-evaluation. While the written evaluation completed by the field instructor is the major indicator of progress in the course, the final course grade is determined by the student's adviser. (For more detailed information, please consult the Field Instruction Manual.)

### **Absences from Field Placement**

In field work, you are allowed a maximum of three absences during the year for illness or other emergencies. If a situation occurs where you are ill for an extended period or another emergency requires your absence, you need to consult with your faculty adviser and field work supervisor. It may be possible to extend your field work to make up the necessary number of hours. See the Field Work Manual for more details on this.

If you have any questions or encounter problems in field instruction, please contact your faculty adviser first. Advisers consult directly with the Department of Field Instruction should further intervention or guidance be needed.

## ADVISEMENT

Every student at Fordham is assigned a faculty adviser. Whether you are a full-time, part-time or non-matriculated student, you need to keep in close touch with your adviser to be sure that you are planning the best course of study. Get to know your adviser: he or she is available to help with all aspects of your academic planning, for guidance, and to assist you in resolving any problems that may emerge in your academics or field placement as you complete your studies.

### **Who is Your Adviser?**

#### Matriculated Students in Field

Your faculty adviser who facilitates your field integrative seminar serves as liaison between you, the school and your agency.

#### Matriculated Students not in Field

Lincoln Center campus: Ms. Polly Kaplan

Westchester campus: Ms. Linda White-Ryan

Molloy collaborative: Ms. Jennifer McKinnon

Online campus: Ms. Kathleen Rund

#### Non-Matriculated students:

Lincoln Center campus: Associate Dean Susan Egan

Westchester campus: Ms. Aida Lau

Molloy collaborative: Ms. Jennifer McKinnon

Online campus: Mr. Joseph Battista

#### EESSP Students:

If you are an EESSP student and you are taking the Field Practicum Lab, your adviser is your lab teacher.

### **If Your Circumstances Call for a Change of Plans**

After you have completed a semester or more, you may find that you need to change your plan of study because of outside factors such as family or work responsibilities. Consult with your faculty adviser as soon as possible. You will also need to contact Ms. Polly Kaplan or Associate Dean Susan Egan at Lincoln Center, Assistant Dean White-Ryan at Westchester, or Ms. Kathleen Rund for online/hybrid to review these changes.

### **DegreeWorks**

DegreeWorks is a tool that can help you see if you are following your Plan of Study and successfully progressing in meeting your degree requirements. You are asked to indicate your advanced year concentration preference on your admissions application and that is what is entered into the student system. If you change your concentration, please let Mr. Johnny Torres at Lincoln Center or Assistant Dean Linda White-Ryan at Westchester know. Online or Hybrid students can contact Mr. Joseph Battista. DegreeWorks only works if your concentration is correct. If it is blank, that needs to be corrected as well. The University computer generates a graduation term upon entry. The term is only

updated after you have applied to graduate and in your final semester.

## ACADEMIC GUIDELINE

### GSS Requirement for Academic Standing

You are considered to be in good standing when a B average (3.0) or better is maintained, and a grade of Satisfactory has been received for field instruction and Field Integrative Seminars.

### Grading policy

To receive credit for a course, you must be in regular attendance throughout a semester and satisfactorily complete all course requirements. The minimum passing grade is the letter grade C. Students will receive grades according to the policy adopted by the faculty. Grades for GSS are:

95-100	A
90-94	A-
87-89	B+
83-86	B
80-82	B-
76-79	C+
70-75	C
Below 70	F

### Policy on the Use of “Incomplete”

A grade of “incomplete” is generally to be discouraged and only employed when faculty conclude that a student is unable to complete assigned course work due to extenuating circumstance. An “incomplete” is a grade given at the request of the student in writing to the course instructor. A time frame acceptable to both the student and faculty must be agreed upon. It is recommended that this time frame not extend beyond four weeks after the final class of the semester. An INC will convert to an “F” if the INC is not removed.

If all work is not submitted during the semester and no arrangements for and incomplete have been made, an NGR (No Grade -Reported) can be given. NGRs will also convert to an “F” if not converted to an earned grade.

An instructor is under no obligation to accept work from a student after the mutually agreed upon time frame. It is the instructor’s decision whether to re-negotiate the contract. As in all matters related to grading, an instructor’s decision about a grade-related matter is final.

No MSW student may progress into the advanced phase of study with either an “incomplete” or “NGR” or “F” grade(s) in any foundation course.

When removing an “incomplete” or “NGR” it is the instructor’s responsibility to complete the change of grade form and submit it to the school’s associate dean.

## **Provisionally Accepted Students**

There are times when the Admissions Committee accepts a student on a provisional basis. This means that the student must maintain a 3.0 grade point average in their first twelve credits. These 12 credits must be completed successfully before beginning field placement. If this condition is not met, the student will not be permitted to continue in the program.

## **Attendance**

To gain the most from your education, you need to be in regular attendance in class and in field work. However, sometimes emergencies or illnesses can interfere with attendance. This is one of the times when you need your faculty adviser the most. If illness or hospitalization occurs, your adviser will consult with the Associate Dean of Student Services at Lincoln Center, the Assistant Dean at Westchester, or the Online MSW Program administrator. Remember, excessive absences can jeopardize your academic standing. Each faculty member will clearly state their attendance expectations on their individual syllabi.

Online students should note the attendance policy for online courses. Due to the nature of the 8-week course schedule, students who miss 2 weeks of class, whether that be in submission of work or class participation, will be in jeopardy of either failing the class or being withdrawn from the class while remaining financially responsible for the class. If you anticipate a conflict in continuing in a class, please communicate this with your instructor.

## **Withdrawal**

There are times when you may find it necessary to withdraw from a course. If you wish to withdraw from a course after the add/drop period, you need to contact the associate dean at your campus. Withdrawal from courses after the add/drop period will result in a W on your transcript. Tuition refunds are determined by date of withdrawal, not last day of attendance.

If you plan to withdraw from the University, contact Associate Dean Susan Egan at [egan@fordham.edu](mailto:egan@fordham.edu)

## **Leave of Absence**

If, as a matriculated student, you plan to take a one- or two-semester leave of absence, you should contact Dean Egan of your intent. At that time, you will be asked to complete a leave of absence form. The time on leave will not be charged against the five-year limit within which a matriculated student must secure the degree. Upon return, there is usually no need to reapply for admission, but you should contact Dean Egan to discuss your registration.

If you are a matriculated student who has not attended for more than two semesters and wish to return to the program, you must reapply through the Office of Admissions. If a formal leave of absence has been granted, it is likely that the re-application process will consist only of the application, an updated autobiographical statement and one current letter of reference. If you withdrew informally and wish to return, a full re-application is required, and you are not guaranteed re-entry into the program.

### **Re-entry after Educational Disruption due to medical/mental health leave of absence**

Following Fordham University protocol, students who have taken a leave of absence or have withdrawn from classes for medical or mental health reasons will be required to participate in the re-entry process. This process is managed by Fordham University's Dean of Students, located at the Lincoln Center Campus in cooperation with the Graduate School of Social Service and other relevant offices such as Counseling and Psychological Services and/or Student Health Services. The student will be required to present documentation verifying readiness to return to the MSW program. Contact the Dean of Students at Lincoln Center located at Lincoln Center campus Rm. 408 or call (212) 636-6250. For additional information on the process for re-entry, please go to the following [http://www.fordham.edu/info/23845/important\\_policies/4032/medicalmental\\_health\\_re-entry\\_process](http://www.fordham.edu/info/23845/important_policies/4032/medicalmental_health_re-entry_process)

### **Requirements for Satisfactory Academic Progress (SAP)**

Each School of Fordham University has established minimum standards of Satisfactory Academic Progress (SAP) that students must maintain as they pursue their degree or certificate. The University measures SAP annually at the end of the spring semester.

To be eligible for federal aid, such as Federal Direct Subsidized, and Unsubsidized Loans or Graduate PLUS Loans, each student must be making SAP according to the School's standards. The requirements to be eligible for federal financial aid, for the Fordham Graduate School of Social Service:

- Minimum 3.0 GPA required
- Must be registered for a minimum of six hours
- Must successfully complete six hours each term
- Complete the course of study for a MSW degree within 5 years
- Incompletes, withdrawals, and noncredit remedial courses will count against attempted but not earned hours
- Transfer credits that count toward the student's current program will count as both attempted and completed hours

Fordham University Graduate School of Social Service does permit appeals, when a student loses FSA eligibility because he/she failed to make satisfactory progress.

Contact Dean Egan to obtain the SAP Appeal Form.

## PROFESSIONAL MISCONDUCT

### Plagiarism and Academic Integrity

#### *University Policies of Academic Integrity*

A university, by its nature, strives to foster and recognize originality of thought. Originality can only be recognized, however, when people acknowledge the sources of ideas and works that are not their own. Therefore, students must maintain the highest standards with regard to honesty, effort and performance. Violations of academic integrity include, but are not limited to, plagiarism, cheating on exams and false authorship and destruction of library materials needed for a course. This policy gives definitions and instances of violations of academic integrity, the procedures used to arrive at a judgment, possible sanctions and the processes of appeal. This policy will be enforced rigorously and without discrimination.

#### *Violations of Academic Integrity:*

- A. *Plagiarism:*** Plagiarism occurs when individuals attempt to present as their own what has come from another source. Plagiarism takes place whether such theft is accidental or deliberate. Examples of plagiarism include but are not limited to:
- Using the ideas of another person, whether or not such ideas are paraphrased, from whatever source including oral, print, broadcast or computer-mediated communication.
  - Rewriting borrowed material by simply dropping a word here and there, substituting a few words for others, or moving around words or sentences.
  - Presenting borrowed material without placing quotation marks around borrowed material in the approved style. It is no defense to claim that one has “forgotten” to do so.
  - Presenting as one’s own an assignment, paper or computer program partially or wholly prepared by another person, whether by another student, friend, or by a business or on-line service that sells or distributes such papers and programs.
- B. *Cheating:*** Cheating occurs when individuals share course materials or information when it is unauthorized or prohibited. Examples of cheating include but are not limited to:
- Having or using unauthorized material at an examination, test or quiz, or copying another student’s assignment or laboratory report.
  - Permitting another student to copy an assignment, paper, computer program, project, examination, test or quiz.
  - Obtaining and/or using an examination, test or quiz prior to its administration.
  - Having another person act as proxy and take an examination, test or quiz.
- C. *Additional Violations of Academic Integrity:*** Additional violations of academic integrity include but are not limited to:
- Theft, destruction or tampering with library materials, audio and videotapes, computer hardware or software, or other materials necessary for a course.
  - The submission or presentation of a falsified excuse for an absence from a course requirement, examination, test or quiz.
  - The presentation of false identification or credentials in order to gain admission to a course, examination, test, quiz or degree program.
  - Submission of a paper or project to more than one course during the time in which a student is attending Fordham University, without explicit permission from the instructors.

## **Academic Standing and Discipline**

### ***GSS Termination Policy***

A student may be terminated from GSS for four reasons:

1. Failure to maintain a 3.0 grade point average
2. Failure to meet performance requirements for Field Placement
3. Violation of Academic Integrity
4. Violation of University Code of Conduct

### ***Student Review Procedures***

#### Consultation

If a student has a concern about course or field instruction, the first step is to consult with one's adviser. If the concern is related to field instruction, after an assessment of the situation with the student and the field instructor, the adviser would consult with the administrators in the Field Instruction Department. Depending on the situation, a contract for change may be developed, or in extreme cases a field instructor or placement might be changed. In non-field academic concerns, the adviser would consult with the associate or assistant dean if a revision of the student's plan of study is indicated. This is often precipitated by a change in a student's health or financial situation.

#### Administrative Review Committee

An Administrative Review is held when a student's difficulties are viewed as serious in nature. An Administrative Review consists of a meeting with one of the deans and the student to address the matter. These reviews may lead to a reduced course load, leave of absence from the program or recommendation for discontinuing the program. These reviews are precipitated when a student fails a course, falls below the minimum required cumulative grade point average of 3.0 or there is concern about academic integrity. In some cases, particularly when the concerns are related to field instruction, a committee may be convened to determine a remedial plan. Dr. Susan Egan, Associate Dean, chairs the Administrative Review Committee at Lincoln Center. Dr. Linda White-Ryan, Assistant Dean, chairs the Administrative Review Committee at Westchester. Dr. Egan and Dr. White-Ryan alternate chairing the Administrative Review Committee for the on-line students. In field-related administrative reviews, faculty advisers, field instructors and administrators of the field instruction department participate, one faculty member, and at Lincoln Center the Assistant Director of Student Services may participate. The Committee members may recommend a new educational agreement, change of field placement, a lengthening of the field placement or withdrawal from field instruction or school.

#### Committee on Academic Progress

There is an established procedure to determine if a student in academic difficulty in course work or field instruction should continue his or her enrollment in the MSW program, and often comes after an Administrative Review. A faculty member, faculty advisor, or student can request a Committee on Academic Progress (CAP) in order to review the circumstances and to make a recommendation to the dean of the school as to whether de-matriculation is warranted.

The CAP is convened and chaired by Dr. Manoj Pardasani, Associate Dean, at Lincoln Center and Dr. Ji Seon Lee, Associate Dean at Westchester. Dr. Pardasani and Dr. Lee alternate chairing the Committee on Academic Progress for the on-line students. The committee will always have five voting members, including the Associate Dean of the Graduate School of Social Service, two faculty members of the Graduate School of Social Service and two students in the Graduate School of Social Service. While other individuals may be included, such as the director or associate director of field instruction, only the five above mentioned individuals are required to be present for a CAP to convene. No one participating in the CAP process should have any personal interest in the outcome of the CAP. An outcome of the CAP can be: dismissal from the program, a recommended leave of absence or extended field work. After the committee deliberates and comes to a decision, the decision is communicated to the student both verbally and in writing. The student has 10 days to appeal the decision to the Dean of GSS. The Dean's decision of the appeal is sent in writing to the student.

### ***Failure to maintain a 3.0 GPA***

GSS students, foundation and advanced, must maintain a 3.0 cumulative grade point average (GPA) to remain in good academic standing. The Associate Dean of Student Services is responsible for monitoring student's academic progress. This is done at the end of each semester by running reports for students' cumulative GPAs. When a student's cumulative GPA falls below a 3.0, these steps are followed:

1. Student is put on academic probation. Student and Faculty Adviser are notified in writing. The student will be notified that he/she is given one warning and a semester to improve his/her GPA. This communication will be done by mail or e-mail.
2. Faculty Adviser meets with the student to develop a plan of correction. The faculty adviser and/or the Associate/Assistant Dean help(s) the student assess what the learning needs are. Recommendations such as reducing course load or accessing the resources of the University supports including the Writing Center or Counseling Center may be indicated.
3. The student's progress is monitored by the Office of Student Services as well as by the student's Faculty Adviser.
4. If student does not have a cumulative GPA of 3.0 or above in the following term, the student will be notified in writing that he/she is terminated from the program. The Associate Dean for Student Services informs the student verbally and follows up with a letter regarding dismissal from the program. All decisions and communications with the students are documented and put in the student's file.

### ***Failure to meet performance requirements for Field Placement***

If a student fails to meet performance requirements associated with Field Placement these steps are followed:

1. The faculty adviser notifies the student and the Director/Associate Director of Field Instruction in writing regarding the specific performance concerns.

2. The Director of Field Instruction notifies in writing the Associate Dean of Student Services and/or Assistant Dean of Westchester regarding the specific performance concerns.
3. An Administrative Review is initiated and held. Recommendations of the Administrative Review may result in a decision that: a) no further action beyond the Administrative Review is necessary at that time, or b) The concerns are significant and warrant convening a Committee on Academic Progress (CAP).
4. The CAP is convened and chaired by Dr. Manoj Pardasani, Associate Dean, at Lincoln Center and Dr. Ji Seon Lee, Associate Dean at Westchester. Dr. Pardasani and Dr. Lee alternate chairing the Committee on Academic Progress for the on-line students.
5. A student who is to be the subject of a CAP hearing may request an advocate to be present at the CAP hearing. The advocate may be a GSS faculty member or a fellow student. Upon execution of an appropriate release by the student, the student's advocate will be afforded access to any records to which the student is entitled to have access.
6. The CAP always has five voting members, which includes:
  - a. The Chair
  - b. Two faculty members of GSS.
  - c. Two MSW student representatives.

No one participating in the CAP process should have any personal interest in the outcome. All proceedings before the CAP are confidential.

The possible outcomes of the CAP hearings are:

- a. No further action beyond the CAP discussion and proceedings are necessary at that time.
- b. Revision of the Educational Agreement, plan of study, or a new field placement is warranted.
- c. Termination of the student from the program. If the student is terminated written notification is sent to the student. The student has ten (10) days to appeal the decision in writing to Dean of FUGSS.
- d. The Dean's decision of the appeal is sent in writing to the student and that decision is final.

All decisions and communications with the student is documented and put in the student's file.

### **Violation of Academic Integrity**

MSW students are expected to uphold academic integrity at all times. The policy on academic integrity is attached to every master syllabus.

Criteria:

- Plagiarism
- Cheating
- Other (e.g. Theft, destruction or tampering with library materials, submission or presentation of a falsified excuse for an absence from a course requirement, presentation of false identification or credentials to gain admission to a course, exam or degree program, submission of a paper or project to more than one course)

Violations of academic integrity that are identified by the professor or other members of GSS are handled in the following manner:

1. Notification is sent to the administrator of the student's campus.
2. In an Administrative Review the Associate Dean or On-line Campus Director meets with the student and the faculty member. The student's overall performance of the program and alleged violation is reviewed in detail.
3. If appropriate explanation and resolution can be reached in Administrative Review then a letter summarizing the meeting and the outcome is sent to the student and kept on file.
4. If no resolution is reached in Administrative Review and further assessment is required a Committee on Academic Progress is convened. The possible outcomes of the CAP hearings are:
  - a. No further action beyond the CAP discussion and proceedings are necessary at that time.
  - b. Revision of the Educational Agreement, plan of study, or a new field placement is warranted.
  - c. Termination of the student from the program. If the student is terminated written notification is sent to the student.
  - d. The student has ten (10) days to appeal the decision in writing to Dean of GSS.
  - e. The Dean's decision of the appeal is sent in writing to the student and that decision is final.

All decisions and communications with the student is documented and put in the student's file.

### **Violation of the University Code of Conduct**

As a member of the larger Fordham University community, MSW students must also meet the Code of Conduct standards of Fordham University. If a MSW student from GSS has been found responsible for violating a University rule under the Code of Conduct the University may impose a sanction or combination of sanctions. Violations include, but are not limited to harassment of another person, whether physical, sexual or verbal, either oral or written; physical abuse, sexual abuse, threats, intimidation, coercion, and/or other conduct which threatens or endangers the health or safety of any person; and the unauthorized selling, purchasing, producing or possession of any lethal weapons, explosives, fireworks or incendiary device.

When a Code of Conduct Violation is alleged, a process begins with the University Dean of Students and the Graduate School of Social Service. The following steps are taken by the University Dean of Students:

1. There is a preliminary investigation to determine whether the situation can be handled informally by mutual consent without the initiation of a formal hearing.
2. When a hearing is indicated the process is as follows:
  - a. The student accused is notified in writing by the Dean of Students and shall have the opportunity for a hearing to discuss the violation(s).
  - b. The hearing is a meeting with the Dean of Students or designee and the student who will present his or her full and final version of the facts.
3. An accused student shall be free from student conduct sanctions pending conclusion of the

hearing unless the Dean of Students determines there is a risk to the student or the university community.

4. When a student has been found responsible for violating a rule under the University Code of Conduct the sanction imposed can range from disciplinary reprimand, suspension from the University, to expulsion from the University. The Dean of Students informs the student of the sanction verbally and in writing.
5. The Associate Dean of Student Services at Lincoln Center and the Associate Dean of the Westchester campus work closely with the University Dean of Students in such incidents.

Upon conclusion of the University assessment and process, the following steps are followed by the Graduate School of Social Service:

1. If the decision of the University Dean of Student is that student is permitted to remain in the University and return to the program, an Administrative Review is convened.
2. The Administrative Review will review the University's decision with the student. The outcomes may be: a) resolution, b) additional actions recommended (such as by not limited to revision of plan of study), c) Initiation of a Committee on Academic Progress (CAP).
3. If a CAP is initiated the formal proceedings of the CAP process are followed (see above).

## **Grievance**

### ***Initiating a Grievance***

If you believe that you have been treated unfairly as to treatment in the classroom, final course grades or academic probation, suspension or dismissal, you have the right to seek an impartial and formal review.

*Informal Procedures:* You must first make a complaint to the faculty member or administrator responsible for the treatment regarded as unfair. If a satisfactory resolution of the complaint is not obtained, you are expected to appeal promptly to the chairperson of the curriculum area pertinent to the matter in question. The chairperson may require that the complaint be made in written form. If satisfactory resolution is not obtained after conferring with the appropriate chairperson, you have the option of further appeal to the associate dean of the Graduate School of Social Service. The chairperson, the faculty member and the associate dean have a responsibility to act upon the appeal promptly.

*Formal Procedures:* If the informal appeals procedures outlined above do not result in resolution of the matter, you can request a formal investigation by the Academic Grievance Appeals Committee. This request must be made in writing, and it must provide details of the alleged unfair treatment, identifying the particular informal appeals procedures that were followed and explaining why these procedures did not resolve the matter. This request must be made to the committee within two weeks upon completion of the informal appeals.

### ***The Academic Grievance Appeals Committee***

The Academic Grievance Appeals Committee is made up of five members: The Associate Dean of Student Services at the Graduate School of Social Service, two faculty members and two students. A meeting of the committee is not official unless at least two faculty members and one student member are present.

The committee meetings are closed. Committee decisions are by majority vote. Each member of the committee has one vote with the exception of the Associate Dean of Student Services who, as chair of the committee, does not vote except in case of a tie. In judging the appeals, the committee weighs the evidence supplied by the student making the complaint, upon whom the burden of proof rests. The committee may call upon a member of the GSS community for testimony in person and/or in writing, and the faculty member or administrator against whom the formal complaint is made has the right to present evidence to the committee.

The committee's function is advisory. The chairperson of the committee will prepare a written report that explains the committee's findings and submit this report to the dean of the school. The committee may also offer recommendations toward appropriate remedies if deemed appropriate. It is the responsibility of the dean to make the final decision and to determine suitable compensation, if warranted.

### ***Non-Academic Grievances***

Social work students are encouraged to inform Associate Dean Susan Egan at Lincoln Center or Assistant Dean Linda White-Ryan at Westchester if such incidents occur. They will facilitate your communication with Fordham University Dean of Students.

Persons who believe they are victims of discrimination prohibited by Title IX may elect to use an informal process to resolve their issue and/or a formal process. Complaints will be investigated immediately upon receipt. The investigation will be adequate, reliable and impartial. Both parties will have an equal opportunity to provide witnesses and other information to the investigator who will make his/her determination based upon the evidentiary standard of a preponderance of the evidence, i.e., a finding that it is more likely than not that the alleged misconduct occurred or did not occur. Remedial action appropriate to the nature and severity of any misconduct found will follow. Possible final sanctions range from a letter of reprimand to suspension or expulsion from the University or termination of employment by the University. Both the complainant and the accused will be advised in writing of the outcome of the process. A complainant or an accused person may appeal from a resolution achieved by either the informal or formal process. While the time to resolve a reported incident will vary from case to case, depending on the specific facts and circumstances, it is expected that in most cases complaints may be resolved, including time for appeal, within 60 days. A complete description of Title IX Grievance Procedures for Complaints of Sex Discrimination (including Sexual Harassment), Sexual Assault and Violence, Stalking and Domestic Violence as well as the informal and formal grievance procedures can be found on the University's website:

[http://www.fordham.edu/info/23845/important\\_policies](http://www.fordham.edu/info/23845/important_policies)

Complaints of discrimination or harassment by students against other students should be brought to the Dean of Students at the Lincoln Center campus, Mr. D. Keith Eldredge, for handling. Dean Eldredge is located in Lowenstein 408 and can be contacted at 212-636-6250 or [edlredge@fordham.edu](mailto:edlredge@fordham.edu).

All other complaints involving students and employees, only employees, or third parties should be brought to the Director of Institutional Equity and Compliance for handling. The Director of Institutional Equity and Compliance is the University's compliance officer for all forms of discrimination and is specifically designated as the University's Title IX Coordinator, responsible for the University's Title IX compliance efforts, including sex and gender discrimination, sexual harassment, sexual assault and violence, stalking, domestic violence, retaliation and athletics. The Director of Institutional Equity and Compliance is Ms. Anastasia Coleman. She is located at the Rose Hill campus, Administration Building 114 and can be contacted at 718-817-3112 or [acoleman11@fordham.edu](mailto:acoleman11@fordham.edu).

## IMPORTANT STUDENT INFORMATION

### **Ways to Keep in Touch with GSS**

#### ***Fordham's Website***

General information about Fordham University can be found on the main Fordham webpage at [www.fordham.edu](http://www.fordham.edu). Specific information about Fordham University Graduate School of Social Service can be found at: [www.fordham.edu/gss](http://www.fordham.edu/gss).

#### ***Fordham GSS App***

GSS has a mobile app for your smartphone or table to stay connected to GSS at home and on the go. Share your stories and photo, let us know what you are up to, get weekly updates on what is happening on GSS campuses, add and register for GSS events to your calendar, and essential student resources can be found easily. You can also connect to various GSS social media. To download, go to App store or Google Play and search for Fordham GSS.

#### ***My.Fordham.edu and Student E-Mail***

Your My.Fordham.edu account is your portal to information about Fordham. Upon acceptance you will be directed on how to create your account. From there you have access to your registration, classroom assignments, personal information, and financial information. It is also your access to your Fordham email account, Blackboard, DegreeWorks and Tk20.

It is very important to check your Fordham email on a regular basis or set it up to be forwarded to your personal email. University offices will only send information to your Fordham account.

#### ***Calendars and Postings***

The academic calendar and monthly calendar events are two ways to keep track of important dates and events happening at GSS.

At the Lincoln Center campus, a monthly calendar is placed in the hallway on the seventh floor in multiple sites. The calendar informs you of upcoming events, holidays, and other special dates. There are also informative bulletin boards on the seventh floor. Even though you might not have classes on the floor, students are strongly advised to come to the seventh floor at Lowenstein on campus to view these postings.

At Westchester, important information and the monthly calendar is posted on bulletin boards in the hallway outside the GSS administrative offices. In addition, general information is posted outside the Common Ground Café on the lower level of the building.

At Molloy, please visit the administrative offices in the Social Work Department, Casey 014, and check the bulletin board for updates.

Information to online students will be emailed.

## **Technology & GSS**

### ***Blackboard***

Blackboard is a web based teaching tool that many professors use. When you click on Blackboard from your my.fordham.edu account you will see what courses you are enrolled in. If a course is not listed it may be because the professor may not be using Blackboard at the current time. If you drop a course it can sometimes still appear on your list of classes. It will eventually disappear.

### ***Tk20***

Tk20 is a comprehensive data management system that allows students to be active online participants in multiple areas of their graduate school experience. You will be able to submit assignments when requested by your professors, your field work evaluation will be completed on it, and you will be able to set up a portfolio of your graduate work. The school will use this system to gather aggregate data on the competencies of our students regarding practice behaviors. TK20 is used for student course evaluations. Upon admission as a matriculated student there is a one time fee of \$100.

### ***Media Centers***

All classrooms are SMART classrooms and there is also the capacity to video-conference at both campuses. Media Services at Lincoln Center is in room 418, (212) 636-6313 and Media Services at Westchester is located in room 219. Mr. Robert Blanchette and his staff are available to assist students and professors. Mr. Kraig DeMatteis is available to help on-line students.

### ***Computer Centers***

Computers are available on campus if you don't have a computer at home or need to do some work on a computer while at school. All Fordham University students are charged a \$125 technology fee each semester. This fee gives you access to the computer labs on campus and also access to the University's system from your computer at home or work. You can access the library and the Internet and can contact faculty, administration and other students through email. A Student Technology Reference Guide is e-mailed to registered students in the summer or can be obtained from the computer centers at school.

At Lincoln Center there is a computer lab available to students in Room 712, with 18 computers and two laser printers, when classes are not in session. These computers are IBM compatible and operate in a Windows environment. There is also a Computer Center located inside of Quinn Library on the Street Level. At Westchester the computer labs are rooms 217 and 220. The Library Resource Center also has computer stations. All Fordham/Molloy students will need a Molloy College ID and will have access to Molloy College resources (library, computer labs, writing center, etc.)

### ***Tech Support***

If you should need help with technology, you can contact IT Customer Care at helpIT@fordham.edu or 718-817-3999.

## **Student ID**

### ***Identification Cards***

Everyone in the Fordham University community is required to have an ID card while on campus. New students are instructed on how to obtain an ID in your admissions information. Continuing students use the ID card that was issued to them when they began the program. Molloy ID cards are also required for all students attending classes on Molloy's campus. There is a charge for lost identification cards - \$15 for the first time and \$25 thereafter. The request for a new card must be completed online.

### ***Fordham ID Number (FIDN)***

Your FIDN is a random 8-digit number assigned to you at the time you enter the University system. Matriculated students will receive notification of their FIDN when they are accepted into the program. Non-Matriculated students will receive their FIDN after they register. After students set-up their my.fordham.edu account they can find their FIDN listed on the first page of the account. It is important to remember your FIDN number as it is how you will go through many of the Fordham systems. It is also important to have your FIDN available when communicating with any of the administrative or financial aid offices.

### **Address Change**

Students whose permanent or local addresses change should update your information on my.fordham.edu. After graduation, notification should be sent to the alumni office at Lincoln Center.

### **Student Participation**

The Graduate School of Social Service is a member of the Fordham academic community. Members of the community — administrators, faculty and students — have a right to participate in the decision-making that informs the creation of policies affecting their community. Student involvement in the development of the school's policies and in its administration is an essential aspect of the educational process. A student representative is a permanent member of the GSS's Strategic Action Committee. Please reach out to Associate Dean Egan or Associate Dean Lee if you are interested in participating in curriculum meetings.

Sharing experiences and common concerns can further vitalize your educational experience. Students should consider participating in student groups. An example of some of the student groups includes: Black Student Social Workers, LGBT Students, and Hispanic/Latino Students. If there is a group you are interested in forming, please let us know so that we can help facilitate it.

## ENROLLMENT POLICIES

### **Life Experience**

No credit is given to students for work or life experience.

### **Course Waiver**

A course waiver is granted to a beginning student who can document having successfully completed course content required in our MSW program. You should make waiver requests during the admission process. When a course waiver is granted, you are expected to enroll in other courses in order to earn the required total number of MSW course credits. You are merely being waived from the course requirement — not the credit requirement. The Assistant Dean of Admissions will refer you to the appropriate faculty member if a course waiver is indicated.

### **Research Waivers**

Students are allowed to apply for a waiver for either or both of the required Foundation Year Research courses. If you have taken an equivalent research course you should compare the syllabus for the course(s) that you took and compare them with the Master Syllabus for the Research courses for which you are requesting a waiver (Research I and/or II). Before requesting a waiver application, please be sure that the research course(s) that you have taken cover the same material as the Research course(s) at GSS. If this is the case, email Dr. Cathy Berkman, Research Sequence Chair, at [berkman@fordham.edu](mailto:berkman@fordham.edu) to request the Waiver Application.

If you meet the criteria for a waiver, please complete the Waiver Application, and send it to Dr. Berkman, along with the required accompanying documents as described in the instructions for the Waiver Application.

The Waiver Application should be submitted at least two weeks prior to the first day of class, and preferably earlier to allow time for reviewing the application and requesting any missing documents that are required for the application. The review of applications submitted after this deadline may not be completed prior to the start of classes.

The Waiver Application can be found in Appendix B.

### **Transfer Credits**

Transfer credits are credits for courses taken at another institution. Students may transfer graduate course work from a regionally accredited institution to Fordham University's Master of Social Work degree program.

#### Eligibility

- Courses must have been completed at a graduate school;
- Content of the courses must have been in a social science discipline and in the scope of social work education; and
- A grade of a B or higher must have been earned;

## Restrictions

- Transfer credits will not be granted for courses taken more than five years before applying to GSS;
- Transfer credits will not be awarded for courses under three credit hours;
- Transfer credits will not be awarded for courses used towards the receipt, or conferral, of another degree;
- A maximum of 12 transfer credits can be awarded;
- Transfer credits are not granted for life or work experience; and
- You must request the credits when you apply to Fordham's M.S.W. program.

## How to Apply for Transfer Credits

M.S.W. applicants, who are eligible to apply for transfer credits, must submit a Transfer Credit Application Form once they have been granted admission to the Master of Social Work degree program at the Graduate School of Social Service (GSS). Your transfer credit application package must include:

- A Transfer Credit Application Form (Appendix C);
- Transcripts from those courses; and
- Course descriptions or syllabi of the courses you would like credit for.

An addendum to your acceptance letter from GSS will indicate how many transfer credits you will receive. If you do not receive this notification, please contact the Office of Admission at [gssadmission@fordham.edu](mailto:gssadmission@fordham.edu) or (212) 636-6600 before registration.

## **Advanced Standing students**

To ensure that applicants who hold a BSW/BASW degree do not repeat content that has been mastered, GSS only accepts holders of BSW/BASW degree from a CSWE accredited social work school or program to the Advanced standing plan of study of the Master of Social Work degree program.

BSW/BASW graduates are ineligible for all other plans of student offered within Fordham University's Master of Social Work degree program.

## REGISTRATION, BILLING & FINANCIAL AID POLICY

### Registration

It is recommended that all new incoming students attend an in-person registration at their campus. However, alternate arrangements will be made if distance or employment makes it difficult to attend in person. Registered students are emailed registration information for summer and fall semesters in March. Spring registration information is emailed in November. It is important to follow your plan of study when registering. Many courses have prerequisites. Your faculty adviser and the administrators at each campus are always available to answer questions.

### Billing & Refund

All your tuition and billing related information can be found through the my.fordham.edu portal. For more information, please go to <http://www.fordham.edu/info/21262/refunds>.

### Financial Aid

Financial Aid information is on-line. Please refer back to it for a description of the Federal Family Education Loan, New York State TAP, and Tuition Remission from the Graduate School of Social Service. Some points to remember:

- The FAFSA (Free Application for Federal Student Aid) must be done annually. This is the needs assessment used to determine which loan you are eligible to receive. You must include information you put on your income tax report — an incentive to do your taxes early!
- The application for Tuition Remission is due March 31. The application is only the first step — a decision cannot be made about an award until the FAFSA results are in. Use the Internet to complete loan applications.

Please note that a full-time student takes at least 12 credits per semester. However, students registered for field instruction and taking 11 credits in the fall and 10 credits in the spring are also full time. If you are in the latter category, you will automatically be certified as full time on the University's system for financial aid. You may obtain a detailed information sheet entitled "Instructions for Application for Financial Aid" from the Admissions office, (212) 636-6600, 45 Columbus Avenue at Lincoln Center; at the Enrollment Services Office or in Room 144 at the Westchester Campus.

We make every effort to inform you of other scholarship opportunities by posting them on the school's website.

<http://www.fordham.edu/downloads/file/3581/2015>

For detailed information on Financial aid, please go to the Financial Aid guide to Graduate at: [http://www.fordham.edu/downloads/file/3582/2015\\_%E2%80%93\\_2016\\_financial\\_aid\\_guide](http://www.fordham.edu/downloads/file/3582/2015_%E2%80%93_2016_financial_aid_guide)

## APPLICATION FOR DEGREE

### **Candidate-for-Degree Request**

In the final semester of your plan of study, you must apply online as a Candidate for Degree. Due dates are on the academic calendar and are posted at all campuses. Filing the candidate-for-degree request begins the formal process for approval of your graduation and ordering your diploma. This must be completed even if you do not intend to participate in the graduation ceremony. After your application is submitted, your transcript will be reviewed carefully. You will be contacted only if you have not met all the requirements for graduation. In order to avoid any problems it is important that you follow your plan of study and that you keep abreast of what the degree requirements are. Please check DegreeWorks to see if you have met the requirements and review them with your adviser. *Please be reminded that students in a 14/hr week field placement or taking their last elective in Summer Session should file for August graduation.* Students are asked to ensure that their field work registration accurately reflects the number of hours being completed (14 or 21).

### **Graduation Ceremony**

The Commencement Ceremony for February, May and August graduates is held in May. If you plan to participate in the graduation ceremony, you must order a cap and gown. Information about this is emailed to students in February. Tickets and invitations will be available for distribution in April. All necessary information will be communicated via emails and integrative seminars.

If you are a February graduate, you will receive information about ordering your cap and gown and other graduation information via your Fordham email account.

You are an August graduate if you are taking your last course in summer session and/or you are in a 14-hour-per-week field placement. You are encouraged to participate in the commencement ceremony in May, but you will not receive your diploma until mid September. Again, your application for graduation must reflect the August date.

There will be graduation student parties for you and your guests at each campus in May. Dates will be announced. Look for the postings. There is a charge for students and their guests, but the parties are subsidized by the school. These are great fun; plan to attend.

### **Speakers and Awards**

There are a number of awards for graduating students. Detailed information is given out in the March Integrative Seminars. Students who believe they are deserving of an award should ask a faculty member or their faculty adviser to nominate them.

Each year, there are student speakers at the ceremony. Student speakers are selected on the basis of merit. Students submit the names of possible candidates, along with a brief paragraph about the strengths of the student, to Dean Egan or Dean Lee. You may nominate yourself.

## **Transcripts of Record**

There are two types of transcripts:

**Official Transcripts:** are sent at your request to other universities, agencies, state or federal government and bear the official seal of the University. They may only be sent directly to you in a sealed envelope. Contact Enrollment Services at Lincoln Center either by telephone, (212) 636-6735, by going to the office at Lincoln Center, Rose Hill, or Westchester and filling out a form, or applying online. There is no fee. Requests are honored as quickly as possible in the order of application.

**Unofficial Transcripts:** are for your personal or general use and do not bear the official seal of the University. You can print your unofficial transcript from your [my.fordham.edu](http://my.fordham.edu) account.

## **CAREER & ALUMNI SERVICES**

### **Career Planning**

Ms. Albaliz Tello (tello@fordham.edu) is the Director of Career Development at both the Lincoln Center and Westchester campuses. She will be providing advice about resumes and answers to any questions about your career path and can also answer questions regarding licensure after graduation.

We now have an online job posting system, Career Link. As a current student, your account has already been set up using your Fordham e-mail address. Just click "Forgot Password" to get started, apply for jobs, and post your resume for employers to see. Please go the following web page:

<https://fordhamgss-csm.symplicity.com/students/>

### **References**

At the end of your advanced practice year, your adviser prepares a final report that goes into your record to be used as your field practice reference. Each adviser follows the same outline prepared by the field instruction department. The material covered is taken from your experience in both field placements as well as the adviser's personal knowledge of you. You may request that this reference be sent directly to an agency. Please contact Dean Egan's office to do so. We don't send anything out without your permission. You may also talk with your adviser about what will be going into this report, which is used as your final field work reference. This reference is not part of the official transcript, so be sure to request it separately if you should need to submit both an official transcript and a field practice reference.

### **Continuing Education**

Continuing education is now required for licensing in New York State. GSS will be offering CEU opportunities for our graduates and the community. You can find upcoming opportunities on the school's website –

[http://www.fordham.edu/info/20361/continuing\\_education](http://www.fordham.edu/info/20361/continuing_education)

### **National Association of Social Workers (NASW)**

Keep your membership up as a graduate and enjoy the opportunity of having a continuing impact on your profession. It's a good way also to stay current about the issues that affect us as professionals in our work and the issues that affect our clients. There are a variety of committees at the local chapters and being involved is an excellent form of professional networking.

### **Licensing**

New York, New Jersey and Connecticut all have different requirements for certification or licensing after you have your MSW. In New York and Connecticut you may take LMSW – Master's Level exam after you have graduated. New Jersey students may take the exam (same test but called LSW) in your final semester. Workshops on test taking strategies and Content Review Sessions by faculty are held often during the spring semester and early summer at both Westchester and Lincoln Center campuses. Announcements and sign-up sheets will be posted well in advance so that you can make whatever arrangements are necessary to attend. In addition, practice tests are available. You can borrow laptop

computers with an advanced refundable \$40 deposit (please contact Associate Dean Pardasani at Lincoln Center or Dean Lee at Westchester) or you may go to the computer labs on the 7th Floor in Lincoln Center and the second floor in Westchester to take practice exams at the designated computers. A test computer is available at the Molloy campus as well. Contact Ms. Jennifer McKinnon.

### **Our Alumni Events**

You will receive information about Fordham University Alumni events and those specific to the Graduate School of Social Service through the University's Alumni Office. Make sure you update your information on the new Forever Fordham page. You can use the new online directory to search for fellow classmates or network with other alumni. Most of this information is sent electronically so it is important that you keep your email address current with that office.

An Alumni Tab will be created on you my.fordham.edu account.

All graduates are eligible for an alumni card RAMPASS that allows you building access and browsing privileges in the libraries. To receive one go to the University's homepage and click on Alumni. You can apply for a RamPass online at [http://www.fordham.edu/info/20354/alumni/3504/alumni\\_benefits](http://www.fordham.edu/info/20354/alumni/3504/alumni_benefits)

## STUDENT RESOURCES

### **Athletic Facilities**

Athletic facilities are available on both the Rose Hill and Lincoln Center campuses upon presentation of an ID card. At Lincoln Center, the gym is located on the second floor of McMahon Hall.

### **ATM Machines**

At Lincoln Center, an automated teller machine is located on the ground level of the Lowenstein building near the bookstore. At Westchester, an ATM machine is located in the Common Ground Café.

### **Bookstore**

#### ***Lincoln Center***

The University Shop and Bookstore at the Lincoln Center campus are on the street level of the Lowenstein building in the corridor to the left (west) of the escalators. The hours vary during the year, however, they will be posted in prominent places. Typical hours are 9 a.m.–5 p.m. There are also Bookstore links from your my.fordham.edu accounts.

#### ***Westchester and On-Line***

At Westchester and for the on-line option, texts are ordered online and delivered to students homes at no charge.

### **Campus Ministries**

At Lincoln Center, the chaplain's office and the chapel are located in the Law School Building, 140 West 62<sup>nd</sup> street, in room 141. The schedule of Masses and other services is posted outside the chapel and on the Lowenstein plaza.

At Westchester, contact Joan Cavanagh, Associate Director of Campus Ministries (914-367-3420). Members of the Campus Ministry team are available for pastoral counseling. Students and alumni of all faiths are invited to prayer, retreat days, consciousness-raising events and celebrations, and fellowship.

### **Emergency**

The following are security phone numbers:

#### Lincoln Center

John Carroll, University Director of Security: (718) 817-2222

Kenneth McCarthy: (212) 636-6076

Main Security Desk: (212) 636-6075

Main Security Desk, Dorm: (212) 636-7111

Emergency Number at Lowenstein: ext. 8111

#### Westchester

Main Security Desk: (914) 367-3333

## **Food Services**

### ***Lincoln Center***

The Lowenstein Cafeteria, located on the plaza level of the Lowenstein Building, is open Monday–Thursday, 8 a.m.–8 p.m./ Friday, 8 a.m.–5 p.m.; Saturday, 8:30 a.m.–2:00 p.m. Since hours vary with holiday and summer schedule changes, it is always good to double check the postings outside the cafeteria entrance. In addition to the cafeteria on campus, there are many delicatessens and restaurants to explore in the area. There are also retail food vendors and a cafeteria in the Law School.

### ***Westchester***

Students will have access six days per week to hot and cold food and beverages at the ground-level Common Ground Café, and everyday access to modern food and beverage vending machines. A spacious student lounge area is available for dining.

## **Libraries**

The library will be one of the most important places for you as you progress through the program. Pick up a Library Handbook or one of the self-instructional guides available at each campus to learn more about how to use the library to your best advantage. Check the Library literature rack for this, or ask a librarian about availability. For more detailed information about the library please go to <http://www.library.fordham.edu/>

Students enrolled in classes at Fordham Graduate School of Social Service have use of the libraries at each campus. The Gerald M. Quinn Library is located across the outdoor plaza from the Lowenstein Building, Lincoln Center campus. It can also be accessed from the ground level hallway that leads from Lowenstein to the Law School Building. The Westchester Library is located in the lower level of 400 Westchester Ave, West Harrison, NY 10604.

You must have a valid student ID card to enter the libraries. Students may also use other college/university facilities by obtaining a METRO Referral card from the reference desk. Westchester residents may use any Westchester library or the Library Resource Center on campus.

The loan period for circulating books to students is 28 days. Student IDs must be shown at the circulation desk when borrowing a book. There is no limit to the number of items that may be charged out at one time.

Reserve Materials: To obtain materials which have been placed on reserve, you must fill out a reserve request slip and present it, along with a current Fordham ID, to the library staff at the reserve desk. Reserve materials cannot be removed from the library. Reserve material can also be found online through the Ares system. To access the Ares system go to: <http://reserves-ares.library.fordham.edu/ares/>

To obtain up-to-date library hours, call the reference desk at the library. The Quinn Library number at Lincoln Center is (212) 636-6050; the Library Resource Center in Westchester is (914) 367-3060.

## **Lockers**

Lockers at Lincoln Center are available on a first-come, first-served basis. Lockers are rented at a nominal fee in the Student Activities office, Room 408, Lincoln Center. Please be advised that the University is not responsible for the contents of the lockers. A list of policies and procedures will be given to you when registering for a locker.

## **Learned Lunches**

Students, faculty and administrators have spearheaded the “Learned Lunches” with invited speakers addressing topics of interest at both campuses. Bring your lunch and join the discussion. Times and topics are posted on the monthly events calendars. Please sign up to reserve a space through the monthly events calendar. Many of these are recorded and are available via youtube channels for the online students.

## **Malpractice Insurance**

As a student in field work placement, you are covered by a malpractice policy. The cost for this policy is \$30 per year, which is charged to you when you register for field instruction. This policy is only in effect during your internship hours. When you graduate and are no longer an intern, you may want to obtain your own liability policy. If you are a member of NASW, you are able to apply for liability insurance through its group plan.

## **Office of Disability Services**

The Office of Disability Services at Fordham University helps to ensure equal educational access and opportunity for all members of our community. In the Jesuit tradition of *cura personalis*, members of the ODS staff work individually with each student to understand his or her strengths and limitations in order to develop their most effective and comprehensive accommodation plan.

In addition to working in a direct service capacity with our students, the Office of Disability Services also collaborates with administrators, faculty, and staff to ensure that the facilitation of reasonable and appropriate accommodations for students with documented disabilities is provided. As a University, Fordham will offer reasonable and appropriate auxiliary aids and services to assist otherwise qualified persons in achieving access to its programs, services, and facilities once documentation is submitted to ODS and an intake appointment is conducted to develop an accommodation plan directly with the student in accordance with Section 504 of the Federal Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act of 1990.

The Office of Disability Services believes that their policies and mission carry out the intent of Section 504 of the Federal Rehabilitation Act, which states:

"No otherwise qualified individual with a disability in the United States, as defined in section 7(20), shall solely by reason of his or her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance."

Please visit the Office of Disabilities for documentation guidelines according to type of disability. They are located on the first floor at 45 Columbus Avenue between 61<sup>st</sup> and 62<sup>nd</sup> Streets. The website address is: [http://www.fordham.edu/info/20174/disability\\_services](http://www.fordham.edu/info/20174/disability_services).

## **Parking**

### ***Lincoln Center***

There is discounted parking for Lincoln Center students with proper validation from the Student Activities office at the following garages:

- Prior Parking            West 61st St. (betw. Columbus & Broadway)
- Allie Garage            425 West. 59th St. (betw. 9th & 10th Ave.)
- Central Parking        345 West 58th Street
- Holiday Inn at 57th Street    440 West 57th St. (betw. 9th & 10th Ave.)
- Lincoln Center Parking        150 West 66th Street.(between Broadway & Columbus)

### ***Westchester Campus***

In Westchester, students must purchase a parking hangtag through their my.fordham.edu. Parking hangtag is effective September 1 to August 31 of each year. The Westchester hangtags can only be used for the Westchester and campus. The hangtag must be visibly displayed in the vehicle at all times while parked in the parking lot. Once you have registered and paid through my.fordham.edu, you must present your Fordham ID and receipt of online purchase to the Westchester public safety office in room 143.

## **University Health Services and Health Insurance**

### ***Immunizations Requirement***

New York state law (#2165) requires that all matriculated students born on or after January 1, 1957 be immunized against measles, mumps and rubella. Proof of immunizations must be on file at the University Health Center. Graduate students must also sign a meningitis waiver form. Noncompliance results in fines and inability to register for classes. Students may be immunized at the University Student Health Center at Rose Hill for a nominal fee. Call (718) 817-4160 at the Rose Hill Campus for further information. There is also a Health Center at Lincoln Center on the second floor of the Residence Hall. Call (212) 636-7160 for further information. Students who attended undergraduate school in New York State should request that their college send the proof of immunization to Fordham's Health Center.

### ***Health Centers***

The Health Centers provide services with an emphasis placed on health education, illness prevention, and encouraging healthy lifestyle choices. University Health Services also serves as a resource for health education materials. The staff of University Health Services is available to other areas of the University to provide quality educational presentations with a focus on taking personal responsibility for one's health and wellness. Health Centers are located at both the Rose Hill and Lincoln Center campuses. All contact with the University Health Services and its staff is strictly confidential.

Rose Hill  
O'Hare Hall Lower Level  
Tel: 718-817-4160  
Email: Health@fordham.edu

Lincoln Center  
McMahon Hall Rm. 203  
Tel: 212-636-7160  
Email: Health@Fordham.edu

### ***Health Insurance***

At the beginning of each Fall Semester (and at the beginning of other semesters for first time new incoming students) all students are REQUIRED to complete an on-line Insurance Registration Process.

During this secure process, you will be asked to either provide information on your current medical insurance coverage, purchase the Fordham sponsored Student Insurance Plan, or complete a brief opinion survey.

Having adequate health insurance is highly recommended, but is not a requirement at Fordham University for domestic undergraduate students in order to attend classes.

Effective with this fall semester, all domestic graduate and Law students carrying 6 or more credits will be automatically enrolled in the Student Health Insurance Plan (SHIP) and the fall semester charge for this program will be included on your student account.

The charge for this coverage can be removed by demonstrating that you have other coverage. Your request to waive coverage under the program and thus have the charge removed from your account must be completed by September 10. Students who waive coverage in the plan for the fall semester will be automatically waived for the spring semester.

Graduate and Law students carrying 5 or fewer credits may purchase coverage on a voluntary basis.

The deadline to complete the Insurance Registration Process is September 10<sup>th</sup> for the Fall Semester. The deadline for "Spring Starts" is February 23<sup>rd</sup> for Spring Semester.

To waive or enroll for insurance go to the following website:

[http://www.collegiateinsuranceresources.com/sip/plan\\_details.asp?assnid=860](http://www.collegiateinsuranceresources.com/sip/plan_details.asp?assnid=860)

### ***Counseling Centers***

The Counseling Center offers personal counseling and testing. It is staffed by mental health professionals, a consulting psychiatrist, and several doctoral students in clinical and counseling psychology. The Center maintains an extensive list of private practitioners and agencies offering mental health and counseling services for students and their families who may wish to seek services

outside the University. Students should call for an intake appointment. All services are confidential. For services, please contact:

- Lincoln Center the Counseling Center is located on the second floor of McMahon Hall, (212) 636-6225
- Westchester campus, the mental health counselor is located in Rm G11, (914) 367-3733

### **Writing Handbook**

Dr. Holman has written a book on Competent Writing for Social Workers and it can be purchased at each campus for \$10.