

SOCIAL WORK: PART TIME, MSW

POLICIES

GRADUATE SCHOOL POLICIES

The Graduate School's Academic Policies and Procedures (<https://grad.wisc.edu/acadpolicy/>) provide essential information regarding general university policies. Program authority to set degree policies beyond the minimum required by the Graduate School lies with the degree program faculty. Policies set by the academic degree program can be found below.

NAMED OPTION-SPECIFIC POLICIES

PRIOR COURSEWORK

Graduate Credits Earned at Other Institutions

Graduate credits in equivalent generalist courses completed with a grade of B or better taken at CSWE-accredited MSW programs may be used to fulfill the minimum degree credit requirement. In general, coursework earned five or more years prior to admission to the MSW Program may not be used to satisfy degree credit minimums. Graduate credits from other MSW programs/institutions may not be used to fulfill the Minimum Residence Credit Requirement.

Undergraduate Credits Earned at Other Institutions or UW-Madison

Graduates of **UW-Madison** may transfer only those courses numbered 300 or above toward their minimum graduate degree credit requirement for coursework determined by the social work faculty to be equivalent to the MSW generalist coursework, up to 7 credits. Coursework completed through a degree earned five or more years prior to admission to the MSW program may not be used to satisfy credit requirements. Students seeking credit for previously completed social work practice courses may only do so if completed while declared in the BSW degree program.

MSW students may transfer undergraduate coursework from **external institutions** determined by the social work faculty to be equivalent to the MSW generalist coursework, up to 7 credits. Coursework completed through a degree earned five or more years prior to admission to the MSW program may not be used to satisfy credit requirements. Students seeking credit for previously completed social work practice courses may only do so if completed while enrolled in a CSWE-accredited BSW degree program.

Credits Earned as Professional Student at UW-Madison (Law, Medicine, Pharmacy, and Veterinary careers)

No credits accepted.

Credits Earned as a University Special Student at UW-Madison

On a case-by-case basis generalist Social Work courses numbered 300 or above taken as a UW-Madison University Special student may transfer to fulfill degree requirements. No more than 7 credits of generalist course may be used for this purpose. Coursework earned five or more years

prior to admission to the MSW program may not be used to satisfy credit requirements.

PROBATION

Refer to the Graduate School: Probation (<https://policy.wisc.edu/library/UW-1217/>) policy.

Satisfactory Progress Criteria:

Graduate students are required to maintain and graduate with a cumulative GPA of 3.00.

Grades of "C" are accepted only if offset by an equal number of credits of grades of A. Students who receive more than two grades of C or a grade of D or F will be dropped from the MSW Program. (This policy does not apply to grades received for courses taken to meet the Statistic prerequisite while in the program but will affect the GPA).

Students who receive a grade of C in the Field and Integrative Seminar courses may continue only with permission of the faculty and may not offset the grade with a grade of A. Refer to the Field Education Handbook (found on the Social Work Student Resources site (<https://socwork.wisc.edu/students/resources/#part-time-msw-students>)) for more details about grades in Field.

ADVISOR / COMMITTEE

All master's candidates are assigned to the social work academic advisors.

CREDITS PER TERM ALLOWED

15 credits

TIME LIMITS

Students who withdraw from the Part-Time MSW Program without having completed at least 6 credits must reapply for admission to the Part-Time Program.

Refer to the Graduate School: Time Limits (<https://policy.wisc.edu/library/UW-1221/>) policy.

GRIEVANCES AND APPEALS

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting (<https://doso.students.wisc.edu/bias-or-hate-reporting/>)
- Graduate Assistantship Policies and Procedures (<https://hr.wisc.edu/policies/gapp/#grievance-procedure>)
- Hostile and Intimidating Behavior Policies and Procedures (<https://hr.wisc.edu/hib/>)
 - Office of the Provost for Faculty and Staff Affairs (<https://facstaff.provost.wisc.edu/>)
- Dean of Students Office (<https://doso.students.wisc.edu/>) (for all students to seek grievance assistance and support)
- Employee Assistance (<http://www.eao.wisc.edu/>) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office (<https://employee disabilities.wisc.edu/>) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School (<https://grad.wisc.edu/>) (for informal advice at any level of review and for official appeals of program/departamental or school/college grievance decisions)

- Office of Compliance (<https://compliance.wisc.edu/>) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office of Student Conduct and Community Standards (<https://conduct.students.wisc.edu/>) (for conflicts involving students)
- Ombuds Office for Faculty and Staff (<http://www.ombuds.wisc.edu/>) (for employed graduate students and post-docs, as well as faculty and staff)
- Title IX (<https://compliance.wisc.edu/titleix/>) (for concerns about discrimination)

Students should contact the department chair or program director with questions about grievances. They may also contact the L&S Academic Divisional Associate Deans, the L&S Associate Dean for Teaching and Learning Administration, or the L&S Director of Human Resources.

OTHER

Credit versus Placement

The above policies only refer to coursework for credit. Additional opportunities may be available for students to demonstrate competence and prior knowledge to place out of required courses without earning credit.

Coursework over five years

Coursework that does not meet the above policies is not sufficient to meet program requirements. Students may choose to demonstrate competence in required foundation courses through examination for credit (<https://socwork.wisc.edu/students/exemptions/>) for select courses.