



# MSW Program Student Handbook

Spring 2023



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## Welcome!

Dear Student,

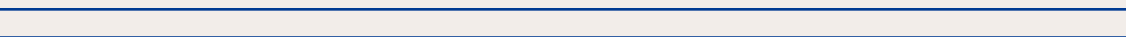
Welcome to National University's (NU) Master of Social Work Program! We are pleased to have you as a learner and colleague while we pursue knowledge and skills in the broad, exciting field of Social Work. As long-time social workers, we can assure you there is never a dull moment in this field. It is constantly engaging, interesting, and challenging.

This MSW Student Handbook will help you as you begin and progress through your studies. This handbook provides information about the profession of social work and social work education at NU. It is a central repository for student information on departmental policies and procedures.

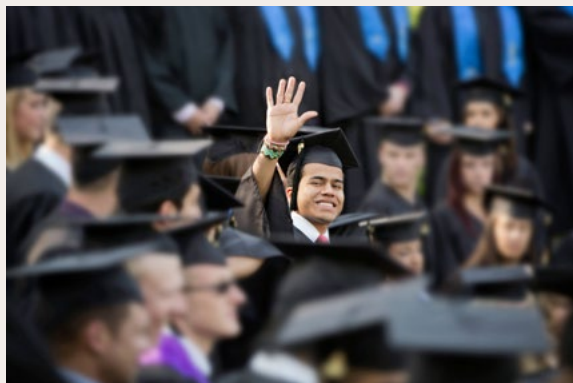
We wish you the best and look forward to your participation in and contribution to the MSW Program at NU.

Sincerely,

Jennifer Todd, DHSc,  
MSW, LCSW MSW Program Director



# 1 Introduction to the Profession





## 01 Introduction To The Profession

Social work is a profession as well as an academic discipline. Professional social work practice is unique from other helping professions in its approach to assisting clients in functioning optimally within their environments. The person-centered and person-in-environment approach is central to social work practice. Through these perspectives, professional social workers are uniquely trained to empower clients and create the opportunity to change themselves and their situations. Social work practice is strengths-based, since social workers help people identify their problems, identify their skills and competencies, and recognize strengths that can help them address issues. Social workers engage with individuals, families, groups, organizations, and communities.

### Purpose of the Social Work Profession

According to the National Association of Social Workers (NASW), the purpose of the social work profession is “helping individuals, groups, or communities enhance or restore their capacity for social functioning and working to create societal conditions favorable to this end goal” (NASW, 2021). The MSW program at National prepares social workers with skills to engage in advocacy, empower vulnerable populations, cultivate social change and functioning, and develop leadership skills to serve individuals, organizations, and communities.

### Values of the Social Work Profession

Social Work is an intentionally value-based profession. The profession’s six values are service, social justice, dignity and worth of the individual, importance, and centrality of human relationships, integrity, and competence. These values form the basis for the [NASW Code of Ethics](#). They guide social work practice and are a constant beacon of truth for professional social workers.

### Social Work Competencies

The Council on Social Work Education (CSWE) has adopted nine core social work competencies: the critical educational outcomes of the MSW Program. The core competencies are scaffolded throughout the curriculum. Student achievement of the competencies is assessed via faculty rating on specific assignments.

**Competency 1:** Demonstrate Ethical and Professional Behavior.

**Competency 2:** Engage Diversity and Difference in Practice.

**Competency 3:** Advance Human Rights and Social, Economic, and Environmental Justice.

**Competency 4:** Engage in Practice-informed Research and Research-informed Practice.

**Competency 5:** Engage in Policy Practice; Competency.

**Competency 6:** Engage with Individuals, Families, Groups, Organizations, and Communities.

**Competency 7:** Assess Individuals, Families, Groups, Organizations, and Communities.

**Competency 8:** Intervene with Individuals, Families, Groups, Organizations, and Communities.

**Competency 9:** Evaluate Practice with Individuals, Families, Groups, Organizations, and Communities.



# 2 Mission, Goals, & Program Objectives





## 02 Mission, Goals, & Program Objectives

National University, a regionally accredited educational institution, uses distance-based (online) education as the predominant instruction and interaction method for its degree programs. The MSW Program is organizationally housed within the Department of Marriage and Family Sciences (DMFS), part of the JFK School of Psychology and Social Sciences (JFKSOPSS). Most coursework and training is conducted online, except the field practicum component. This program has no residency requirement, allowing students to complete without relocating or spending time and money traveling to yearly meetings.

### University Mission, Vision, & Goals

The MSW Program's mission and values are buttressed by the University, Department, and School mission. You can learn more about the University's mission on the school website at Mission, Vision, Values, and Strategic Plan.

### MSW Program Mission

The MSW Program is committed to excellence in evidence-based advanced generalist social work education and professional preparation of students throughout the world to provide ethical and effective leadership, advocacy, and direct practice.

### MSW Program Goals

The MSW Program Goals reflect the competencies outlined by Council on Social Work Education (CSWE). They are as follows:

1. To prepare students to be ethical, effective, professional practitioners and leaders in diverse social work careers and settings using research-informed practices. (Supports all EPAS competencies)
2. To prepare students to evaluate practice, add to the knowledge base, promote social work professional values, and advocate for marginalized and underserved populations. (Supports all EPAS competencies)
3. To prepare students who are competent for advanced generalist practice with individuals, families, groups, organizations, and communities, and who effectively assume advocacy and leadership roles in the profession and the community. (Supports all EPAS competencies)
4. To empower graduates to behave professionally and compassionately, honoring the diversity of clients/client groups, while becoming valuable contributors in practice, policy practice, and advocacy in the community and the profession. (Supports EPAS competencies 1, 2, 3, 4, 5, 8 & 9)

### Program Values & Philosophy

The MSW Program is based on social work's core values, which are based on a commitment to foster integrity, achieve competence, engage in service, and demonstrate respect for all people. Working within evidence-based and research-informed frameworks, the MSW Program empowers students to efficiently and ethically serve individuals, families, and communities. This service enhances the quality of life and values the exchange between the social worker and client or client group. It appreciates that every person is unique and worthwhile and works towards social benefits to make life better for underserved populations.

National values the engagement of students and faculty in working for the betterment of society. National emphasizes the use of learning to improve the community's conditions and the world in which we live and supports the faculty in applying skills in the classroom and engaging in research that will benefit society.





## Accreditation

*Accreditation* is the process by which an oversight body determines that an educational program meets standards for high-quality instruction. The Council on Social Work Education (CSWE) is the oversight body for social work programs. The CSWE Council on Accreditation (COA) sets standards and reviews curriculum and instruction to ensure that program graduates receive an education that equips them for successful professional practice. The MSW program has demonstrated full compliance with these standards and is accredited by CSWE through 2029.



## Licensure

*Licensure* is a legal process established by statute and operationalized through each state's rules. Every state, the District of Columbia, various U.S. holdings, and all Canadian provinces (and many foreign countries) license the practice of social work to protect the public. In the U.S., this process stems from the Constitutional right that each state holds to protect its citizenry's welfare; each state has this responsibility which explains why licensing rules and processes differ from state to state.

To become licensed, an individual must meet educational and experiential requirements. Licensees pay a modest fee and are screened for a criminal record. The state (or jurisdiction) owns the license. It can remove it if a licensee is found guilty of violating the licensing law or rules. The examinations, however, are National exams (Baccalaureate, Masters, Advanced Generalist, and Clinical) owned and maintained by the [Association of Social Work Boards](#).

The National MSW Program strongly encourages students to become licensed and maintain licensure as part of their professional accountability. The student is responsible for ensuring that the MSW Program at National meets the licensing requirements of the local state licensing board in the state(s) in which the student will be licensed. National cannot assist students in interpreting a state's licensure requirements.

Because National is an online university based in California, it is considered an out-of-state program in all states other than California. Some states require that programs receive state authorizations before offering specific programs to current state residents, even if a state licensing board will accept the degree to pursue licensure. Washington State students can contact the Washington Department of Health/Health Professions Quality Assurance division to ensure the National MSW program will qualify them for licensure as a Social Worker in the state.



# 3 Studying Social Work at National



## 03 Studying Social Work at National

### Overview of the Advanced Generalist Curriculum

At the master's level, social work programs provide a foundation in generalist social work and a specialization in any number of different areas. The MSW Program at National offers a specialization in Advanced Generalist Practice.

The Advanced Generalist specialization curriculum provides opportunities to learn both content and skills that enable students to become "experts" in generalist practice, the hallmark of social work practice at the master's level. The program is based on the social work profession's knowledge, values, and skills. It emphasizes evidence-based and research-informed education, accompanied by coursework necessary to prepare students for the diverse career opportunities available in the field. The Master of Social Work degree prepares graduates for positions working with vulnerable families and children, directing clinical and other organizations, administering state and county social services, performing medical social work, and providing clinical social work services in independent practice (with post-degree supervision and license regulations by jurisdiction).

### Foundation Track Vs. Advanced Standing Track Admission

The National MSW program offers an education in Advanced Generalist Practice. All students in the program will participate in the Advanced Generalist curriculum and graduate with their MSW with an Advanced Generalist Practice specialization. There are, however, two different tracks to which students apply.

All students whose bachelor's degree is in a subject other than social work from an accredited undergraduate program will apply to the Foundation Track. Students are required to take all 60 credits of courses in the Generalist and Advanced Generalist curriculum in this track.

Graduates of baccalaureate social work (BSW) Programs fully accredited by CSWE, recognized through its international Social Work Degree Recognition and Evaluation Services, or covered under a memorandum of understanding with international social work accreditors within the last five years are eligible to apply to the Advanced Standing Track. Admission to the Advanced Standing Track requires a minimum Grade Point Average of 3.0 in the undergraduate social work curriculum. Graduates of baccalaureate social work programs in candidacy for accreditation will not be considered for Advanced Standing admission. Students in this track must take a total of 36 credits: Nine credits in the Generalist curriculum and the remaining 27 credits in the Advanced Generalist Curriculum.

### Foundation Track Course Sequence

The Foundation Track is designed for students who do not hold a Bachelor of Social Work (BSW) degree. It provides students an education in the foundational concepts of social work practice to prepare for courses in the Advanced Generalist curriculum.

#### Generalist

- Introduction to Social Work
- Human Behavior and the Social Environment
- Professional Practice with Individuals and Families
- Professional Practice with Organizations and Communities
- Social Work in Behavioral Health
- Ethics and Diversity in Social Work
- Leadership in Social Work Practice
- Research Methods in Social Work
- Social Work in Interdisciplinary Settings
- Generalist Practicum I
- Generalist Practicum II



**Advanced Generalist**

Advanced Social Work with Children and Families

Advanced Social Work Practice with Marginalized Populations MSW-6103 - Advanced Social Work in Medical Practice

Advanced Social Work Practice in Mental Health MSW-6105 - Forensic Clinical Social Work Practice

Advanced Leadership Skills for Clinical Practice MSW-6901 - Advanced Practicum I

Advanced Practicum II

Capstone

*For specific course information, please visit the [NU Catalog](#)*

## Advanced Standing Track Course Sequence & Non-Repetition of Course Content

The Advanced Standing Track is designed for students with a BSW degree from an accredited social work program. This track builds on students' education in their undergraduate social work programs by requiring fewer courses in the Generalist curriculum before moving on to the Advanced Generalist Curriculum.

To promote the social work education continuum, graduates of baccalaureate social work Programs admitted to the MSW program are presented with an articulated pathway toward specialized practice.

BSW graduates entering the Advanced Standing MSW Program track do not repeat what they have mastered in their BSW Programs. The program is designed to advance the generalist content taught in CSWE accredited BSW programs.

**Generalist**

Introduction to Social Work

Leadership in Social Work Practice

Research Methods in Social Work Advanced Generalist

**Advanced Generalist**

Advanced Social Work with Children and Families

Advanced Social Work Practice with Marginalized Populations

Advanced Social Work in Medical Practice

Advanced Social Work Practice in Mental Health

Forensic Clinical Social Work Practice

Advanced Leadership Skills for Clinical Practice

Advanced Practicum I

Advanced Practicum II

Capstone

*For specific course information, please visit the [NU Catalog](#)*

## The Practicum Experience

The following is an overview of the field education experience in the MSW Program. For detailed information on all aspects of the practicum experience, access the MSW Field Practicum Manual or contact the MSW Director of Field Education.

Central to the MSW education is the practicum in a social work setting, sometimes referred to as a field placement or internship. The practicum connects students to applied learning settings, experiences, and responsibilities. Students practice using knowledge and skills from coursework in real-time and with expert supervision in the field setting. This on-site training under an experienced professional's supervision prepares students to work in settings such as mental health centers, public service agencies, and military service centers. National MSW students do their field placements with approved local site supervisors in their local communities. Foundation track students must complete 900 hours of qualified practicum experience, and Advanced Standing track students must complete a total of 500 hours of qualified practicum experience.





Concurrent with the practicum experience, Foundation Track students enroll in Generalist Practicum I and Generalist Practicum II courses. During each of these twelve-week classes, they are expected to complete 200 hours at their practicum site. After successfully completing those 400 hours, students in the Foundation Track register for Advanced Practicum I and II. During each of these twelve-week classes, students are expected to complete 250 hours at their practicum site for a total of 500 hours in the Advanced Generalist practicum. Students should plan to be working at their field agency for approximately 18-20 hours per week during each twelve-week practicum course to meet the minimum hour requirements.

The seminar courses (Generalist Practicum I, Generalist Practicum II, Advanced Generalist Practicum I, and Advanced Generalist Practicum II) consist of a series of assignments that students must complete and upload through the National Learning Management System while accruing client contact hours in their practicum sites. Additionally, students are expected to attend a mandatory real-time one-hour weekly practicum seminar with an MSW Faculty member. These seminars help students process and integrate theoretical concepts learned in the classroom with their real-life practicum experiences. Students must also spend one hour in weekly supervision with a local supervisor.

Entry into the Field Education portion of the MSW Program is always at the discretion of the Director of Field Education and the Program Director.

## Procuring A Field Education Site

The Director of Field Education will help students find and vet placement sites and supervisors. Approving a practicum site is ultimately up to the Field Director's discretion. The program has a list of many sites across almost all states to help students secure a site. The National MSW program cannot require placement sites to accept any specific student. Thus, students are primarily responsible for locating and securing both a placement and a local social work supervisor. The program supports students in learning how to present themselves professionally. It can provide information about the university and MSW program to new potential placement sites the student is considering. For specific policies, criteria, and procedures for selecting field settings, see The MSW Program Field Practicum Manual.

## Prerequisites for Practicum: Coursework

Students on both tracks must successfully complete all prerequisite courses AND the Practicum Preparation Process (PPP) before beginning MSW-6009 Generalist Practicum I or MSW-6901 Advanced Practicum I.

**Students in the Foundation track must complete the following seven courses in the MSW curriculum and receive a letter grade of a C or Higher.**

Introduction to Social Work  
 Human Behavior and the Social Environment  
 Professional Practice with Individuals and Families  
 Professional Practice with Organizations and Communities  
 Social Work in Behavioral Health  
 Ethics and Diversity in Social Work  
 Research Methods in Social Work

*For specific course information, please visit the [NU Catalog](#)*

**Advanced Standing students must complete the following six courses in the MSW curriculum and received a letter grade of a C or higher.**

Advanced Social Work with Children and Families  
 Advanced Social Work Practice with Marginalized Populations  
 Advanced Social Work in Medical Practice  
 Advanced Social Work Practice in Mental Health  
 Forensic Clinical Social Work Practice  
 Advanced Leadership Skills for Clinical Practice

*For specific course information, please visit the [NU Catalog](#)*





## Prerequisites For Practicum: The Practicum Preparation Process

The Practicum Preparation Process (PPP) is a multi-step approach used to secure appropriate field agencies that will provide students with learning opportunities with individuals, families, groups, organizations, and communities. As part of the process:

- Students complete a background check as part of their Professional Practice with Organizations and Communities course.
- Students are given access to the Field Education Informational classroom in National.
- The Field Director meets with the student to determine their readiness for field practicum.
- As part of this meeting, the Field Director and student discuss potential placement agencies within their community.
- Students are given access to the field placement software.
- Students upload required documents and complete necessary trainings within the field placement software program, including HIPAA training and the verification of liability insurance.
- Students identify social work agencies they are interested in exploring and provide the Field Director with appropriate contact information.

The Field Director reaches out to the agency contact to discuss field practicum requirements. The Field Director does an initial screening to determine if the agency meets accreditation requirements for the student's program and learning requirements.

- If the agency is deemed inappropriate as a field placement, the process begins again with the Field Director meeting with the student and reaching out to additional identified agencies.
- If the initial screening determines the agency is appropriate, the Field Director provides the Field Instructor with access to the field placement software program.
- The Field Director initiates a Four-Way Agreement with the agency and student.
- Field Instructor, agency staff, and student complete their section of the four-way agreement.
- Once the four-way agreement is signed, the Field Director reaches out to the Field Instructor to orient them to the MSW program.
- Field Instructor completes orientation and trainings as directed by the Field Director.
- Field Director notifies the Student Advising Office that the student can register for the field practicum course with the practicum's start date.
- The student begins the field experience and develops a Learning Plan that is specific to the agency and meets the learning needs at the different practice levels and interests of the student.
- Each practicum student must obtain student-level liability insurance that may be purchased through their NASW student membership or various insurance outlets. Students must have liability insurance before they can begin their practicum. As international students have different country regulations, they must submit written proof that liability insurance is not required in the country where they are practicing.

Permission to move forward and enter the field practicum portion of the program is at the discretion of the Director of Field Education and the Program Director.





## Academic Advising

Upon enrollment at National, every student is assigned an Academic & Financial Advisor (AFA). The MSW Program currently has two dedicated AFAs. They serve all our students by assisting them in understanding policies and procedures in the University overall and those specific to the MSW Program. The AFA is a primary point of contact for student support. They assist students with registration for classes, monitor student attendance in the online course room, and are a frontline resource for helping students create plans and access resources when life events threaten to derail their education. The two MSW Program AFAs are intimately familiar with the program and its expectations—for student academic success, student behavior, and supporting a diverse and inclusive learning environment. Along with faculty members, AFAs are the school personnel with whom students interact most regularly. Working per National policies and procedures regarding diversity while understanding the departmental emphasis on support for diversity and difference, the AFAs are a critical element of our supportive and inclusive learning environment. ([See Appendix A for Further Detail](#))

## Professional Advising

Each full-time MSW faculty member allots 2 hours per week for student advising. Faculty members inform students of those hours through several avenues, including welcome letters and introductory videos posted in each course room and at times in their university email signature line.

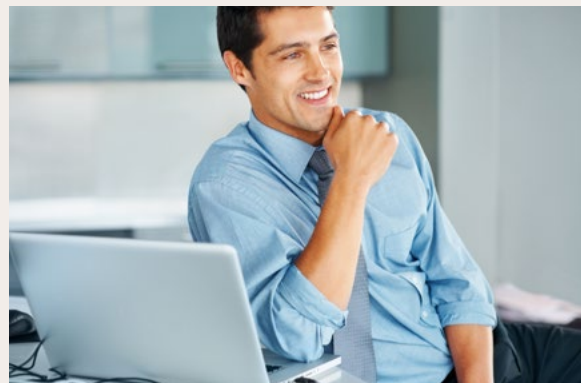
In the Professional Practice with Individuals and Families and Research Methods in Social Work courses, students are prompted to make an initial advising appointment with a full-time MSW faculty member. After the initial professional advising appointment, students are encouraged to schedule at least two more professional advising appointments before completing the MSW program.

Students receive additional advising as part of the process of obtaining a field practicum site. The Field Director meets with each student individually in preparation for their practicum. As part of this meeting, the Field Director examines the student's grades and readiness for entering the field. The student and Field Director also discuss the student's goals for after graduation and their long-term plans as a professional social worker. Based on this information, the student and Field Director work together to secure a field placement that provides a rigorous educational experience while furthering the student's goals.

Weekly Student Drop-In sessions are open to all MSW students. An MSW faculty member is available in his/her Zoom room to meet with students to answer professional/career advising questions, field education questions, or course-related questions. This weekly event aims to provide an informal way for students to engage with faculty, build relationships, and receive professional mentoring. ([See Appendix A for Further Detail](#))



# 4 Program Policies & Procedures



## 04 Program Policies & Procedures

This section of the MSW Student Handbook provides an overview of MSW Program policies and procedures. These policies have been developed to be fair, equitable, and supportive of both the program and University mission and values. All students in the MSW Program are expected to be familiar with and abide by all policies in this handbook and those outlined in the current University Catalog. Students are also expected to agree to and abide by the professional and ethical behavior outlined in the NASW Code of Ethics. Failure to do so may result in disciplinary action up to and including dismissal from the program.

Students are encouraged to consult the appendix to this MSW Student Handbook for formal MSW Program policy language and see the current version of the National University Catalog for the most recent information regarding curriculum, academic requirements, deadlines, academic policies, and application and admission requirements.

### Student Recruitment

The MSW Program uses a targeted recruitment policy consistent with the university's mission, values, and anti-discrimination policies. We seek out highly motivated professionals who can benefit from an accessible opportunity to earn an MSW. We reach out to a worldwide diverse group of potential students through various multi-media and social media outlets, magazines, and regional and National conferences. National has an intentional, comprehensive strategy to attract and retain a diverse student body. Because National uses a distance-based education format, the program removes many barriers that prevent access to graduate education for students from marginalized populations who cannot attend a location-specific MSW program.

### Admissions & Enrollment

Enrollment Advisors provide prospective students individual advising and information to determine if National University is the right choice to meet their educational needs.

A student who applies for admission to the MSW program must submit the university application packet and the MSW application packet, including both a current resume and transcripts, to establish that the applicant holds a conferred degree from a regionally accredited college or university. Applicants to the Advanced Standing track must submit proof of a conferred degree within the last five years and with a Grade Point Average of 3.0 from a baccalaureate program fully accredited by CSWE. Applications from graduates of baccalaureate social work programs that are in-candidacy for accreditation by CSWE will not be considered.

When these documents are submitted, and all requirements are met (e.g., the transcript indicates that the applicant holds a conferred degree, etc.), the applicant meets the Basis for Admission (BFA) established by the University. Once it is determined that the applicant meets the BFA and signs all the necessary acknowledgments and agreements, they are scheduled for a one-on-one interview with a member of the full-time MSW faculty, which includes both the Program Director and Director of Field Education.

In that interview, the faculty member reviews information in the application packet regarding the expectations and requirements of the MSW Program and the field of social work in general with the applicant. They also evaluate the applicant's appropriateness and readiness to begin the MSW program based on their responses to questions in the interview and the series of essay questions and Statement of Professional & Ethical Conduct contained in the MSW Program Application Packet. (See Appendix B: MSW Program Application).

Any prospective student who has been convicted of a felony prior to or after admission is required to immediately inform the MSW Program Director to determine the best course of action. Notifying the MSW Program Director is critical as a felony conviction may disqualify a student from some practicum placement sites and may inhibit future licensure. All students will be required to complete a criminal





background check before beginning the first field practicum. Thus, informing the Program Director of a felony conviction that occurs before entering or while in the program is critical.

Following this interview, the faculty member notifies the Enrollment Advisor with whom the applicant has been working of their admission decision. Faculty members may recommend admission for those students who meet the BFA and are deemed appropriate for the program and professional practice through their answers in the MSW Application Packet and their responses in the interview. Should a faculty member have questions regarding the applicant's suitability for the program, the applicant is referred to the Program Director for a second interview and ultimate decision on admission. The Program Director notifies the appropriate Enrollment Advisor of the final decision. ([See Appendix A for Further Detail](#))

## Notification Of Admission

Upon completing the academic evaluation, the university enrollment team notifies the applicants of their admission status and the degree program requirements. Applicants that meet the basis for admission to the University will receive an email containing a link to view and accept their Letter of Acceptance and Enrollment Agreement via DocuSign.

The Letter of Acceptance contains, at a minimum, the following information:

1. The program to which the applicant is being accepted
2. The terms of acceptance (such as financial responsibility)

Applicants who are denied admission to National University are notified via an official letter from the Office of the Registrar. ([See Appendix A for Further Detail](#))

## Notification of Admission with Contingencies

The National MSW does not have a formal contingent admissions status/category. Applicants must meet all Basis for Admission requirements at the time of application. They are not permitted to start the program until these are met. However, as part of the application/admission process, applicants must complete the National and the MSW application packet. Contained within the MSW application packet is a Statement of Professional Ethics and Conduct (SPEC) that must be reviewed and signed by the applicant.

The SPEC requires applicants to disclose things such as, whether they have been convicted of a felony or violent crime like sexual assault or abuse of a person with diminished capacity; if they have been dismissed from a social service agency for unsafe or unprofessional/unethical conduct; had findings of child abuse against them; been involved in an active investigation for unethical or unprofessional conduct by any agency; currently on probation; etc. If an applicant answers affirmative to any of these types of statements, an interview occurs with the Program Director to help the applicant determine the appropriateness of the program and the field of Social Work based on the obstacles these issues may present to completion of the program and licensure following graduation. The Field Director may also become involved to help determine if there will be obstacles to finding a site and/or to fine one and contract with the site and a field instructor before starting the program. In addition, the applicant may also be required to review and/or consult with their state licensure board to ensure that their previous offense(s) will not prevent them from pursuing licensure (assuming this is one of their goals).

In addition, if the applicant discloses on the SPEC or during the admissions interview with the MSW faculty member that they have been under the influence of illegal drugs while at work or school and/or currently struggling with an active addiction, or severe mental health concern, the applicant may be asked to provide a letter from a health care provider that indicates that they are compliant with treatment and can practice safely and competently.

These contingent admissions requirements are very rare and are in place not to discriminate against those that have overcome difficult life circumstances and situations. They are in place to assist the applicant to do their "due diligence" to assess the likelihood of success in the program and achieving professional goals after graduation. ([See Appendix A for Further Detail](#))





### **Admission to Advanced Standing Track**

Application to the Advanced Standing track is open to graduates of baccalaureate social work (BSW) Programs fully accredited by CSWE, recognized through its international Social Work Degree Recognition and Evaluation Services, or covered under a memorandum of understanding with international social work accreditors within the last five years. Admission to the Advanced Standing Track requires a minimum Grade Point Average of 3.0 in the undergraduate social work curriculum. Graduates of baccalaureate social work programs that are in candidacy for accreditation will not be considered for Advanced Standing admission. ([See Appendix A for Further Detail](#))

### **Acceptance of Transfer Credit**

Foundation Track applicants may request to transfer up to 12 credit hours for graduate courses taken at a regionally accredited university in which at least a B/3.0 was earned. Advanced Standing Track applicants may apply for transfer of up to 6 credit hours for graduate courses that were taken in a CSWE accredited MSW program, in which at least a B/3.0 was earned, are not over five years old, and deemed by the MSW Program Director to be an appropriate fit with the National MSW program's requirements. ([See Appendix A for Further Detail](#))

### **Credit for Life Experience or Previous Work Experience**

Though many National students start the MSW Program with life or work experiences that inform their understanding of social work practice, National does NOT grant academic credit for such experiences. Academic credit for life experience and previous work experience shall not be given, in whole or in part, in lieu of social work courses. Prospective students are advised of this when they contact National and speak to an MSW dedicated Academic Advisor.

### **Course Sequencing**

Students are expected to move through the curriculum in the proper sequence. If a student receives an Incomplete or Fails a course, they will not be allowed to move on to the next course in the sequence until either re-taking the class and passing it or receiving a quality grade to replace the Incomplete.



## Grading Policies & Procedures

Grades are based on the faculty member's academic judgment that the student has demonstrated a specified level of performance based on objective and subjective evaluations such as papers, presentations, assignments, examinations, projects, and discussions. Students are graded according to their individual performance in the course and not on a curve. Students are not compared with each other to determine a grade or performance ranking. ([See Appendix A for Further Detail](#)). Criteria for awarding grades for achievement may include, but are not limited to the following:

- Preparation of assignments, including accuracy, legibility, and promptness
- Contribution to faculty member-student discussions
- Demonstrated understanding of concepts on exams, papers, assignments, etc
- Application of skills and principles to new and real-life situations
- Organization, presentation, and professionalism of written and oral reports
- Originality and reasoning ability demonstrated in working through assignments; and Meeting minimum standards for all rubric criteria on the required deliverable
- Grade points are assigned to academic performance grades as indicated and are used to calculate a Cumulative Grade Point Average (CGPA) for each student:

A = 4.00	B = 3.00	C = 2.00
A- = 3.66	B- = 2.66	F = 0.00
B+ = 3.33	C+ = 2.33	

## Academic Performance Grievance

Students experiencing a concern with the evaluation of their academic performance as indicated by a grade in a particular course are encouraged to attempt to resolve all issues with the appropriate faculty member or their Academic and Finance Advisor, as applicable. This approach supports timeliness, quality, and accountability. It also ensures that the appropriate institutional levels are involved and that matters are resolved efficiently and effectively. This structure allows those closest to the problem the ability to extend the highest levels of support possible. Should this informal process not resolve the issue to the student's satisfaction, they are encouraged to engage the academic performance grievance process known as a Grade Appeal. ([See Appendix A for Further Detail](#))

## Retention & Tracking Student Progress

For the purposes of obtaining one's MSW, there are expectations for both academic performance and professional behavior. Within the structure of the University's Policies and Procedures, the MSW Program has developed policies and procedures to facilitate all students' success and retention in ways that are consistent with the university mission and anti-discrimination policy.

Most concerns can be effectively addressed and resolved between the student and faculty member. Engaging in a respectful interchange of ideas and concerns with peers and supervisors is an essential part of a student's professional development. Learning to address concerns professionally is a vital skill for both graduate students and professional social workers.

## Expectations for Satisfactory Academic Performance

When a faculty member becomes aware that a student is having an issue with academic performance that does not immediately rise to a university-mandated response level, that faculty member will first address the issue directly with the student. Faculty members will make at least two attempts to engage the student around the identified issue and reach a mutually agreeable resolution. Students are expected to engage in such conversations when requested by faculty members.



If the concern cannot be resolved between the student and faculty member, and the issue has not escalated to the point of violating a University policy, the faculty member will refer the student to the Program Director. The Program Director will meet with the student and create a remediation plan.

If the student is unwilling or unable to work toward remediating the issue with the assistance of the Social Work Program Director, it will be escalated to the Chair of the Department of Marriage and Family Science. The Chair will again determine whether there is a violation of University policy. If none is found, the Chair will work with the student to find a mutually agreeable solution.

The minimum GPA for Graduate students at National, and therefore in the MSW Program, is 3.0. This GPA is calculated to include all courses taken at National in the MSW Program. MSW students are expected to maintain a B average in their classes. This does not mean that one needs to earn a grade of B in every class, but the average of all of one's grades must be at a B or above.

Following are the university policy and procedures for monitoring academic progress. This includes the steps that are taken in response to unsatisfactory academic process up to and including termination from the program.

### **National Satisfactory Academic Progress Policy & Procedures**

The University monitors Satisfactory Academic Progress (SAP) after every 9 credit hours a student attempts in a program. The three components of SAP are Grade Point Average (GPA), Course Completion Rate (pace), and Maximum Timeframe. Students who fail to meet the requirements of a degree program, including official basis for admissions, minimum grade requirements, and satisfactory academic progress of study are subject to academic dismissal from the University. If, at any time, a student is not meeting the minimum requirements for SAP, he/she receives an email notification in Virtual Campus as well as an email to the personal address on file. However, it is ultimately the student's responsibility to know these requirements, and failure to receive notification does not nullify the SAP status.

#### **Definitions of SAP Components:**

Program Grade Point Average (GPA) - A Cumulative Program GPA is calculated using only grades earned at the university for the student's current program of study. The minimum GPA requirement for undergraduate and Juris Doctor students is 2.0. The minimum GPA requirement for graduate students is 3.0. Course Completion Rate (Pace) – Students must earn a passing grade in two thirds or no less than 66.66% of the course credit hours attempted toward completion of their program of study. The Course Completion Rate is calculated by dividing the cumulative number of credit hours successfully completed by the cumulative number of credit hours attempted. All courses count as attempted except for drops and withdrawals for Military Leave of Absence ("WL" grade). Only courses for which the student receives a passing grade count as completed. SAP Maximum Timeframe -The SAP Maximum Timeframe to complete a program cannot exceed 150% of the published length of the student's active program and is measured in credit hours. For example, if an undergraduate program consists of 120 credit hours, the student must successfully complete the program after attempting no more than 180 credit hours. See the table below.

A student is in good standing if: 1) No grades have been posted yet, or 2) If SAP has not been evaluated yet, or 3) Student is meeting minimum SAP requirements at time of evaluation, or 4) Student regained Good Standing after being placed on an Academic/Financial Aid Warning or Academic Probation/Financial Aid Probationary period.



Students who are not in good standing are subject to the following levels of warning and probation prior to dismissal from National.

**Academic/Financial Aid Warning** – A student is in an Academic/Financial Aid Warning status when they are not maintaining Good Standing pursuant to the terms of this policy at the time of any SAP evaluation. Financial aid may be received while in this status. If SAP is regained by the next scheduled SAP evaluation period, the student is returned to Good Standing status.

**Academic Probation** – A student is in an Academic Probation status when they did not regain Good Standing after being placed on an Academic/Financial Aid Warning. If the student wishes to maintain their financial aid, they will need to submit an Appeal. See below for directions on the Appeal process. If SAP is met by the next scheduled evaluation period and the Academic Plan was successfully followed, the student will regain Good Standing status.

**Financial Aid Probation** – A student is in Financial Aid Probation status only if they were first placed on Academic Probation and then decided to appeal to reinstate federal financial aid. If SAP is met by the next scheduled evaluation period, the student will regain Good Standing status and will also remain eligible for federal financial aid.

**Extended Probation** – Special circumstances may permit a student to continue Extended Probation and possibly receive federal financial aid for an additional evaluation period. A student is in Extended Probation status only if they were placed on Academic or Financial Aid Probation and fails to regain Good Standing status before the next evaluation point and has then decided to appeal based on special circumstances. If SAP is met by the next scheduled evaluation period, the student will regain Good Standing status and will remain eligible for federal financial aid.

**SAP (Academic) Dismissal** – This status indicates a student was in a probationary SAP period and did not regain good standing by the next SAP evaluation. Students may appeal the dismissal to return to the University. Students who receive approval to return from academic dismissal are subject to the Re-entry policies and procedures. If ever it is determined that it is mathematically impossible for the student to regain good standing within the current program, the student may consider a different program. A student is allowed one substantial program change per degree-level without the submission of an SAP appeal. ([See Appendix A for Further Detail](#))

## SAP Right to Appeal

Students who wish to appeal an SAP decision should email their Academic and Finance Advisor or [saphelp@NU.edu](mailto:saphelp@NU.edu) to request an SAP appeal form. Both sources, as well as the University Catalog, contain detailed information on acceptable bases for an appeal and completing the appeal form. The SAP Appeal Committee is comprised of various University leaders who meet on a periodic basis to review student appeals. Committee appeal decisions are made within 15 business days of receipt and are final. Students may not submit a second appeal for the same situation without new information documenting any extenuating circumstances not previously disclosed. ([See Appendix A for Further Detail](#))

## Expectations for Student Professional Performance & Conduct

When a faculty member becomes aware that a student is having an issue with professional or ethical conduct that does not immediately rise to the level of a University-mandated response, that faculty member will first address the issue directly with the student. Faculty members will make at least two attempts to engage the student around the identified issue and reach a mutually agreeable resolution. Students are expected to engage in such conversations when requested by faculty members.

If the concern cannot be resolved between the student and faculty member, and the issue has not escalated to the point of violating a University policy, the faculty member will refer the student to the Program Director. The Program Director will meet with the student and create a remediation plan.





## University Code Of Conduct

As a member of the National Community, each student is expected to understand the terms and conditions set forth in this Policy, comply with the standards, and conduct themselves in a professional and respectful manner.

National is committed to maintaining an inclusive community with exceptional ethical standards of professional and academic conduct. Substantiated violations may result in disciplinary sanctions, up to and including expulsion from the University.

Community members of the University are expected to conduct themselves professionally and refrain from acts of misconduct, including but not limited to the following seven categories:

- Dishonesty, cheating, plagiarism, misrepresentation or furnishing false information, forgery, or misuse of academic or administrative materials
- Harassment, stalking, humiliation, name-calling, the use of insulting or offensive language, cyberbullying, threatening communications, abuse, and intimidation
- Conduct, in speech, written communication or behavior, that is disrespectful or unprofessional or racist, sexist, ageist, or that is otherwise prejudicial against a particular community or social group
- Failure to follow community guidelines for University-sponsored events (i.e., commencement ceremony, dissertation boot camps, etc.) or University run social media engagement platforms (i.e., The Commons, Alumni Association app, etc.) to include any social media posts that are contrary to university values and lead to disruption in the National Community.
- Disruption or obstruction of the normal operations of the University; including unauthorized use of any of the University's facilities, informational or material properties, and resources
- Conduct, in speech, written communication or behavior, that is disorderly, lewd, lascivious, indecent, sexually abusive, or otherwise inappropriate, or that constitutes a breach of the peace; including violation of the University's policy that prohibits bringing alcohol, recreational drugs, or firearms onto University property or any location during a University-sponsored event
- Failure to cooperate during a university investigation

## Consequences for Violating University Code of Conduct

When an alleged violation occurs, the faculty or staff member with knowledge of the alleged conduct will complete the Suspected Code of Conduct form and forward it to the Dean of the appropriate School. The Dean reviews the Suspected Code of Conduct Violation Form and supporting documentation. Within five days of receiving the Investigation Report and materials, the Dean will authorize the appropriate course of action. If the issue is not substantiated, the Dean will take no action. If the issue proved substantiated but did not warrant a formal charge, the Dean will send a warning letter to alert the offender that continued or similar behavior in the future may result in a formal charge of violation of the code. If the issue is substantiated and warrants a formal charge, the Dean will initiate the process for a Code of Conduct violation which may result in a variety of consequences up to and including termination from the University. ([See Appendix A for Further Detail](#))

## Academic Integrity

National is committed to supporting students and faculty in understanding and applying standards of academic integrity by:

- Using an industry-recognized text-matching service to screen student assignments
- Publishing policy standards in the Catalog
- Providing materials about Academic Integrity in National LMS
- Providing additional tools through the ASC on APA standards

The University considers it a serious violation of academic integrity to – intentionally or unintentionally – present the thoughts or ideas of another as your own. The key to academic integrity originates in the writer's choices on how to divide their voice from the voices of others.



Plagiarism includes but is not limited to the following:

- Copying entire documents and presenting them as your own
- Cutting and pasting from the work of others without properly citing the source
- Stringing together quotes and /or ideas of others without connecting their work to your own original work
- Asserting ideas without acknowledging their sources or reproducing verbatim work written by others without properly citing your sources
- Accidental appropriation of the work of others due to a lack of understanding of documentation conventions
- Purchasing work from others and submitting it as your own

To monitor for potential plagiarism, the University submits student assignments through the institution's third-party text-matching service. Faculty may submit additional coursework to the text matching service as needed or instructed by the School Dean or designee.

## Consequences for Academic Integrity Violations

National's response to academic integrity violations may range from requiring a student to re-write a paper to administrative dismissal from the University. ([See Appendix A for Further Detail](#))

## Social Work Specific Expectations for Professional Conduct

Students in the MSW program are expected to behave in accordance with the standards of the social work profession in classes, in the field, and in daily interactions. As a social work student, you are also expected to display professional behavior consistent with the NASW Code of Ethics.

### Students must:

- Exhibit a strong commitment to the goals of social work and to the ethical standards of the profession, as specified in the NASW Code of Ethics.
- Behavior judged to be in violation of the current NASW Code of Ethics, as well as the State Licensing Codes, may result in a consultative review and/or administrative action.
- Demonstrate commitment to the essential values of social work, which includes respect for the dignity and worth of every individual and social justice.

### Students must have the ability to:

- Initiate and maintain appropriate contact with other professionals along with maintaining a personal professional image.
- Consult with professionals and others involved with cases appropriately, with appropriate signed releases, and in a professional manner, always keeping the client's welfare foremost.
- Handle unexpected and crisis situations with poise and skill, using consultation when appropriate.
- Be punctual with practice sessions and other professional meetings.
- Follow agency policies.
- Exhibit behaviors that are in compliance with program policies, institutional policies, professional ethics standards, and societal laws in the classroom, field, and community.
- Maintain appearance and personal demeanor and reflect a professional manner.
- Use sound judgment in decision-making.
- Show potential for responsible and accountable behavior by knowing and practicing within the scope of social work, respecting others, being punctual and dependable, prioritizing responsibilities, attending class regularly, observing deadlines, completing assignments on time, keeping appointments, or making appropriate arrangements, and accepting supervision and criticisms in a positive manner.
- Demonstrate responsible and accountable behavior by knowing and practicing within the scope of social work, respecting others, being punctual and dependable, prioritizing responsibilities, attending class regularly, observing deadlines, completing assignments on time, keeping appointments, or making appropriate arrangements, and accepting supervision and criticisms in a positive manner.
- Work and communicate effectively with others, regardless of level of authority.





- Advocate for themselves in an appropriate and responsible manner and use proper channels for conflict resolution.
- Show a willingness to receive and accept classroom feedback and field supervision in a positive manner and use such feedback to enhance professional development.
- Exhibit appropriate professional and respectful interpersonal behavior towards colleagues, faculty, and staff in class and field.
- Students who violate the University's ethical policies and standards including, but not limited to, the Student Code of Conduct and Academic Integrity policies, may be subject to immediate administrative dismissal. For students in the MSW Program, these standards include the NASW Code of Ethics and any other applicable professional codes, as well as the Social Work Program Code of Conduct. Students who have been dismissed due to violation of the Student Code of Conduct or Academic Integrity policies or due to any other legal or ethical matter do not qualify for re-entry to National. Students in violation of the University's Attendance policy may be withdrawn. Dismissal of students who fail to meet their financial obligations to the University is handled by the Accounting department.

### **Consequences for Violating MSW Program Expectations for Professional Conduct**

Students and faculty are encouraged to proactively communicate regarding any professional performance related concerns or situations.

A student found to be in violation of the NASW Code of Ethics or the Social Work Expectations for Professional Conduct will, in consultation with the appropriate MSW Program faculty members and administrators, develop a remediation plan. Remediation plans are structured to assist students in working through whatever difficulties they are experiencing with the ultimate objective of achieving their professional goals. These plans will be written by the relevant faculty member or administrator and will specify the issue to be overcome, the activities to be completed to overcome the issue(s), and the target time for resolution. The completed plan will be emailed to the student and other relevant faculty members. More egregious violations of the MSW Program Expectations for Professional Conduct may merit immediate termination from the program, at which time the student and program would follow the procedures for a formal Code of Conduct violation. ([See Appendix A for Further Detail](#))

### **Anti-Harassment Policy**

National does not condone harassment or abusive behavior. Harassment, physical abuse, threatening comments, or intimidation of any person on University owned or controlled property or at University sponsored or supervised functions, or conduct which threatens or endangers the health or safety of any member of the University community or any other person or persons. Such conduct includes, but is not limited to stalking, cyberstalking, harassment, and retaliation because of complaints or alleged misconduct.



## Anti-Discrimination Policy

Policy on Nondiscrimination National University adheres to all federal and state civil rights laws and regulations prohibiting discrimination in public/private institutions of higher education.

National University does not discriminate against any employee, applicant for employment, student, or applicant for admission on the basis of:

- Race
- Religion
- Hearing status
- Personal appearance
- Color
- Sex
- Pregnancy (including childbirth, breastfeeding, and related medical conditions)
- Political affiliation
- Source of income
- Place of business
- Residence
- Religion
- Creed
- Ethnicity
- National origin (including ancestry)
- Citizenship status
- Physical or mental disability (including perceived disability)
- Age
- Marital status
- Registered domestic partner status
- Family responsibilities
- Sexual orientation
- Gender identity
- Gender expression
- Veteran or military status (including disabled veteran, recently separated veteran, active-duty wartime or campaign badge veteran, and Armed Forces Service Medal veteran)
- Medical condition (including cancer)
- Predisposing genetic characteristics
- Domestic violence victim status
- Height
- Weight
- or any other protected category under applicable local, state, or federal law, including protections for those opposing discrimination or participating in any grievance process on campus, with the Equal Employment Opportunity Commission, or other human rights agencies.

This policy covers nondiscrimination in both employment and access to educational opportunities. Therefore, any member of National University community whose acts deny, deprive, or limit the educational or employment [or residential and/or social] access, benefits, and/or opportunities of any member of National University community, guest, or visitor on the basis of that person's actual or perceived membership in the protected classes listed above is in violation of National University policy on nondiscrimination. When brought to the attention of National University, any such discrimination will be promptly and fairly addressed and remedied by National University according to the grievance process described below.

## Student Professional Performance/Conduct Complaints & Grievances

If students experience a concern, either academic/clinical (ethical and behavioral issues, violations of the NASW Code of Ethics) or administrative (e.g., university policy or procedures), they are advised to



follow the steps outlined in the table below. These steps are consistent with the levels of action described in the University Catalog. (See Appendix A for Further Detail).

Students are encouraged to attempt to resolve all issues with their AFA or faculty member, as appropriate. This approach supports timeliness, quality, and accountability. It also ensures that the appropriate institutional levels are involved, and matters are resolved efficiently and effectively. This structure allows those closest to the problem the ability to extend the highest levels of support possible.

Academic and Finance Advisors coordinate and collaborate with required team members in pursuit of resolution of a student's request or need. This ensures that the process is in accordance with policy and reviewed by the necessary parties required to properly address the issue at the appropriate institutional level.

Step	Academic/Practicum Concerns	Administrative Concerns
Level 1	Faculty/Professor	Academic and Finance Advisor
Level 2	MSW Program Director, when addressing concerns regarding practicum first contact the Director of Field Education	Associate Director of Student Services
Level 3	Department of Social Work Chair	Director of Student Services/Sr. Director of Student Services
Level 4	Associate Dean of Academic Affairs, Social and Behavioral Science	Legal Affairs Office of the Provost
Level 5	Dean, JFK School of Psychology and Social Sciences	Formal Grievance*
Level 6	Legal Affairs	
Level 7	Formal Grievance*	

*\*A grievance is a formal complaint that has not been resolved at other levels within the University. Resolution is viewed as being afforded due diligence and has been evaluated in accordance with ethics, academic integrity, policies, regulations, and laws. A grievance is not another channel of escalation in the case a decision was not made in the student's favor.*

Appeals of final grades must use the appeal process defined in "Appealing a Final Grade" in the National Catalog. Students are asked to carefully review the directives on appeals, as often the decisions of Deans in these matters are not "grieve-able." Other Appeals include but are not limited to Satisfactory Academic Progress, academic dismissal, administrative dismissal, and re- admission. Students should refer to the catalog for details on advancing these types of appeals.

In the event that a student has a complaint or dispute with the University regarding the University's application of policies and procedures, its decisions, or judgments, the student has a right to seek a satisfactory resolution through the formal avenues of a grievance.

## Formal Grievance Policies & Procedures

Formal grievances are reviewed by the Provost and are considered final. Students can file a grievance through their Academic and Finance Advisor if all other steps noted above have been attempted without appropriate resolution.

Students may not grieve the stated or published policy of National.

Students may file a complaint with the California Bureau for Private Postsecondary Education. A complaint may be filed by writing (Complaint Form) or calling the Bureau's Enforcement Section at the following address and telephone number: Bureau for Private Postsecondary Education 2535 Capitol Oaks Drive, Suite 400 Sacramento, CA 95833 Telephone: (916) 431-6959 FAX: (916) 263-1897.





Instructions for filing a grievance are provided to students in the National Catalog and are as follows:

Responsibility	Action
Student	<p>Create a written document outlining your concerns and evidence to support your assertion. Submit this documentation to your Academic and Finance Advisor who will review and share with others in the university as appropriate based on a review of each unique situation. Documentation should include:</p> <ul style="list-style-type: none"> <li>• The complaint</li> <li>• Other methods of resolution that have been used unsuccessfully to resolve this issue</li> <li>• Description of events leading to the grievance. Remedy or resolution being requested</li> </ul> <p>Students are expected to allow for the due diligence of review and investigation to occur prior to submission of a follow-up or attempted escalation of the same problem</p>
Office of Legal Services	<ul style="list-style-type: none"> <li>• If the issue requires an impartial review to determine possible solutions above and beyond the resources provided through other departments, the concern will be forwarded to the Office of Legal Services to determine if additional parties at the functional level should participate in the review and resolution.</li> <li>• If it is determined that further escalation is appropriate, they will assign an investigator and conduct an investigation.</li> <li>• Contact the student to determine understanding of the matter and to attempt informal closure. If that is not possible, continue the investigation.</li> <li>• Share results of the investigation with the Provost for review and judgment if required.</li> <li>• Communicate the outcome to the individual within 20 days (including weekends) via email or share the decision in a telephone call.</li> </ul> <p>(Note: If execution of proper due diligence requires more than 20 days, the university will maintain regular contact with the student to ensure he/she is aware of the status of the investigation.)</p> <ul style="list-style-type: none"> <li>• Provide copies of the communication to National departments as appropriate.</li> </ul> <p>Decisions made at this level are final and cannot be grieved or appealed.</p>

## Graduation Policy

When students complete all program requirements, they contact their Academic Advisor to electronically petition for graduation. The Academic Advisor will conduct a Graduation Audit to assure that all requirements of the program and degree, as well as those of the University, are met prior to conferring the degree. The MSW Director conducts an additional audit to ensure that all Program-specific requirements have been met.

### For all students, degree requirements include:

- 3.0 (letter grade of "B") or higher cumulative GPA
- Official documents on file on which to base admission from an appropriately accredited academic institution
- Official transcripts on file for all transfer credit hours accepted by the University
- All financial obligations to the University paid in full

### Program Specific Requirements include:

- Completion of all coursework
- Completion of all practicum requirements
- Verification by the student and supervisor of accrued practicum hours and supervision
- Approval by the Director of Field Education
- Once the Academic Advisor and MSW Program Director have approved the request, they contact the Accounting Department to verify that all fees are paid. After approval, the Accounting Department contacts the Registrar to issue the diploma.



# 5 Program Resources



## 05 Program Resources

### University Orientation

University enrollment specialists and students' academic advisors orient students to the learning environment. Students will receive links that provide information on what students can expect as they begin their studies at National.

### Departmental Orientation

The MSW Program holds a weekly orientation and mentoring session to which new students are specifically invited. This Zoom session consists of a short presentation of "Tips for Success" in the program and time for faculty members to answer professional and academic questions.

### Academic Success Center

All MSW students have access to National University's Academic Success Center (ASC), the one-stop spot for all National academic support services. Students can use ASC services and resources to develop their skills as self-directed learners. The ASC provides academic coaching in scholarly writing, reading, statistics, and time management training through Attack Your Day. The ASC houses a library of resources for students and faculty on scholarly writing, critical thinking, academic integrity, and APA formatting.

### Center for Teaching & Learning

The Center for Teaching and Learning (CTL) provides students and faculty with training courses and supporting resources, webinars, and micro-workshops to enhance the student learning process.

### Student Disabilities Services

Students with medical, mental health, and/or learning conditions that act as barriers to their ability to succeed academically have access to the office of Student Disabilities Services. In compliance with the Americans with Disabilities Act, staff of Student Disabilities Services work with students who have a documented disability to craft a plan of academic accommodations that allows them equal access to information and course content. The staff of Student Disabilities Services also work with students seeking accommodations to complete the appropriate documentation and acquire the necessary external certification.

### Library Resources

The National University Library is a virtual library comprised entirely of eResources. All holdings are digitally available to patrons 24 hours a day, 365 days a year. National has many social sciences databases, including EBSCOhost, ProQuest, Wiley Online Library, PsycINFO, Sage Journals, and many more. All students are expected to draw from the professional literature in all papers/presentations and other assessments throughout the curriculum. It is expected that students will utilize the library on a regular and consistent basis.

### Notifications to International Students

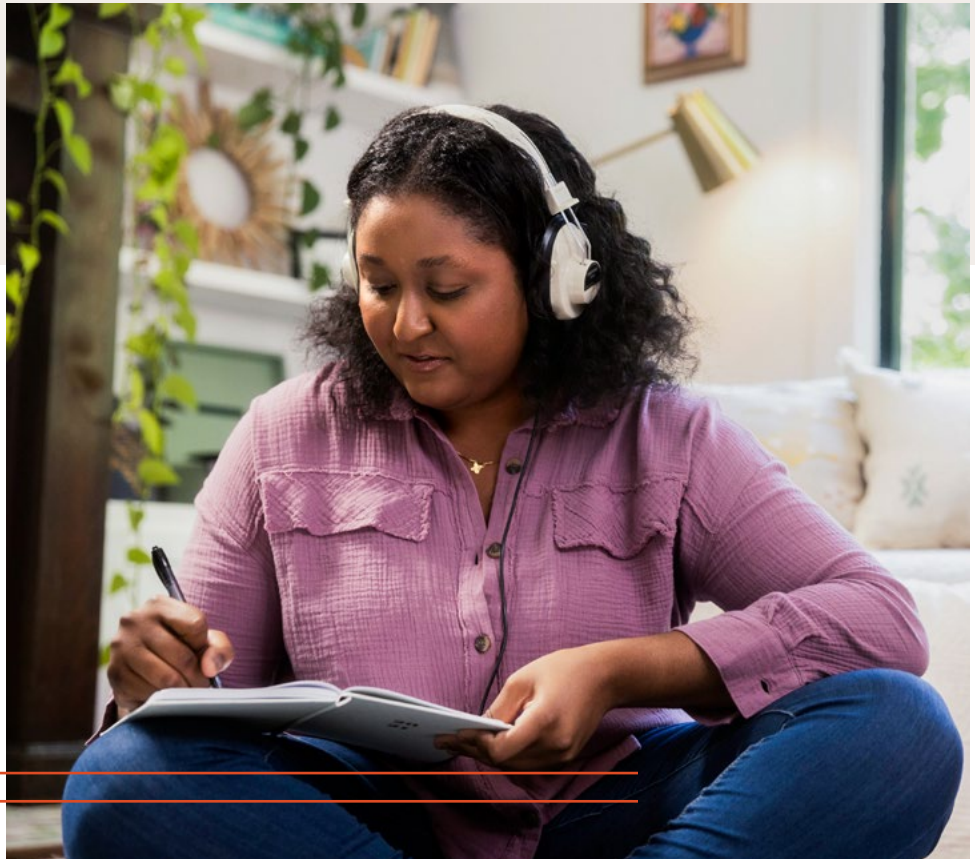
While the field of social work is an increasingly international phenomenon, it continues to have strong historical and contextual roots in western cultures, including the United States. Therefore, much of the practice, literature, and research in the field continues to be conducted in contexts common in western cultures. One benefit of online education is the possibility of expanding social work practice into international contexts, thus widening the field's knowledge base and applicability. While all students are encouraged to read broadly in the professional literature, international students are specifically encouraged to seek out literature and experiences that will help them to practice ethically and sensitively in their local contexts.



# 6 Student Governance & Student Organizations







## Student Governance & Student Organizations

Student governance is essential, both within the program and across the University. The University Policy and Procedures manual, section 208-7 Role of Student in Governance, indicates that students have a valuable perspective on the educational services they receive. Therefore, the University benefits from their perceptions on academic and administrative matters. The MSW Program encourages students to exercise their rights to participate in policymaking activities in both academic and student affairs through involvement in the following organizations and other avenues. (See Appendix A for Further Detail)

### Phi Alpha National Social Work Honor Society

Phi Alpha Honor Society aims to provide a closer bond among students of social work and promote humanitarian goals and ideas. Phi Alpha fosters high standards of education for social workers and invites into membership those who have attained excellence in scholarship and achievement in social work. In October, 2021, National was granted approval to charter the Delta Iota Phi chapter of the Phi Alpha Social Work Honor Society.

### MSW Student Advisory Council

The MSW Student Advisory Council (MSW SAC) serves as a liaison between students, faculty, and administration while recommending suggestions to strengthen the program. The MSW SAC exists to encourage students to organize in their own interest and serves as a liaison between students, faculty, and administration. MSW SAC members will work together to evaluate and provide recommendations on MSW Program policy, as well as work toward increasing student awareness and participation with MSW Program opportunities. More specifically, this council is empowered to identify issues important to the future of the University and the MSW Program and provide feedback and recommendations regarding improvement or enhancements to the program.







### **MSW Student Association**

Students are considered members of the MSW Student Association upon enrolling in the MSW Program. There are no membership criteria, so this group functions as a student-led initiative focused on the diversity of issues relevant to students in the program. The MSW Student Association contributes to support and inclusivity in the learning environment by encouraging student involvement and fostering diversity and difference.

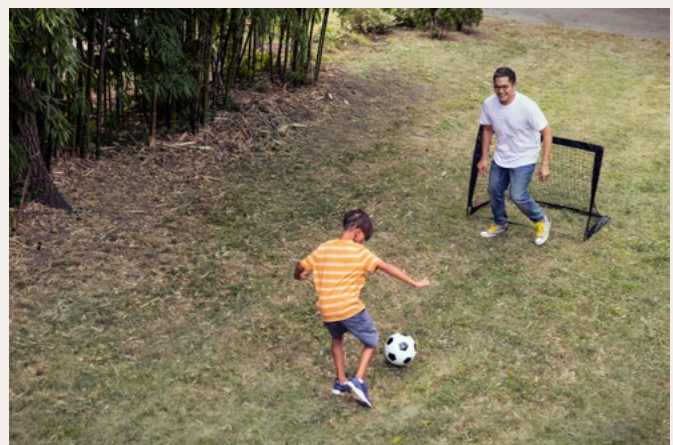
### **Professional Membership Opportunities**

MSW Students are encouraged to become members of any of a wide variety of professional organizations. These groups offer the opportunity to learn about the variety of careers in social work and the potential for networking with a diversity of professional colleagues. Examples of these organizations include, but are not limited to:

- National Association of Social Workers <https://www.socialworkers.org/>
- National Association of Black Social Workers <https://www.nabsw.org/>
- National Organization of Forensic Social Work <https://www.ifsw.org/>
- International Federation of Social Workers <https://www.ifsw.org/>
- National Rural Social Work Caucus <https://ruralsocialwork.org/>
- School Social Work Association of America <https://www.sswaa.org/>
- National Association of Puerto Rican Hispanic Social Workers <https://www.naphsw.com/>
- North American Association of Christians in Social Work <https://www.nacsw.org/>



# AP Appendices



## APPENDIX A—MSW Program Application

### Evaluation of Applications for Admission

**Policy:** In alignment with university policies, students to be admitted into the distance education, online MSW program must meet the Basis for Admissions (BFA) criteria and be approved by the MSW program faculty and university enrollment.

**Procedures:** Enrollment Advisors provide prospective students individual advising and information to determine if National University is the right choice to meet their educational needs.

A student who applies for admission to the MSW program must submit the university application packet and the MSW application packet, including both a current resume and transcripts to establish that the applicant holds a conferred degree from a regionally accredited college or university. Applicants to the Advanced Standing track must submit proof of a conferred degree within the last 5 years and with a Grade Point Average of 3.0 from a baccalaureate program fully accredited by CSWE. Applications from graduates of baccalaureate social work programs that are in-candidacy for accreditation by CSWE will not be considered.

When these documents are submitted and all requirements are met (e.g., transcript indicates that the applicant holds a conferred degree, etc.), the applicant meets the Basis for Admission (BFA) established by the University. Once it is determined that the applicant meets the BFA and signs all of the necessary acknowledgements and agreements, they are scheduled for a one-on-one interview with a member of the full-time MSW faculty which includes both the Program Director and Director of Field Education.

In that interview, the faculty member reviews information in the application packet regarding the expectations and requirements of the MSW Program and the field of social work in general with the applicant. They also evaluate the applicant's appropriateness and readiness to begin the MSW program based on their responses to questions in the interview and the series of essay questions and Statement of Professional & Ethical Conduct contained in the MSW Program Application Packet.

Any prospective student who has been convicted of a felony prior to or after admission is required to immediately inform the MSW Program Director to determine the best course of action. Notifying the MSW Program Director is critical as a felony conviction may disqualify a student from some practicum placement sites and may inhibit future licensure. All students will be required to complete a criminal background check before beginning the first field practicum. Thus, informing the Program Director of a felony conviction that occurs before entering or while in the program is critical.

Following this interview, the faculty member notifies the Enrollment Advisor with whom the applicant has been working of their decision regarding admission. Faculty members may recommend admission for those students who meet the BFA and are deemed appropriate for the program and professional practice through their answers in the MSW Application Packet and their responses in the interview. Should a faculty member have questions regarding the applicant's suitability for the program, the applicant is referred to the Program Director for a second interview and ultimate decision on admission. The Program Director notifies the appropriate Enrollment Advisor of the final decision.

### Notifying Applicants of the Admission Decision

**Policy:** In alignment with university policies, upon receiving notification from the MSW Faculty member assigned to interview an applicant, enrollment advisors notify applicants of the admissions decisions, as well as any contingent conditions of their enrollment.



Procedures: Upon the completion of the academic evaluation, the university enrollment team notifies the applicants of their admission status and the degree program requirements.

Applicants that meet the basis for admission to the University will receive an email containing a link to view and accept their Letter of Acceptance and Enrollment Agreement via DocuSign.

The Letter of Acceptance contains, at a minimum, the following information:

1. The program to which the applicant is being accepted
2. The terms of acceptance (such as financial responsibility)

Applicants who are denied admission to National University are notified via an official letter from the Office of the Registrar. The applicant's electronic file will include documentation on the reasons. This electronic file is kept at National University in case the applicant questions the reasons.

### **Notifying Applicants of Any Contingent Conditions Associated with Admission**

**Policy:** In alignment with university policies, upon receiving notification from the MSW Faculty member assigned to interview an applicant, enrollment advisors notify applicants of the admissions decisions, as well as any contingent conditions of their enrollment.

**Procedures:** The National MSW does not have a formal contingent admissions status/category. Applicants must meet all Basis for Admission requirements at the time of application. They are not permitted to start the program until these are met. However, as part of the application/admission process, applicants must complete the National and the MSW application packet. Contained within the MSW application packet is a Statement of Professional Ethics and Conduct (SPEC) that must be reviewed and signed by the applicant.

The SPEC requires applicants to disclose things such as, whether they have been convicted of a felony or violent crime like sexual assault or abuse of a person with diminished capacity; if they have been dismissed from a social service agency for unsafe or unprofessional/unethical conduct; had findings of child abuse against them; been involved in an active investigation for unethical or unprofessional conduct by any agency; currently on probation; etc. If an applicant answers affirmative to any of these types of statements, an interview occurs with the Program Director to help the applicant determine the appropriateness of the program and the field of Social Work based on the obstacles these issues may present to completion of the program and licensure following graduation. The Field Director may also become involved to help determine if there will be obstacles to finding a site and/or to find one and contract with the site and a field instructor before starting the program. In addition, the applicant may also be required to review and/or consult with their state licensure board to ensure that their previous offense(s) will not prevent them from pursuing licensure (assuming this is one of their goals).

In addition, if the applicant discloses on the SPEC or during the admissions interview with the MSW faculty member that they have been under the influence of illegal drugs while at work or school, and/or currently struggling with an active addiction, or severe mental health concern, the applicant may be asked to provide a letter from a healthcare provider that indicates that they are compliant with treatment and are able to practice safely and competently.

These contingent admissions requirements are very rare and are in place not to discriminate against those that have overcome difficult life circumstances and situations. They are in place to assist the applicant to do their "due diligence" to assess the likelihood of success in the program and achieving professional goals after graduation.





## Awarding Advanced Standing

**Policy:** Application to the Advanced Standing track is open to graduates of baccalaureate social work (BSW) Programs fully accredited by CSWE, recognized through its International Social Work Degree Recognition and Evaluation Services, or covered under a memorandum of understanding with international social work accreditors within the last five years. Admission to the Advanced Standing Track requires a minimum Grade Point Average of 3.0 in the undergraduate social work curriculum. Graduates of baccalaureate social work programs that are in candidacy for accreditation will not be considered for Advanced Standing admission.

**Procedures:** Applicants designate if they are applying for the Advanced Standing track. This is specified in the application packet completed during enrollment. The enrollment advisor works with applicants to secure the necessary transcripts to document the applicant obtained a baccalaureate in social work (BSW) degree from a program accredited by CSWE or recognized through its International Social Work Degree Recognition and Evaluation Services or covered under a memorandum of understanding with international social work accreditors, within the last five years. The transcript is then reviewed by the MSW Program Director. At that time the enrollment advisor and Program Director confirm the applicant graduated with a 3.0 GPA in their undergraduate social work program. If the applicant is determined to meet the requirements for the Advance Standing Track, they are then notified by the enrollment advisor.

## Transfer of Credits

**Policy:** In alignment with university policies the MSW program requests for course transfer credit must be made along with the Application for Admission so that an appropriate Degree Plan can be developed and accepted by the student. Requests by the student for consideration of additional transfer credit can be made at any time prior to Graduation provided the maximum number of transfer credits permissible has not already been accepted by the University. Review of transfer credit requests after the initial evaluation may require a re-evaluation fee.

**Procedures:** The School Dean or designee must approve all transfer credit request. For the MSW Program the designee is the MSW Program Director who must approve all requests for transfer credit. Transfer courses are evaluated for currency, relevancy to National University degree Programs, and whether they meet National University's academic standards.

The MSW Program allows for transfer of up to 6 credit hours for the Advanced Standing track and 12 credits for the Foundation track. For both Foundation and Advanced Standing track admission, only credits from fully CSWE accredited MSW programs which meet the following criteria will be considered for transfer:

1. Course(s) may not be more than five years old.
2. Course(s) must fit within the MSW Program's requirement and a student's overall plan of study.
3. A grade of B or 3.0 must have been earned in course(s).

The evaluator will document which courses are accepted in transfer and which National University requirements the course satisfies. The number of semester credit hours that will be accepted in transfer is documented in the Acceptance Letter. If quarter credit hours have been earned for a course to be accepted as satisfying a National University requirement, they are converted to semester credit hours by multiplying them by 2/3 and rounding up to the next whole credit.

## Academic Advising

**Policy:** In alignment with university policies, each student is assigned a dedicated Academic and Finance Advisor (AFA) at the beginning of their program. The AFA is the primary point of contact for MSW student support and academic/financial advising throughout program.

**Procedures:** Upon enrolling at National, students are assigned to a MSW Program Academic and Financial Advisor (AFA). Each AFA will reach out to students at least once per course. Using automated



National custom At Risk reports if a student has not been active in their course for several weeks an alert is sent to the AFA who then reaches out to the student via email and phone call to determine if the student is need of further assistance from the AFA or their MSW faculty member. The AFA will also notify each student when their next course is scheduled to start along with instructions if the student needs to adjust the start date of their next course. In collaboration with the MSW faculty, AFAs are responsible for assisting students with matters related to scheduling and registering for courses, troubleshooting student issues that impact class performance, access to technology and other resources, and financial aid. AFAs are specifically trained to meet the needs of MSW students. The AFA is a primary point of contact for student support. They provide personalized guidance to each student; help acclimate them to learning technology and orient them to available resources. Additionally, the AFA will provide all financial aid advising to students throughout their program.

## Professional Advising

**Policy:** Per faculty appointment letters, each full-time faculty allots 2 hours per week for formal professional advising during their publicized office hours. In addition, MSW program faculty facilitate a weekly drop-in session for MSW students to receive professional advising. Faculty members also provide ongoing informal mentoring as requested. Professional advising is also provided as a part of the Practicum Preparation Process.

**Procedures:** Faculty inform students of their weekly office hours via their course welcome letter, video, and/or the signature line of their university email. In the Professional Practice with Individuals and Families and Research Methods in Social Work courses, students are prompted to make an initial advising appointment with a full-time MSW faculty member. After the initial professional advising appointment, students are encouraged to schedule at least two more professional advising appointments prior to completing the MSW program.

Weekly Student Drop-In evenings are open to all MSW students. An MSW faculty member is available in a Zoom room to meet with students to answer professional/career advising questions, field education questions, or course-related questions. The goal of this weekly event is to provide an informal way for students to engage with faculty, build relationships, and receive professional mentoring.

Students receive additional advising as part of the process of obtaining a field practicum site. The Field Director meets with each student individually prior to preparing for their practicum. As part of this meeting the Field Director also discuss the student's goals for after graduation, as well as their long-term plans as a professional social worker.

## Evaluating Students' Academic Performance

**Policy:** In alignment with university policies, letter grades are awarded in recognition for academic performance in each course. Grade points are assigned to each academic performance grade, with the exception of S, U, R, and RD grades and are used to calculate a Grade Point Average (GPA) for each student.

**Procedures:** Grades are based on the faculty member's academic judgment that the student has demonstrated a specified level of performance based on objective and subjective evaluations such as papers, presentations, assignments, examinations, projects, and discussions. In addition, the MSW program uses evaluations in each practicum course, completed by local field agencies and instructors to evaluate their practice performance. Students are graded according to their individual performance in the course and not on a curve. Students are not compared with each other to determine a grade or performance ranking. Criteria for awarding grades for achievement may include, but are not limited to:





- Preparation of assignments, including accuracy, legibility and promptness
- Contribution to faculty member-student discussions
- Demonstrated understanding of concepts on exams, papers, assignments, etc.
- Application of skills and principles to new and real-life situations
- Organization, presentation and professionalism of written and oral reports
- Originality and reasoning ability demonstrated in working through assignments
- Meeting minimum standards for all rubric criteria on the required deliverable

Grade points are assigned to academic performance grades as indicated and are used to calculate a Cumulative Grade Point Average (CGPA) for each student:

All Courses	
A = 4.00	C+ = 2.33
A- = 3.66	C = 2.00
B+ = 3.33	F = 0.00
B = 3.00	S = N/A
B- = 2.66	U = N/A
<b>Note:</b> S (Satisfactory) denotes satisfactory progress in a course but does not contribute to the calculation of GPA. U (Unsatisfactory) denotes unsatisfactory progress in a course but does not contribute to the calculation of GPA.	

## Academic Performance Grievance

**Policy:** In alignment with university policies, MSW students that have a complaint or dispute with the any aspect of their academic experience with the MSW Program or regarding the University's application of policies and procedures, its decisions, or judgments, the student has a right to seek a satisfactory resolution through the formal avenues of a grievance. For disputes over academic performance MSW students should follow the formal grade appeal procedure outlined in the university catalog. Students experiencing a concern with the evaluation of their academic performance, are also encouraged to attempt to resolve all issues with their Academic and Finance Advisor or faculty, as applicable. This approach supports timeliness, quality, accountability, and ensures that the appropriate institutional levels are involved, and matters are resolved in an efficient and effective manner. This structure allows those closest to the problem the ability to extend the highest levels of support possible.

**Procedures:** The purpose of this procedure is to provide students protection against receiving an inaccurate or unfair final grade, while at the same time respecting the academic responsibility of faculty. Students and faculty are encouraged to proactively communicate while the course is still in session to address any grading questions or concerns.

Students that need who appeal a specific assignment or course grade may appeal if:

- A computational error was made in the calculation of a course or assignment grade
- Documented active military duty, which resulted in an inability to continue in the course or program
- Documented personal or family\* medical emergency. Students should first notify Disabilities Services and provide documentation to the appropriate personnel
- Documented act of nature (e.g., hurricane, wildfires, etc.)
- Documented death in the family\*
- Documented temporary severe economic hardship

*NOTE: \*Family is defined as including husband, wife, domestic partner, grandparent, grandchild, mother-in-law, father-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law, (step/adoptive) mother, (step/adoptive) father, (step/adoptive) brother, (step/adoptive) sister, and (step/adoptive) child.*



The final grade appeal process is not designed to accommodate issues such as, but not limited to:

- Time management concerns
- IT or technology related issues
- Job Demands
- Submission of an assignment after the course end date has passed

Appeals must be submitted, along with supporting documentation, no more than 10 calendar days after the final course grade has posted. All appeals are reviewed by the applicable School Dean or designee. The appeal decision made is final.

## Expectations for Student Professional Performance & Conduct

**Policy:** In alignment with the university Code of Conduct policy the program is committed to maintaining a community with exceptional ethical standards of professional and academic conduct. Substantiated violations may result in disciplinary sanctions, up to and including expulsion from the University. Student are expected to abide by the university Code of Conduct, the NASW Code of Ethics, and the Social Work Expectations for Professional Conduct as outlined in the MSW Student Handbook.

**Procedures:** Part of the process of becoming a professional is learning to deal appropriately with disagreements and grievances. Students' professional performance is evaluated during their interactions with faculty, staff, advisors, field placement sites, and fellow students. Students are expected to abide by the university Code of Conduct, the NASW Code of Ethics, and the MSW Program Expectations for Professional Conduct at all times. Students and faculty are encouraged to proactively communicate regarding any professional performance related concerns or situations. Student found to be in violation of the NASW Code of Ethics or the Social Work Expectations for Professional Conduct will, in consultation with the appropriate MSW Program faculty members and administrators, develop a remediation plan. Remediation plans are structured to assist students in working through whatever difficulties they are experiencing with the ultimate objective of achieving their professional goals. These plans will be written by the relevant faculty member or administrator and will specify the issue to be overcome, the activities to be completed in an effort to overcome the issue(s), and the target time period for resolution. The completed plan will be emailed to the student and other relevant faculty members. More egregious violations of the MSW Program Expectations for Professional Conduct may merit immediate termination from the program, at which time the student and program would follow the university procedures for a formal Code of Conduct violation.

## MSW Program Expectations for Professional Conduct

### Students must:

- Exhibit a strong commitment to the goals of social work and to the ethical standards of the profession, as specified in the NASW Code of Ethics.
- Behavior judged to be in violation of the current NASW Code of Ethics, and/or State Licensing Codes, may result in a consultative review and/or administrative action.
- Demonstrate commitment to the essential values of social work, which includes respect for the dignity and worth of every individual and social justice.

### Students must have the ability to:

- Initiate and maintain appropriate contact with other professionals along with maintaining a personal professional image.
- Consult with professionals and others involved with cases appropriately, with appropriate signed releases, and in a professional manner, always keeping the client's welfare foremost.
- Handle unexpected and crisis situations with poise and skill, using consultation when appropriate.
- Be punctual with practice sessions and other professional meetings.
- Follow agency policies.



- Exhibit behaviors that are in compliance with program policies, institutional policies, professional ethics standards, and societal laws in classroom, field, and community.
- Maintain appearance and personal demeanor reflect a professional manner.
- Use sound judgment in decision-making.
- Show potential for responsible and accountable behavior by knowing and practicing within the scope of social work, respecting others, being punctual and dependable, prioritizing responsibilities, attending class regularly, observing deadlines, completing assignments on time, keeping appointments, or making appropriate arrangements, and accepting supervision and criticisms in a positive manner.
- Demonstrate responsible and accountable behavior by knowing and practicing within the scope of social work, respecting others, being punctual and dependable, prioritizing responsibilities, attending class regularly, observing deadlines, completing assignments on time, keeping appointments, or making appropriate arrangements, and accepting supervision and criticisms in a positive manner.
- Work and communicate effectively with others, regardless of level of authority.
- Advocate for themselves in an appropriate and responsible manner and use proper channels for conflict resolution.
- Show a willingness to receive and accept classroom feedback and field supervision in a positive manner and uses such feedback to enhance professional development.
- Exhibit appropriate professional and respectful interpersonal behavior towards colleagues, faculty, and staff in class and field.
- Students who violate the University's ethical policies and standards including, but not limited to, the Student Code of Conduct and Academic Integrity policies, may be subject to immediate administrative dismissal. For students in the MSW Program, these standards include the NASW Code of Ethics, and any other applicable professional codes, as well as the Social Work Program Expectations for Professional Conduct. Students who have been dismissed due to violation of the Student Code of Conduct or Academic Integrity policies, or due to any other legal or ethical matter, do not qualify for re-entry to National. Students in violation of the University's Attendance policy may be withdrawn. Dismissal of students who fail to meet their financial obligations to the University is handled by the accounting department.

## Code of Conduct

MSW students are required to follow the University Code of Conduct which states: National University has established the following Code of Conduct for students. Each student is expected to understand the terms and conditions set forth in this Policy.

National is committed to maintaining a community with exceptional ethical standards of professional and academic conduct. Substantiated violations may result in disciplinary sanctions, up to and including expulsion from the University.

Community members of the University are expected to conduct themselves professionally, and refrain from acts of misconduct including but not limited to the following six categories:

1. Dishonesty, cheating, plagiarism, misrepresentation or furnishing false information, forgery, or misuse of academic or administrative materials.
2. Harassment, stalking, humiliation, name-calling, the use of insulting or offensive language, cyber-bullying, threatening communications, abuse, and intimidation.
3. Conduct, in speech, written communication or behavior, that is disrespectful or unprofessional or racist, sexist, ageist, or that is otherwise prejudicial against a particular community or social group.
4. Disruption or obstruction of the normal operations of the University; including unauthorized use of any of the University's facilities, informational or material properties, and resources.
5. Conduct that is disorderly, lewd, lascivious, indecent, sexually abusive, or otherwise inappropriate, or that constitutes a breach of the peace; including violation of the University's policy that prohibits bringing alcohol, recreational drugs, or firearms onto university property or any location during a University-sponsored event.
6. Failure to cooperate during a university investigation.



## Student Professional Performance/Conduct Grievance

**Policy:** Students or faculty that believe their professional performance has been incorrectly evaluated or believe that other members of the university community have demonstrated inappropriate professional behavior are encouraged to follow the steps outlined in the procedure for this policy.

**Procedures:** In alignment with university policies, if students experience a concern with the evaluation of their professional performance, (ethical and behavioral issues, violations of the NASW Code of Ethics) or administrative (e.g., university policy or procedures), they are advised to follow the steps outlined in the table below. These steps are consistent with the levels of action described in the University Catalog. Students are encouraged to attempt to resolve all issues with their Academic and Finance Advisor or faculty, as applicable. This approach supports timeliness, quality, accountability, and ensures that the appropriate institutional levels are involved, and matters are resolved in an efficient and effective manner. This structure allows those closest to the problem the ability to extend the highest levels of support possible. Depending on the concern or action the MSW faculty or the MSW Academic and Finance Advisors will coordinate and collaborate with required team members in pursuit of resolution of a student's request or need. This ensures that the process is in accordance with policy and reviewed by the necessary parties required to properly address the issue at the appropriate institutional level.

Step	Academic/Practicum Concerns	Administrative Concerns
Level 1	Faculty/Professor	Academic and Finance Advisor
Level 2	MSW Program Director, when addressing concerns regarding practicum first contact the Director of Field Education	Associate Director of Student Services
Level 3	Department of Social Work Chair	Director of Student Services/ Sr. Director of Student Services
Level 4	Associate Dean of Academic Affairs	Legal Affairs Office of the Provost
Level 5	Dean, JFK School of Psychology and Social Sciences	Formal Grievance*
Level 6	Legal Affairs	
Level 7	Formal Grievance*	

\*A grievance is a formal complaint that has not been resolved at other levels within the University. Resolution is viewed as being afforded due diligence and has been evaluated in accordance with ethics, academic integrity, policies, regulations, and laws. A grievance is not another channel of escalation in the case a decision was not made in the student's favor.

## Termination Based on Academic Performance

**Policy:** Students who fail to meet the requirements of a degree program including official basis for admissions, minimum grade requirements, and satisfactory academic progress of study are subject to academic dismissal from the University.

**Procedure for Academic Dismissal:** The following is the Academic Dismissal Procedures or what is referred to as the SAP (Student Academic Progress). MSW students placed on academic probation will develop a remediation plan. Remediation plans are structured to assist students in working through whatever difficulties they are experiencing with the ultimate goal of achieving their professional goals. These plans will specify, in writing (via email) the issue to be overcome, the activities that will help overcome them and the target time period for resolution. Students placed on Academic Probation for unacceptable grades must successfully remediate the unacceptable grade point average (GPA) in order for probationary status to be removed. Procedure as outlined in the National catalog.



## SAP Component Definitions

**Program Grade Point Average (GPA)** - A Cumulative Program GPA is calculated using only grades earned at the university for the student's current program of study. The minimum GPA requirement for undergraduate and Juris Doctor students is 2.0. The minimum GPA requirement for graduate students is 3.0.

**Course Completion Rate (Pace)** - Students must earn a passing grade in two thirds or no less than 66.66% of the course credit hours attempted toward completion of their program of study. The Course Completion Rate is calculated by dividing the cumulative number of credit hours successfully completed by the cumulative number of credit hours attempted. All courses count as attempted except for drops and withdrawals for Military Leave of Absence ("WL" grade). Only courses for which the student receives a passing grade count as completed.

**SAP Maximum Timeframe** -The SAP Maximum Timeframe to complete a program cannot exceed 150% of the published length of the student's active program and is measured in credit hours.

For example, if an undergraduate program consists of 120 credit hours, the student must successfully complete the program after attempting no more than 180 credit hours. See the table below.

Maximum Timeframe resets for SAP only if there has been a substantial change in degree program. Refer to the substantial change definition in the Re-entry policy for more information. An SAP Appeal will need to be filed for all program extensions when it has been determined that a student cannot complete their program within the allowed attempted credit limits per their individual program requirements and will need more time to complete their degree program.

Program Type	Course Completion Rate	Minimum GPA	SAP Maximum Timeframe
Bachelor's Degrees- 120 credit hours	No less than 66.66% of total course credit hours attempted	2.0	180 attempted credit hours
Master's Degrees - 30 credit hours	No less than 66.66% of total course credit hours attempted	3.0	45 attempted credit hours
Master's Degrees - 36 credit hours	No less than 66.66% of total course credit hours attempted	3.0	54 attempted credit hours
Doctoral - 60 credit hours	No less than 66.66% of total course credit hours attempted	3.0	90 attempted credit hours

## Treatment Of Courses and Credits

**Course Repetitions** - Only the most recent grade for a repeated course is counted in the Program GPA. All attempted courses are counted toward the Course Completion Rate and the SAP Maximum Timeframe for program completion.

**Dropped Courses** - Courses dropped before the end of the drop period are not included in SAP calculations. Courses from which the student withdraws due to an approved Military Leave of Absence or for which an "NG" (No Grade) is granted are treated as dropped courses and are also excluded from SAP calculations.

**Applied/Migrated Credits Within the University** - All credits earned at National that are accepted into the student's current program of study are considered as both attempted and completed credits for calculation of the Course Completion Rate, are counted toward the SAP Maximum Timeframe and are included in Program GPA calculations. If a comparison of the original program and the program the student is entering results in the determination of a substantial change by the Office of the Registrar, the student is considered to be starting a new program. In this case, SAP will restart. See the Re-entry policy for further information.

**Course Withdrawals** - All courses from which a student withdraws after the end of the drop period receive a "W" on the student's transcript. These courses are considered attempted credits for calculation of the Course Completion Rate and are counted toward the SAP Maximum Timeframe.



## SAP Evaluation Schedule

**Undergraduate Programs** – Students enrolled in undergraduate programs are evaluated for SAP after every 12 credit hours attempted in their programs.

**Graduate Programs** – Students enrolled in graduate programs are evaluated for SAP after every 9 credit hours attempted in their programs.

## SAP Evaluation Statuses

**Good Standing** – A student is in good standing if: 1) No grades have been posted yet, or 2) If SAP has not been evaluated yet, or 3) Student is meeting minimum SAP requirements at time of evaluation, or 4) Student regained Good Standing after being placed on an Academic/Financial Aid Warning or Academic Probation/Financial Aid Probationary period.

**Academic/Financial Aid Warning** – A student is in an Academic/Financial Aid Warning status when they are not maintaining Good Standing pursuant to the terms of this policy at the time of any SAP evaluation. Financial aid may be received while in this status. If SAP is regained by the next scheduled SAP evaluation period, the student is returned to Good Standing status.

**Academic Probation** – A student is in an Academic Probation status when they did not regain Good Standing after being placed on an Academic/Financial Aid Warning. If the student wishes to maintain their financial aid, they will need to submit an Appeal. See below for directions on the Appeal process. If SAP is met by the next scheduled evaluation period and the Academic Plan was successfully followed, the student will regain Good Standing status.

**Financial Aid Probation** – A student is in Financial Aid Probation status only if they were first placed on Academic Probation and then decided to Appeal to reinstate federal financial aid. If SAP is met by the next scheduled evaluation period, the student will regain Good Standing status and will also remain eligible for federal financial aid.

**Extended Probation** – Special circumstances may permit a student to continue on Extended Probation and possibly receive federal financial aid for an additional evaluation period. A student is in Extended Probation status only if they were placed on Academic or Financial Aid Probation and fail to regain Good Standing status before the next evaluation point and has then decided to Appeal based on special circumstances. If SAP is met by the next scheduled evaluation period, the student will regain Good Standing status and will remain eligible for federal financial aid.

**SAP (Academic) Dismissal** – This status indicates a student was in a probationary SAP period and did not regain good standing by the next SAP evaluation. Students may appeal the dismissal to return to the University. Students who receive approval to return from academic dismissal are subject to the Re-entry policies and procedures. If ever it is determined that it is mathematically impossible for the student to regain good standing within the current program, the student may consider a different program. A student is allowed one substantial program change per degree level without the submission of a SAP appeal.

## SAP Right to Appeal

Occasionally, a student's academic progress may be delayed by circumstances beyond their control. A student may appeal:

- For federal financial aid to continue after the student has been placed on Academic Probation, or
- For an extension when it has been determined that a student cannot complete their program within the allowed attempted credit limits per their individual program requirements and will need more time to complete their degree program, or
- To get permission to make a substantial change of program if they have already made a substantial change once, or
- To return to the University and their program of study after being Academically Dismissed. All SAP Academic Dismissal Appeals must be submitted within 10 calendar days of the dismissal notification.

Students able to regain good standing status who wish to appeal for any of the above reasons should email their Academic and Finance Advisor or [saphelp@NU.edu](mailto:saphelp@NU.edu) to request a SAP appeal form. Completed SAP appeal forms, including supporting documentation, should be emailed to [saphelp@NU.edu](mailto:saphelp@NU.edu) for the







SAP Appeal Committee to review. The SAP Appeal Committee comprised of various University leaders who meet on a periodic basis to review student appeals. Committee appeal decisions are made within 15 business days of receipt and are final. Students may not submit a second appeal for the same situation without new information documenting any extenuating circumstances not previously disclosed.

For consideration, students should provide the following:

- An explanation and/or document that they have suffered from extenuating circumstances such as death of a relative, injury, disability, illness or other special circumstances
- Specific information in the Appeal regarding why they failed to meet SAP
- An explanation as to what has changed in the student's situation that will allow them to achieve SAP by the next evaluation

### **Termination Based on Professional Performance**

**Policy:** MSW students who violate the University's ethical policies and standards including, but not limited to, the Student Code of Conduct and Academic Integrity policies, and/or violate the NASW Code of Ethics or the Social Work Expectations for Professional Conduct outlined in the MSW Student Handbook and MSW Field Practicum Manual, may be subject to immediate administrative dismissal. Students who have been dismissed due to violation of the Student Code of Conduct, Academic Integrity, or Professional Conduct policies, or due to any other legal or ethical matter, do not qualify for re-entry to National. Students in violation of the University's Attendance policy may be withdrawn. Dismissal of students who fail to meet their financial obligations to the University is handled by the accounting department.

**Procedures:** Students charged with violation of any of the professional performance policies and which termination is determined to be the appropriate action will follow the Code of Conduct procedure as described herein:

All members of the University community who become aware of violations of the Code of Conduct have a responsibility to report them to the appropriate authority. For violations that are administrative in nature the appropriate authority is the relevant director of the functional area that oversees the administrative functions. For violations that involve monies or are financial in nature, the appropriate authority is the Vice President of Student and Financial Services. For minor violations of an interpersonal nature, the appropriate authority is the relevant Director or member of the Senior Leadership Team. For violations, including any instance of intimidation or sexual harassment, the violation must be reported to the Chief of Human Resources and/or the President.



Responding to Alleged Violations		
Responsibility	Action	
Faculty and/or Team Members	When an alleged violation occurs, complete the Suspected Code of Conduct form and forward it to the Dean of the appropriate School.	
Presiding Authority	Review the Suspected Code of Conduct Violation Form and supporting documentation. Within 5 days of receiving Investigation Report and materials, authorize one of the following subsequent courses of actions as appropriate.	
	<b>IF:</b>	<b>THEN:</b>
	The issue is not substantiated,	Take no action.
	The issue proved substantiated but does not warrant a formal charge (National has an official Warning Letter),	Send a Warning Letter to alert the offender that continued or similar behavior in the future may result in a formal charge of violation of the Code.
Student	The issue is proved substantiated and warrants a formal charge due to the seriousness and/or repeat violations (National has an official Charging Letter),	Send a Charging Letter to inform the offender of the charge. Send communication in hard copy, by Compass Message or National email, and by personal email if available. Provide the policy, details of the offense, and rebuttal directions.
	Code of Conduct Committee	If you choose to respond to the Charging Letter, you must do so within 10 days of the date of the Charging Letter: Response must be in writing to the Dean. Response should include details regarding your position on the charge(s) as specified in the letter If the individual would like to address the Student Code of Conduct Committee, that desire must be stated in writing along with a contact telephone number. The individual will have the 10 minutes before the Committee meets to state his or her position verbally. (The time is not intended for open discussion but the individual should be prepared to answer questions posed by the Committee in clarifying the events.) Once completed, the call will be terminated, and the Committee will discuss.
Code of Conduct Committee	Evaluate relevant documentation and render a final decision in writing, including the appropriate sanction(s).	
Presiding Authority	Write a letter to the individual informing him/her of the outcome and have it delivered in hard copy, by Compass Message or National email, and by personal email if available.	
	Place a copy of the notification letter in the student record and send copies to the Registrar and Office of Legal Affairs.	
	Notify the appropriate area(s) to ensure the Committee's decision is enforced. DECISION IS FINAL: All Committee decisions are final and there are no additional appeal provisions.	
	If Committee determines:	THEN:
Expulsion is the appropriate sanction for the behavior,	Automatically escalate the recommendation for a second review to Executive Team or Provost.	

### Academic Integrity Violations

Policy: National is committed to supporting students and faculty in understanding and applying standards of academic integrity by:

- Using an industry-recognized text matching service to screen student assignments
- Publishing policy standards in the Catalog
- Providing materials about Academic Integrity in National LMS
- Providing additional tools through the ASC on APA standards

The University considers it a serious violation of academic integrity to – intentionally or unintentionally – present the thoughts or ideas of another as your own. The key to academic integrity originates in the writer’s choices on how to divide their voice from the voices of others. Plagiarism includes but is not limited to the following:



- Copying entire documents and presenting them as your own.
- Cutting and pasting from the work of others without properly citing the source.
- Stringing together quotes and /or ideas of others without connecting their work to your own original work.
- Asserting ideas without acknowledging their sources or reproducing verbatim work written by others without properly citing your sources.
- Accidental appropriation of the work of others due to a lack of understanding of documentation conventions.
- Purchasing work from others and submitting it as your own.

**Procedure:** To monitor for potential plagiarism, the University submits student assignments through the institution’s third-party text matching service. For dissertation courses, the final dissertation proposal and dissertation manuscript must be submitted through the text matching service. Faculty may submit additional coursework to the text matching service as needed or instructed by the School Dean or designee.

Instructions for appealing an administrative dismissal is provided to students in the catalog and is also provided below:

Responsibility	Action
Student	<p><b>1.</b> As soon as possible following notification of dismissal, contact your Academic and Finance Advisor for instructions and a web link for submitting an appeal.</p> <p><b>NOTE:</b> Dismissal of a Doctoral student for failure to meet requirements of the Dissertation Review Process may NOT be appealed.</p> <p><b>2.</b> Using the instructions and web link, explain why you are appealing, including the specific circumstances that have prevented you from meeting requirements and any supporting documentation. Retain a copy of the appeal and documentation for your records.</p> <p><b>3.</b> Submit the appeal electronically within ten calendar days of notification of dismissal. Once you have initiated an appeal, do not contact your Academic and Finance Advisor or School Dean.</p> <p><b>4.</b> A. Student Does Receive Financial Aid – The system sends an alert to the Academic and Finance Advisor, School Dean and the Director of Financial Services. Proceed to Step 5.</p> <p><b>5.</b> B. Student Does Not Receive Financial Aid – The system sends an alert to the School Dean and the Academic and Finance Advisor. Proceed to Step 6.</p>
Director/Financial Services	<p><b>6.</b> Contact the School Dean as soon as possible to assist in evaluating the student’s circumstances.</p>
School Dean	<p><b>7.</b> Within ten calendar days of receiving an appeal alert, review the student’s circumstances and enter a decision on the system, which automatically generates an email to the student and Academic and Finance Advisor.</p> <p>Dismissal Appeal Approved – An alert also goes to the Registrar.</p>
Registrar	<p><b>8.</b> If you receive an alert that a Dismissal Appeal is approved, reinstate the student into Active status, with a SAP status of Warning or Probation as decided by the Dean.</p>
Student	<p><b>9.</b> The Dean’s decision is final. End of Procedure.</p>





## Students' Rights to Participate in Academic & Student Affairs Policymaking

**Policy:** In alignment with the university policies, students have a valuable perspective on the educational services they receive. Therefore, the program and University can benefit from their perceptions and input, especially on academic and administrative matters. Students are invited to participate in academic and administrative governance of the University and program.

**Procedures:** MSW students have opportunities to participate in formulating and modifying policies impacting academic student affairs through membership on both program, university, and school committees, and specific program organizations. Students are invited to participate in academic and administrative governance through participation in the:

- MSW Student Advisory Council
- Quarterly MSW Faculty Meetings
- Various academic committees
- General Discussion Forum on the student website
- Post-Course Survey
- Appeal and Grievance procedure

Students can participate in scheduled committee meetings, especially in matters relating to curricula and the delivery of educational services, through electronic communication methods. The administration will notify students of scheduled meetings, the agenda, and invite student input.

At the MSW Program level students can be elected to the MSW Student Advisory Council, which provides the opportunity to serve on the University Diversity Committee. Students have a standing invitation to attend quarterly faculty meetings and are provided with the information for attendance. MSW students are encouraged to become advocates for themselves, similar to the advocacy skills we expect them to use as professional social workers. Students are asked to leave meetings if specific student information is discussed to ensure that the rules of FERPA are being followed.

The one-to-one teaching model provides opportunities for students to advocate for themselves and their educational goals through their interactions with their faculty members. The faculty member is there to listen to the student and either bring the student's concern to the larger faculty group or encourage the student to present their ideas to the faculty themselves.



## APPENDIX B—MSW Program Application

### Master of Social Work Application Packet

Applicant Name \* \_\_\_\_\_

First Name \_\_\_\_\_

Last Name \_\_\_\_\_

Date of Birth \* \_\_\_\_\_

Month Day Year \_\_\_\_\_

Location (city, state, country) \_\_\_\_\_

Please indicate where you actually live, not necessarily your permanent address. For example, if you have an address in Oklahoma, but you actually live in Germany or Japan because you or your spouse are there for military service, put your city and that country as your location.

Address \* \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Country \_\_\_\_\_

Applicant Email Address \* example - asmith@NU.edu \_\_\_\_\_

Please enter the email for the National Enrollment Advisor with whom you are working. (If you are unsure of her or his email, refer to the emails you have received from your advisor).

Select the email of your enrollment advisor (If you cannot find the email in the dropdown select "CANNOT FIND THE EMAIL" and then look at the email you received from your National Enrollment Advisor copy the email address and enter it below) \*

Advisor's Email (Please enter the email for the National Enrollment Advisor you are working with. If you are unsure, refer to the email from your advisor, copy the email address and enter it below)

\_\_\_\_\_  
example@example.com

### Learn About Master of Social Work

National University's Master of Social Work has received full initial accreditation from the Council on Social Work Education (CSWE). This specialized accreditation reflects the rigor and quality of the National program. This accreditation is important to potential applicants and students in the Master's program as it is a measure of quality, which will be important as graduates seek licensure.

Before enrolling for this degree in Master of Social Work (MSW) we want to ensure that you have been provided information about the professors who teach in the program and about our degree plan. All of our MSW professors have doctorate degrees in Social Work or a related discipline along with years of practice experience. They are experienced professors as well, including experience teaching in an online environment.



Next, you are invited to take time to review the information outlined here: [Program & University Information](#). National University is regionally accredited by WASC Senior College and University Commission. In addition, as stated above, the program received full initial accreditation by the Council on Social Work Education (CSWE.org) in November of 2021.

Please review the information provided about the Social Work profession and the National MSW Degree before proceeding with the remainder of the application packet \* \*

Confirm

Please click on save button to save your work. This will generate an email to the address you provided allowing you to reenter the application at anytime. On that email you will see an "Edit Submission" link in the top left corner. Click on that and you will be taken back to the application document in Jotform.

## Licensure Information

Licensure Plan \_\_\_\_\_

MSW Licensure Research \_\_\_\_\_

Although licensure is not required in every state and for every social work position, many students may wish to pursue a clinical social work license. Either way, it is important to begin researching the requirements for licensure in your state. Start this process by going to your state/location's Professional Licensing Board/Agency (web-site, for example Florida's board may be found at <http://floridasmentalhealthprofessions.gov/>).

If you intend to move prior to graduation (or shortly thereafter), we recommend you review the requirements of the next state/location in which you will be seeking licensure. The following questions have been designed to help you gather the necessary information you will need to pursue the credentials to ethically practice as a licensed clinical social worker in your local area. If you are unsure in which state you intend to pursue licensure, we strongly encourage you to complete this process for each possible state, using these questions to guide you through this process. However, for the application process you are only required to provide the answers relative to the state in which you are most likely to seek initial licensure. Please note, even if you are unsure or do not intend to pursue licensure, you are required to fill out the form below as doing so encourages your efforts at developing a professional identity as a Social Worker.

Does your state License Social Workers at the Master's level? \* \_\_\_\_\_

Where do you plan to seek licensure? \* \_\_\_\_\_

Is this the state in which you reside? \* \_\_\_\_\_

The MSW faculty conducting your applicant interview can answer any questions about the licensure. We also recommend all students review their state licensure requirements and/or contact their state licensure board if they have further questions. By checking the box below, I acknowledge that I have been informed that National cannot guarantee my degree will meet state licensure requirements, as only a state licensure board can approve or not approve a specific licensure application.

Click here to acknowledge the information above \*  Acknowledged

I acknowledge that I have been informed that, even though the National MSW Faculty have designed the program to meet the model curriculum from the CSWE, which is reflected in the requirements in most state licensure laws, it is ultimately my responsibility to verify that the MSW degree will meet the educational requirements of the state in which I have indicated I wish to pursue licensure.





Click here to acknowledge the information above \*  Acknowledged

Ultimately it is the responsibility of the student to secure a placement site. However, in an effort to support students in securing quality practicum placements the university has dedicated significant resources that include but are not limited to full-time faculty and staff to help guide students through this process and speak with potential placement sites, a National database of potential placement sites, and training materials to help students present in a professional and compelling manner to potential sites and supervisors. If students have questions about securing a placement site they are encouraged to contact the Field Education Director.

Click here to acknowledge the information above \*  Acknowledged

### MSW Field Practicum Placement Sites

For MSW students, the field practicum is an exciting and unique opportunity for you to practice the skills you've learned in your coursework under the supervision of a professional social worker. The questions in this document are intended to gather information about potential available practicum sites in your community. Even though the MSW coursework is accomplished fully online, for your convenience, the social work field placement must be completed in your community.

### MSW Field Practicum

The following questions help you explore possible appropriate field practicum sites.

1. In what state do you plan to complete your practicum hours? \* \_\_\_\_\_

Do internet searching or reach out to contacts that you have in your local area to find potential sites where you can complete your Field Experience in the National MSW.

Please list 3-5 (minimum of 3) Social Service Agencies within 50 miles of your home that have the potential of becoming a MSW placement. The MSW Field Education Director and practicum faculty can help you locate a practicum site within 50 miles of your home and will assist you in vetting and procuring your practicum placement and supervisors. As we cannot require sites in your local community to accept specific students it is important that students present professionally when engaging and interacting with potential sites and supervisors. Although faculty and staff can help locate and talk with sites and supervisors on your behalf each student is ultimately responsible for securing a local practicum site and a qualified local supervisor.

#### Agencies

<b>Placement 1 *</b>	
<b>Placement 2 *</b>	
<b>Placement 3 *</b>	
<b>Placement 4 *</b>	
<b>Placement 5 *</b>	

Foundation Track MSW students must complete a minimum of 900 hours prior to graduation. Advanced Standing Track MSW students complete a minimum of 450 hours at one agency.



**Statement of Intent**

In order to help the Master of Social Work (MSW) program faculty evaluate your interest in and readiness for the MSW program at National University, please respond to each of the questions below. Please note that your response is reviewed both for content and graduate level writing skill. Please take the time to provide responses that are both well thought out and written well (grammatically correct). Faculty may request an additional writing sample(s) if content does not reflect graduate level writing ability.

Discuss your commitment to and/or experience in working with marginalized and oppressed populations. \*

Please review the NASW Code of Ethics and discuss what components you find most appealing. What do you think may be challenging for you as a professional social worker? \*

Please describe how you respond to constructive feedback and integrate suggestions and ideas into your performance. \*



What strengths do you have that will help you in your effort to both successfully complete a graduate degree in social work and be successful as a professional social worker? How will you balance your personal interests and professional responsibilities with the time and effort that will be needed to complete your course work and field practicum in this program? Be specific in the description of your plans. \*

How are you preparing to help your family, friends, co-workers and others in your support circle understand what is needed to be successful in your program in terms of time commitment to your studies?\*

Please list any questions you may have about the MSW program at National University or about the field of social work. Any questions that you list here will be addressed during the required applicant interview with a MSW faculty member. \*(Please indicate NA if there are none) \*

### **Statement of Professional Ethics and Conduct**

- A felony conviction or currently being on probation may disqualify a student from some field practicum sites and later may delay state licensure. By signing this application, I confirm my understanding of these limitations to finding an appropriate field placement and completing the program and/or being disqualified from seeking licensure and confirm that I am choosing to continue with the application process. I further understand and agree to complete a background check using the National contracted background check program.
- I further understand and agree to complete a background check using the National Contracted background check provider prior to starting a field practicum after being enrolled in the program. I understand that if I have indicated on my application materials that I have been convicted of a felony or serious misdemeanor other than a minor traffic violation, I will be required to complete a background check as part of my application. The background check will allow program faculty to help me determine my ability to successfully complete the program requirements.
- I understand that failing to disclose any felony conviction or serious misdemeanor (other than a minor traffic violation) during the application process that is subsequently revealed on the required background check, could be grounds for my dismissal from the program. Should I be accepted into the program and I cannot find a field placement due to these constraints or if I am unable to be licensed after graduation, I do not hold National responsible for these outcomes.



- Students are expected to conduct themselves in accordance with the National Association of Social Workers (NASW) Code of Ethics. You can find the Code [here](#). Applicants can also find the applicable law for their state through the ASWB website ([aswb.org](http://aswb.org)).

We require all program applicants to answer ALL the following questions in order to have their applications considered. Since most states have restrictions about issuing a license to people with certain types of criminal backgrounds, and many practicum placements have similar restrictions, the program requires ALL students to complete a criminal background check before being assigned to practicum placement sites. Prospective students who have been convicted of a felony prior to or subsequent to admission are required to immediately inform the MSW Program Director of this conviction in order to determine the best course of action.

As an example, MSW applicants in the state of CA must meet the following licensure regulations- §4996.2. (e) Has not committed any crimes or acts constituting grounds for denial of licensure under Section 480. The board shall not issue a registration or license to any person who has been convicted of any crime in this or another state or in a territory of the United States that involves sexual abuse of children or who is required to register pursuant to Section 290 of the Penal Code or the equivalent in another state or territory.

Please mark yes or no next to each of the following items. Remember that a background check will be completed prior to admission into the program or before beginning field work, during the ethics course.

1. Before completing this application, have you been convicted of a felony or a violent crime or a serious misdemeanor? (This would include such things as sexual assault, harassment, abuse of a person with diminished physical and/or mental capacity, or fraudulent activity). If you answered “yes” to this statement, please provide a detailed explanation below regarding this event
2. Have you been dismissed from a social service agency (paid or unpaid) or educational program (degree or non-degree) for negligent, unsafe, unprofessional, or unethical conduct? If you answered yes to this statement, please provide a detailed explanation below regarding this event.
3. Has there ever been a finding regarding a child protection case against you? If you answered “yes” to this statement, please provide a detailed explanation below regarding this event.
4. Have you ever been denied or lost any type of licensure, registration, certification, employment, or admission to a social service training program because of unprofessional and unethical conduct, or because of concerns about your ability to abide by ethical and professional standards? If you answered “yes” to this statement, please provide a detailed explanation below regarding this event.
5. Have you ever voluntarily resigned from an educational program or place of employment, or surrendered any licensure or registration, in lieu of, or to avoid, formal charges that you had behaved unethically and unprofessionally? If you answered “yes” to this statement, please provide a detailed explanation below regarding this event.
6. Have ever been sued for malpractice or unethical behavior? If you answered “yes” to this statement, please provide a detailed explanation below regarding this event.
7. Have you ever been sexually intimate with a client or a patient within your care, or violated a client's confidentiality? If you answered “yes” to this statement, please provide a detailed explanation below regarding this event.



8. Have you ever been under the influence of alcohol or illegal drugs while in the work place or in a learning situation? If you answered "yes" to this statement, please provide a detailed explanation below regarding this event.
9. Are you currently under investigation by any agency or institution for unethical or unprofessional conduct? If you answered "yes" to the above statements, please provide a detailed explanation below regarding this event.
10. Are you currently on probation for any type of criminal offense? If you answered "yes" to this statement, please provide a detailed explanation below regarding this event.
11. Within the last 5 years, I have been diagnosed, treated or admitted to a hospital or other facility for the treatment of bipolar disorder, schizophrenia, paranoia, or any psychotic disorder. If yes, include a letter from your physician or licensed mental health professional indicating that you are compliant with treatment and currently able to practice safely and competently.

Since you answered "yes" to one or more of the above statements, please provide detailed explanations below regarding this even and/or a letter from a physician or licensed mental health professional where applicable.

By clicking below, I affirm that my answers to the above statements are true. If accepted into the MSW program, I agree to abide by the NASW Code of Ethics. My signature at the end of this form also attests to the accuracy of my responses to the statements above. \*

I Acknowledge

## Course Transfer Requests

At National University, under certain circumstances, we allow students to transfer in credit for courses completed at accredited institutions previously attended. Transfer credit decisions are made on a course-by-course basis. Applicants must provide a course description and, in some cases, a full syllabus for each course they are seeking to transfer in. Transfer credit is only awarded for courses that were completed at the same level of study (Masters) or higher (Doctorate) and that are substantially equivalent in content with required courses in the National MSW program. Please review the course descriptions for each course as noted in the National University Catalog to identify any courses that may be relevant for transfer.

The MSW program will allow for transfer of up to 6 credit hours for the Advanced Standing track and 12 credits for the Foundation track. For both Foundation and Advanced Standing track admission, only credits from fully CSWE accredited MSW programs which meet the following criteria will be considered for transfer:

1. Course(s) may not be more than five years old.
2. Course(s) must fit within the MSW Program requirements and a student's overall plan of study.
3. A grade of B or 3.0 must have been earned in course(s).



For students in Washington state: The transferability of credits earned at National University is at the discretion of the receiving college, university, or other educational institution. Students considering transferring to any institution should not assume that credits earned in any program of study at National University will be accepted by the receiving institution. Similarly, the ability of a degree, certificate, diploma, or other academic credential earned at National University to satisfy an admission requirement of another institution is at the discretion of the receiving institution. Accreditation does not guarantee credentials or credits earned at National University will be accepted by or transferred to another institution. To minimize the risk of having to repeat coursework, students should contact the receiving institution in advance for evaluation and determination of transferability of credits and/or acceptability of degrees, diplomas, or certificates earned.

After opening the catalog, click on (in the left navigation) 13-SCHOOL OF MARRIAGE AND FAMILY SCIENCES and then on Master of Social Work. For a course to be considered For transfer you must include a complete course description in the spaces below. A course name on the transcript is not enough information to determine if a previous course is substantially equivalent to the similar National course. If a course description is not available put n/a in a box and let the enrollment advisor know.

Do you have any qualifying transfer credits? This is a rare situation unless you were previously enrolled in another CSWE-accredited MSW program. \*

Yes       No

*Remember that a course receiving less than a "B" may not be used as transfer credit.*

### **Interview Availability**

As the final step in the application evaluation process for those seeking admission into the MSW program, we require all applicants to participate in an interview conducted by a National Social Work faculty. Applications to the MSW program will not be processed without successfully completing an interview. We conduct these interviews online using Zoom (an online video conferencing tool). Zoom is used because it enhances the experience and it provides evidence of the applicant's ability to use technology tools that are used in the program. If attempts to use Zoom at the beginning of the interview are not successful due to technology issues, the interviewer will determine how best to complete the interview – via telephone or by rescheduling the appointment. The interview generally requires 45 minutes to complete.

Please review and complete the section below. In order to schedule a time for the required interview, please provide the information requested in the fields below. Once your application is complete, your preferred appointment times will be reviewed and an interview will be scheduled with the National Social Work faculty. You will be sent an e-mail with instructions for participating in the interview.

Zoom is an online videoconferencing program that can be used to talk with the people all over the world. We use this program for several purposes in the MSW programs at National, including the applicant interview process. You will be provided with a link in the interview set up email you receive from the Enrollment Specialist. We encourage you to click on the link before the interview so that the very brief Zoom set up can be completed. You will need high speed internet, a webcam, and a headphone set (preferred) to ensure a high quality interactive experience.

Preferred Phone Number \*In case there is a need for the faculty to contact you, or there are technical problems during the interview please provide a phone number at which faculty may contact you. \*

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Please enter a valid phone number.





Preferred e-mail address \*In case there is a need for the faculty to contact you, or there are technical problems during the interview please provide an e-mail address through which faculty may contact you. \*

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example@example.com

**International phone number.** If you are located outside the United States, please provide below your International phone number with country code.

---

Please indicate what time zone you live in \*

**Pacific Time Zone**

Monday 8:00am to 8:30am Monday 8:30am to 9:00am Tuesday 6:00am to 6:30am  
 Tuesday 6:30am to 7:00am  
 Tuesday 7:00am to 7:30am Tuesday 7:30am to 8:00am Tuesday 12:00pm to 12:30pm  
 Tuesday 12:30pm to 1:00pm Tuesday 1:00pm to 1:30pm Tuesday 1:30pm to 2:00pm  
 Tuesday 4:00pm to 4:30pm Tuesday 4:30pm to 5:00pm Tuesday 5:00pm to 5:30pm

**Mountain Time Zone**

Monday 9:00am to 9:30am Monday 9:30am to 10:00am Tuesday 7:00am to 7:30am  
 Tuesday 7:30am to 8:00am Tuesday 8:00am to 8:30am Tuesday 8:30am to 9:00am  
 Tuesday 1:00pm to 1:30pm Tuesday 1:30pm to 2:00pm Tuesday 2:00pm to 2:30pm  
 Tuesday 2:30pm to 3:00pm Tuesday 5:00pm to 5:30pm Tuesday 5:30pm to 6:00pm  
 Tuesday 6:00pm to 6:30pm Tuesday 6:30pm to 7:00pm Wednesday 7:00am to 7:30am  
 Wednesday 7:30am to 8:00am Wednesday 5:00pm to 5:30pm Wednesday 5:30pm to 6:00pm  
 Wednesday 6:00pm to 6:30pm Wednesday 6:30pm to 7:00pm Thursday 8:30am to 9:00am  
 Thursday 9:00am to 9:30am Friday 7:00am to 7:30am Friday 7:30am to 8:00am

**Central Time Zone**

Monday 10:00am to 10:30am Monday 10:30am to 11:00am Tuesday 8:00am to 8:30am  
 Tuesday 8:30am to 9:00am Tuesday 9:00am to 9:30am Tuesday 9:30am to 10:00am  
 Tuesday 2:00pm to 2:30pm Tuesday 2:30pm to 3:00pm Tuesday 3:00pm to 3:30pm  
 Tuesday 3:30pm to 4:00pm  
 Tuesday 6:00pm to 6:30pm Tuesday 6:30pm to 7:00pm Tuesday 7:00pm to 7:30pm  
 Tuesday 7:30pm to 8:00pm  
 Wednesday 8:00am to 8:30am Wednesday 8:30pm to 4:00pm Wednesday 6:00pm to 6:30pm  
 Wednesday 6:30pm to 7:00pm Wednesday 7:00pm to 7:30pm Wednesday 7:30pm to 8:00pm  
 Thursday 9:30am to 10:00am Friday 8:00am to 8:30am Friday 8:30am to 9:00am

**Eastern Time Zone**

Monday 11:00am to 11:30am Monday 11:30am to 12:00pm Tuesday 9:00am to 9:30am  
 Tuesday 9:30am to 10:00am Tuesday 10:00am to 10:30am Tuesday 10:30am to 11:00am  
 Tuesday 3:00pm to 3:30pm Tuesday 3:30pm to 4:00pm Tuesday 4:00pm to 4:30pm  
 Tuesday 4:30pm to 5:00pm  
 Tuesday 7:00pm to 7:30pm Tuesday 7:30pm to 8:00pm Tuesday 8:00pm to 8:30pm  
 Tuesday 8:30pm to 9:00pm  
 Wednesday 9:00am to 9:30am Wednesday 9:30pm to 10:00pm Wednesday 7:00pm to 7:30pm  
 Wednesday 7:30pm to 8:00pm Wednesday 7:00pm to 8:30pm Wednesday 8:30pm to 9:00pm  
 Thursday 10:30am to 11:00am Friday 9:00am to 9:30am Friday 9:30am to 10:00am

For international please indicate here

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**REMINDER**

If you haven't yet, please email your resume and transcripts to your Enrollment Advisor

Note - A Qualifying Transcript contains the following items

- A.** Name of School
- B.** URL (web address) of the school that conferred your degree
- C.** Name of the student (You)
- D.** Conferred Degree
- E.** Conferred Date





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