



**MASTER
OF
SOCIAL
WORK**

**STUDENT
HANDBOOK**

2023-2024

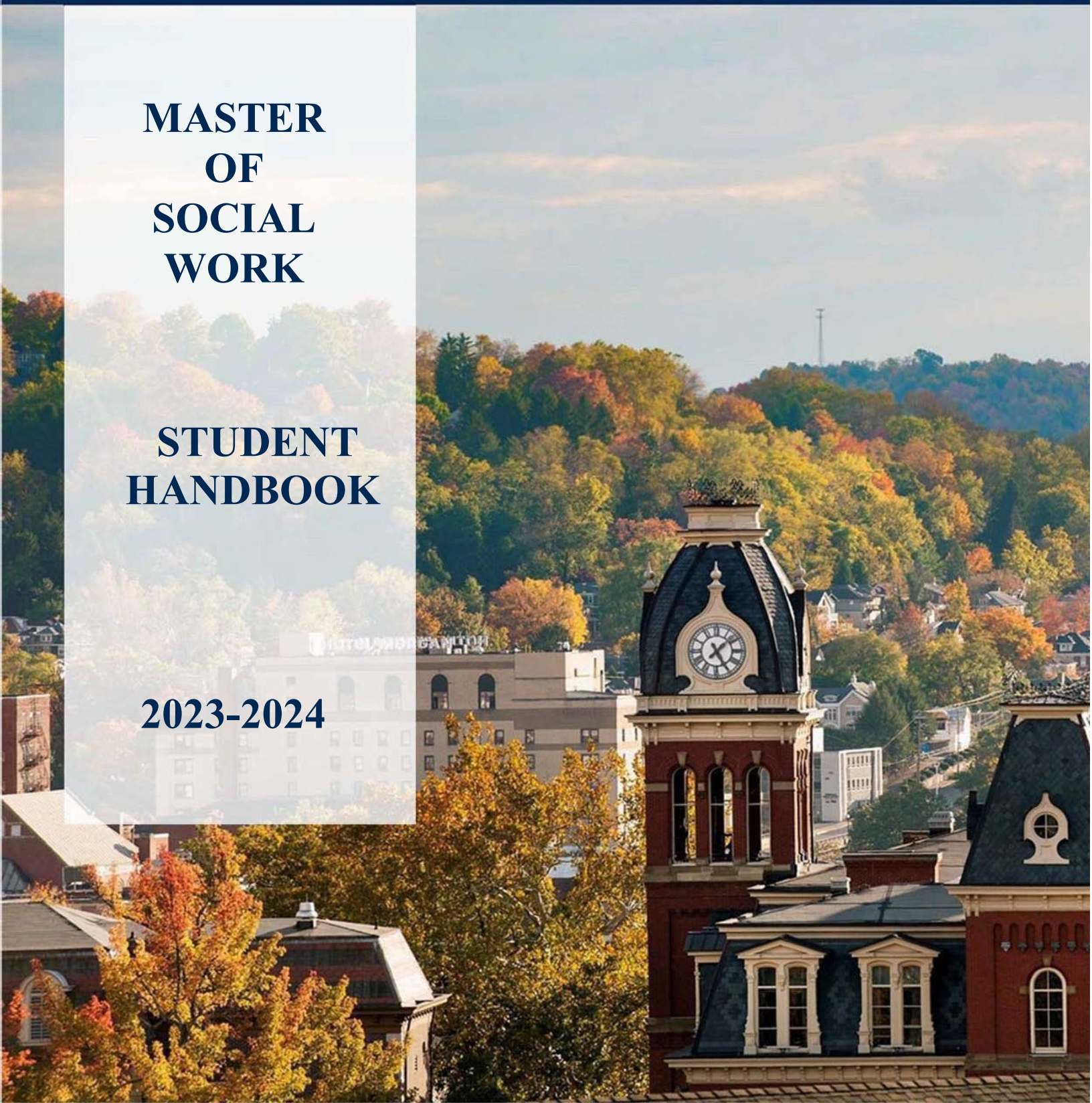


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WEST VIRGINIA UNIVERSITY SCHOOL OF SOCIAL WORK

INTRODUCTION & OVERVIEW

West Virginia University's School of Social Work began training social workers in the early 1930's. We have been in constant operation since that time. Both the Bachelor of Social Work and the Master of Social Work degree programs are fully accredited by the Council on Social Work Education (CSWE). A Bachelor of Social Work (BSW) prepares students for generalist practice, and a Master of Social Work (MSW) prepares students for advanced integrated practice with individuals, families, groups, communities, and organizations.

SCHOOL OF SOCIAL WORK MISSION STATEMENT

Through teaching, research, and service, the mission of the West Virginia University School of Social Work is to educate students to become generalist social workers at the baccalaureate level and advanced integrated practice social workers at the master's level.

The School of Social Work mission is grounded in the purpose of the social work profession which is to "promote human and community well-being" (Council on Social Work Education [CSWE], 2015 p. 5). Our baccalaureate and graduate programs are "guided by a person-in-environment framework, a global perspective, respect for human diversity, and knowledge based on scientific inquiry" (CSWE 2015, p. 5). Our programs value "social and economic justice, the prevention of conditions that limit human rights, the elimination of poverty, and the enhancement of the quality of life for all persons, locally and globally" (CSWE 2015, p. 5).

Our BSW and MSW programs are further grounded in the core social work values of service, social justice, the dignity and worth of the person, the importance of human relationships, integrity, competence, human rights, and scientific inquiry. These values underpin curricula and frame our commitment to people and the advancement of social and economic justice (CSWE, 2015).

MSW PROGRAM MISSION

The mission of the MSW program is to educate students to become advanced integrated practice social workers. The specialization in advanced integrated practice builds on generalist practice and prepares students to integrate micro, mezzo, and macro practice skills across service sectors and within interdisciplinary teams to effectively address social and human problems pertinent to a wide range of professional practice areas. Advanced integrated practice provides an integrative approach to social work where students are prepared for both direct practice and administrative roles.

PROGRAM SPECIALIZATION

All students will specialize in Advanced Integrated Practice. The curriculum prepares students to integrate micro, mezzo, and macro practice skills across service sectors and within interdisciplinary teams to effectively address social and human problems across a wide range of practice areas, with a particular emphasis on effective models of rural service delivery. This update to the curriculum will prepare WVU MSW graduates to be well-rounded, advanced practitioners who can respond to the complex realities of practice in a variety of roles and settings.

The program offers two degree plan options (Regular Standing and Advanced Standing) and two course delivery modalities (on campus and online). Each degree plan can be completed through a full-time or a part-time option, however, the online program is only offered part-time.

Full-time Advanced standing students who have already earned a BSW from a CSWE Accredited University begin in May and complete their degree in one calendar year (12 months). Part-time Advanced Standing and full- and part-time Regular standing students (those who have earned a Bachelor's degree in another field of study) start in the fall. Part-time Advanced Standing students finish in the summer after their second year of classes, and part-time Regular Standing students finish in the summer after their third year of classes. Both the BSW and the MSW programs are nationally accredited by the Council for Social Work Education

MSW PROGRAM GOALS

Graduates of the MSW program will be prepared to:

1. Formulate and implement integrated service delivery models appropriate to advanced practice with diverse client populations at multi-system levels.
2. Design and conduct brief and/or on-going assessment and intervention methods consistent with integrated systems and context of practice.
3. Construct an integrated evidence-informed theoretical framework appropriate to the level and context of practice situations.
4. Organize collaboration with other professions to coordinate intervention efforts suitable to the practice situation.
5. Design and conduct collaborative, practice-based evaluation methods and apply findings to improve practice, policy, and/or service delivery effectiveness.

NATIONAL ASSOCIATION OF SOCIAL WORKERS

The National Association of Social Workers (NASW) is the largest organization of professional social workers in the world. Its primary function includes creating professional standards for social work practice, advocating sound public social policies and programs, and providing services to its members. Find out more about NASW at <https://www.socialworkers.org/>.

NASW offers student reduced membership rates. You may complete an NASW membership application online at <https://www.socialworkers.org/Join>

The West Virginia Chapter of NASW holds an annual conference and hosts special events in which you may be interested. For further information about the West Virginia Chapter of NASW, and for updates on coming events, contact:

WV-NASW

1608 Virginia Street East

Charleston, WV 25311

Phone: 304 345 6279

Website: www.NASWWV.org

NASW CODE OF ETHICS

Introduction & Importance

The National Association of Social Workers (NASW) Code of Ethics outlines the primary mission of the social work field, the core values of the social work profession, and the ethical principles that all social workers are expected to follow. Abiding by these personal and professional standards at all times is paramount for professional social workers. As such, all students admitted to the MSW program at WVU are expected to follow the Code of Ethics at all times. You can find the NASW Code of Ethics at the following link: <https://www.socialworkers.org/About/Ethics/Code-of-Ethics/Code-of-Ethics-English>

OTHER HELPFUL LINKS

NASW – National Association of Social Workers: <http://socialworkers.org>

Council of Social Work Education: <http://www.cswe.org>

International Federation of Social Workers: <http://www.ifsw.org>

NABSW – National Association of Black Social Workers: <http://nabsw.org>

PROGRAM STRUCTURE & REQUIREMENTS

DEGREE PLAN OPTIONS

Degree Plan Progression for the MSW*

The SSW offers four different degree plan progression options: Full-Time Advanced Standing, Part-Time Advanced Standing, Full-Time Regular Standing, and Part-Time Regular Standing. It also offers two delivery modalities: on campus and online. The online option is available on a part-time basis only. Deviations from the suggested degree plan progression require departmental approval; procedures for this are outlined further in the Enrollment section. Copies of suggested degree progression plans are included in Appendix A.

Full-Time Advanced Standing. The full-time Advanced Standing option is available to on campus students who have earned a BSW degree from a regionally accredited institution

within the past 8 years. Students begin courses in the full-time advanced standing program in the summer semester and typically complete their MSW in one year. Students are required to complete 36 total credits of coursework along with the Advanced Field experience. The Advanced Field experience includes 600 contact hours at an approved social service agency, along with monthly field seminars with an assigned faculty field liaison.

Part-Time Advanced Standing. The part-time Advanced Standing option is also available to students who have earned a BSW degree from a regionally accredited institution within 8 years. It is available on campus and online. Course and field experience requirements are the same as full-time Advanced standing. However, part-time students typically complete the program in two years, instead of one.

Full-Time Regular Standing. The full-time Regular Standing option is offered on campus and is open to all students with a Bachelor's degree in a field(s) other than social work. It requires students to complete 60 total credits in coursework along with two field placements. Students typically complete the program in two years. Students are required to complete generalist foundation and advanced course work, the Generalist Field experience, and the Advanced Field experience. Students complete a total of 900 direct contact placement hours (300 for Generalist; 600 for Advanced).

Part-Time Regular Standing. The part-time Regular Standing option is open to all MSW students with a bachelor's degree in a field(s) other than social work. It is available on campus or online. Students are required to complete the same number of credit hours in coursework as full-time Regular Standing students, along with the Generalist Field experience and the Advanced Field experience as described above. Students typically complete the program in three years.

Degree Plans for the Dual MSW/MPA Degree

There are two degree progression plan options for students who are pursuing the MSW and MPA dual degree: Advanced Standing Full-Time and Regular Standing Full-Time. Both degree plans are offered on campus only. Students are not permitted to complete the MSW/MPA dual degree on a part-time basis.

The MSW/MPA dual degree plan is typically completed in **3 years** for Regular Standing students and **2 years** for Advanced Standing students.

Students interested in the dual degree program must apply to and be accepted by each program (MSW and MPA) separately. **This program is only available on-campus.**

DEGREE REQUIREMENTS

Required Courses

Regular Standing

- **SOWK 513** Social Work Research Methods
- **SOWK 520** Human Behavior in the Social Environment

- **SOWK 530** Professional Identity and Social Justice
- **SOWK 531** Social Welfare Policy and Programs
- **SOWK 540** Generalist Practice I: Individuals, Families, and Groups
- **SOWK 541** Generalist Practice II: Rural Community and Organizational Practice
- **SOWK 581** Generalist Field Experience
- **SOWK 616** Evaluation Research in Social Work
 - **SOWK 633** Social Work Policy Analysis, Advocacy, and Deliberation
 - **SOWK 643** Social Work Assessment and Diagnosis
 - **SOWK 649** Advanced Integrated Practice: Individuals
 - **SOWK 650** Advanced Integrated Practice: Families and Groups
 - **SOWK 654** Advanced Integrated Practice: Organizational Administration and Leadership
 - **SOWK 656** Advanced Integrated Practice: Financial Management and Grant Writing
 - **SOWK 682** Advanced Field Experience
 - **SOWK Elective 1**
 - **SOWK Elective 2**

Advanced Standing

- **SOWK 616** Evaluation Research in Social Work
- **SOWK 633** Social Work Policy Analysis, Advocacy, and Deliberation
- **SOWK 643** Social Work Assessment and Diagnosis
- **SOWK 649** Advanced Integrated Practice: Individuals
- **SOWK 650** Advanced Integrated Practice: Families and Groups
- **SOWK 654** Advanced Integrated Practice: Organizational Administration and Leadership
- **SOWK 656** Advanced Integrated Practice: Financial Management and Grant Writing
- **SOWK 682** Advanced Field Experience
- **SOWK Elective 1**
- **SOWK Elective 2**

Elective Choices*

- **SOWK 680** Child Welfare Continuum
- **SOWK 675** Addiction and Social Work Practice
- **SOWK 626** Child Mental Health
- **SOWK 627** Advanced Clinical Practice in Integrated Healthcare
- **GERO 645** Fundamentals of Gerontology
- **GERO 681** The Rural Elderly

*Students may take electives other than those listed with the permission of their academic advisor, as long as they have been approved by the MSW curriculum committee.

FIELD EDUCATION

Overview of Field Education

Field Education is an integral part of the professional social work curriculum and requires a close cooperative relationship between the School of Social Work and the selected field sites who accept our students for the placement experience. Field education has been designated by the Council on Social Work Education (CSWE) as the “signature pedagogy” and as equal to the coursework in social work higher education. Experiential learning complements the classroom learning and gives the student the opportunity to build a sense of professional competence and identity that serves as a foundation for ongoing professional growth. Field instruction provides the student with an opportunity to test classroom knowledge as well as to develop and refine advanced-practice skills. Students have the opportunity to complete their field placements with agencies throughout West Virginia and adjacent areas. For online students, placements are arranged in their home communities and the seminars are completed online.

The MSW Field Experience requires that regular-standing students complete a 300 contact hour (on site plus seminar hours) Generalist Field Experience either during or immediately following their Generalist coursework in the first year of the program. The MSW Generalist Field Experience provides the student with opportunities and experiences which demonstrate the multiple and varied roles that social workers perform, as well as the day-to-day operations within social, human and health care agencies, programs and organizations. Full time students must complete a minimum of 16 hours (2 days) per week at the placement site, during the usual weekday, daytime operating hours of the site, and attend 12 contact hours of seminar during the placement period for a total of 312 hours. Part time students will complete 12-16 hours a week.

The MSW Advanced Field Experience typically occurs during MSW students’ final year of the program and consists of 600 on-site contact hours plus 12 hours of seminar, at an average rate of 20-24 hours per week, during the usual operating hours of the agency. Part time students will complete 16-20 hours a week. Students in Advanced Placement are expected to concentrate more intensively and autonomously in levels of intervention for advanced integrated practice. The advanced placement is meant to prepare the student for entry into social work practice employment, and the expectation is that the student has already grasped the generalist concepts, theories, and roles, as well as appropriate professional behavior.

Decisions regarding the field placement assignment are jointly reached by the student, faculty advisor, and field instruction coordinator. To ensure that our students receive the best possible educational experience in the field, the field office and the SSW do a careful vetting of all field sites. Agencies must be approved by the field office and the SSW before students can be placed there. Placements with an agency in which you are currently employed can be reviewed on a case-by-case basis. Please follow the provided link for the policy on the approval process for employer-based placements:

<https://socialwork.wvu.edu/students/field-education/msw-field-experience/forms>.

Student Information Statement Regarding Impact of Criminal Background History, Drug Screen Results, And/or Record of Child And/or Adult Protective Service Substantiated Complaints

Students in a Professional Social Work Program are expected to demonstrate the capacity to practice with integrity and within the ethical guidelines outlined within the NASW Code of Ethics. Increasingly, students and employees are required by field placement sites or future employers to undergo a criminal background check, child and/or adult protective services check* and initial baseline and/or random drug screen tests, prior to engaging in field work or employment. Felony convictions and some serious misdemeanors may negatively impact a student's forward progress and/or completion of her/his academic program as well as future professional licensure and future employment within the Social Work field.

Such information could impact the student in the following areas:

1. The ability to secure and complete the required Field Placement Experience, as most field placement agencies request criminal background investigations, fingerprint checks, child and/or adult protective services check and/or random drug screens; and/or
2. The ability to be considered eligible for licensure as a social worker by the West Virginia Board of Social Work (WBSW), which requires that licensure applicants must provide a sworn statement regarding the existence of a criminal history; as per the West Virginia State Code which states that certain misdemeanor or felony convictions could preclude the possibility of acquiring one's license to practice social work. *See W. Va. Code § 30-30-1, et seq.* and/or
3. The ability to secure employment within the social work practice field, as most employers within the social work field require that applicant either possess or be eligible for, a social work license, as well as require criminal background investigations, fingerprint checks, child and/or adult protective services check and/or random drug screens, as a condition for employment.

*Even if the field placement site does not require one or all of these screenings/checks, a documented substantiated Child or Adult Protective Services Complaint will disallow student or employment candidate from being placed in or hired at any West Virginia Department of Health and Human Resources (WVDHHR) Office, as well as within ANY Program, Facility, Agency or Organization which contracts with WVDHHR.

ADMISSIONS REQUIREMENTS

Grade Point Average

- At least a 2.75 overall undergraduate GPA required, though a 3.0 GPA is preferred.
- Students with an overall GPA below 2.75 can be considered for provisional admission, * based on a review of the applicant's transcript(s) and the strengths of the other elements on the application.

* ***Provisionally admitted*** students must maintain a 3.0 GPA in all courses during their first semester of the program in order to have their provisional status removed.

Application and Application Fee

- Complete the combined WVU Graduate/School of Social Work application online at <https://graduateadmissions.wvu.edu/>
- \$60 application fee

Transcripts

- Submit official transcripts to the WVU Office of Graduate Admissions at P.O. Box 6009, Morgantown, WV 26506.

Resume

- Submit a current resume including employment and volunteer experience, including start and end dates.

Letters of Recommendation

- Three letters of recommendation are required. Contact information for these individuals should be provided within the online Graduate Application. Please submit a recommendation from each of the following categories***(see note below):
 - 1) Academic**
 - 2) Social Work/Human Service Experience (volunteer or paid)
 - 3) Employer

*****It is preferred that advanced-standing applicants submit a supporting recommendation from the director of their undergraduate program. Use this as the academic reference. A recommendation from a different BSW faculty member is also acceptable.***

***The recommendation suggestions above are preferable, however, for applicants that have been out of school for many years or who have been working in the field, a combination of 3 professional recommendations that address your ability to handle the rigors of graduate studies and your experience and skills in the helping field are acceptable. For students right out of undergraduate studies with little work experience; a combination of 3 professional recommendations that include 2 academic references, and a social work/human service experience recommendation are appropriate.

Testing

International Applicants whose first language is not English must take and submit official test results for the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS). A TOEFL iBT total score of at least 79 OR an academic IELTS overall band score of at least 6.5 are the minimum requirements for admission to the WVU MSW program. Applicants from some countries are exempt from this requirement, please look at the [WVU International Admissions Webpage](#).

Admission Essay

This essay is one essential part of the student's admission application. This is the applicant's opportunity to communicate with the MSW Admission Committee members about their professional goals. Instructions for completing the admission essay can be found on the [SSW Website](#). Once complete, please upload the Admissions Essay to your online application under the "Personal Statement" tab.

Applicants should read the National Association of Social Work (NASW) Code of Ethics and reference the Code of Ethics in their essay where relevant.

APPLICATION DEADLINES

Application deadlines are posted each year on the [School of Social Work's admissions website](#). Applicants who apply by the **priority deadline** are given priority for graduate assistantships and scholarships. The on-campus and online programs typically have different application deadlines each year. Please remember that all required materials must be received and processed by the required deadline dates. Keep in mind transcripts, references, and test scores often take longer than anticipated to arrive.

ENROLLMENT

Minimum Enrollment

Students are expected to follow their degree plan as outlined and should be continuously enrolled in the required courses for each term as their plan outlines unless they have been granted a leave of absence. Students who wish to divert from their approved degree plan **must have** approval from their advisor and the MSW program director **and** have a formal plan for completion outlined that is agreed upon by the advisor and the student.

In order to maintain active candidacy in the MSW program, students must be enrolled in a minimum of 3 credit hours of coursework, unless granted a leave of absence (described below).

Credit Loads and Limits

Nine credit hours in the fall or spring term and six credit hours in the summer term is the minimum load to be considered a full-time graduate student. Graduate students are not permitted to take more than 17 hours in a term without their college or school and by the Office of Graduate Education and Life. No overload requests will be considered for the summer term. Requests for more than 18 hours in a fall or spring term will not normally be approved. Although students may enroll for up to 17 hours in the summer term, they are strongly discouraged from enrolling in more than 12 hours.

Leaves of Absence

Graduate students in good standing who wish to be away from their academic endeavors at WVU for one or more semesters but intend to return at a later date may request a leave of absence from the SSW. Requests for leaves of absence must be submitted in writing to the MSW program director prior to the beginning of the semester during which leave is being requested. After reviewing the request, the MSW director will decide whether or not to

approve the leave, the length of time granted, and any conditions required for the student to return. The student is then informed in writing of the decision, and a copy is retained in the student's file. Students who are on a leave of absence typically have an advising hold placed on their account and need to contact their advisor for a meeting prior to returning to the program.

Per university policy, students have 8 years from time of enrollment to complete a graduate degree.

After 24 months of not being enrolled in courses (i.e., four consecutive semesters – not including summer semester), students may be made inactive by the WVU Registrar. In order to avoid becoming inactive in the system, students in the MSW program who are on leave must either:

- 1.) Have contacted their advisor and completed a signed degree plan that indicates their plan of continuance *before* the 24 months of inactivity has elapsed, *or*
- 2.) Be enrolled in a class the semester immediately after the end of their fourth semester (not including summers) of inactivity*

**Note: Students on leave will need to have an advising meeting in order to have the advising hold lifted from their account before they can register for classes*

Students who are made inactive by the WVU Registrar must re-apply for admission to the MSW program by the standard deadlines. If accepted, previously completed coursework can be applied to the current degree plan as appropriate.

Non-Degree Students

Non-degree students include those students taking courses for enrichment purposes, as part of an approved University certificate program, or for continuing education. Non-degree students can enroll in MSW courses pending availability and with departmental approval. If a non-degree student is later admitted to one of the MSW degree programs, a departmental decision will be made regarding whether previous credits earned can be applied to the MSW degree.

Withdrawal Policy

There are two types of withdrawals: withdrawal from individual courses for which a student has registered and a complete withdrawal from the University. Deadlines, procedures, and policies regarding withdrawals are available at the Registrar's website (<https://registrar.wvu.edu/>). Students are encouraged to discuss withdrawals with their advisor and to consider the impact of withdrawals on their required enrollment and degree progress as well as their eligibility for graduate assistantships, financial aid, or full-time international status. After a student withdraws in two consecutive semesters (excluding summer sessions), a student may not register for further work without the approval of the director of the SSW. Enrollment is subject to conditions set by the director.

Transfer Credits

According to the Eberly College of Arts and Science's Graduate Catalog, graduate programs may accept up to 12 credits of coursework completed at another institution

and/or as part of a previous degree program at WVU to apply toward the student's current degree plan. Only credits earned within the past 8 years can be applied toward the current degree plan. Courses completed more than 8 years prior to the start of the current degree plan need to be revalidated before they can be applied toward current degree plan. Non-degree graduate students are not permitted to transfer credit to WVU from another institution.

For the required social work courses in the MSW degree plan, transfer credit may only be approved for social work courses that are taken in an accredited MSW program. Courses taken outside of an accredited MSW program can be considered only for fulfillment of the elective requirements for the WVU MSW degree.

All coursework completed previously must be reviewed and approved by the School of Social Work's curriculum committee before it can be applied to the current degree requirements. Upon acceptance to the School of Social Work, students who would like to submit a request for transfer credit or to apply previously completed coursework at WVU toward their MSW degree must submit a request to the MSW Program Director. Along with the written request, the student should submit the course syllabus(i) and a copy of their official transcript(s) showing the final grade in the course(s). The MSW program director, along with members of the SSW Curriculum Committee, will review the request and render a decision regarding the acceptance or denial of the coursework credits. For courses completed outside of WVU, once the course has been approved, the MSW program director completes the [Application for Transfer of Graduate Credit to West Virginia University](#) to the Dean's Office for approval. Once approved, the request is forwarded to the Office of the University Registrar. Transfer credits from other institutions are then applied toward the degree plan requirements for the MSW, but do not count toward the student's GPA. For courses completed within WVU, once approved by the Curriculum Committee, the MSW program director makes the appropriate exceptions in Degree Works to apply the previous coursework to the student's current degree plan.

Life Experience

The School of Social Work does not grant course credit for life or work experience.

Incompletes

A grade of I (Incomplete) is a temporary grade assignment used when unforeseen, non-academic circumstances arise that prohibit students from completing the last course assignments or examinations at the end of the semester. The grade of Incomplete is typically assigned because of an excused absence from the final examination, or because assignments are unavoidably incomplete, as determined by the instructor. Students who are failing a course (exclusive of the incomplete work) may not request an Incomplete. Students who want to be considered for an Incomplete must apply to their instructor prior to the end of the term. If the instructor agrees, the instructor and the student must negotiate the conditions under which the grade of I will be changed to a letter grade and sign a contract. The date to submit the incomplete work should not be set beyond the last day of class of the following semester. If the student does not complete the terms of contract, then the instructor should submit a grade of F. All incomplete contracts must be filed with

the department and Dean's Office. To remove the grade of I, a student does not register for the course again. If the Incomplete grade is not changed by the end of the next major term (excluding summer), the I grade will be replaced with an IF.

TIME LIMITS

Master's degree students are permitted to continue in a program for a maximum of eight years following their term of admission to the program. Students who have been inactive (not registered for any courses) for two or more years or who exceed eight years following their term of admission are required to apply for readmission to the University and the SSW.

Graduate coursework used to meet master's degree requirements must be satisfactorily completed within a period of eight years immediately preceding the conferring of the degree. The rationale for this limit is to ensure that students earning a master's degree have current knowledge (no more than eight years) in their field. Courses completed in the same term as degree conferral (fall, spring, summer) eight years previously are considered to fall within the eight-year limit (for example, a course completed in fall 2018 would fall within the limit for fall 2024-degree conferral). A course completed more than eight years prior to the term of degree conferral must be revalidated if it is to be used toward meeting degree requirements. Revalidation can be accomplished through the following procedure:

- ☐ The current instructor of the course determines the method used to revalidate the course. The student may, for example, be required to complete specific activities (such as repeating all or some of the course or completing a set of readings). The instructor then assesses the student's knowledge of course material (through such means as a written or oral examination, a paper, a project, or some other assessment) and determines if the student's knowledge is adequate to justify revalidation of the course.
- ☐ The instructor submits a description of the revalidation method and results of the assessment to the college or school dean or designee.
- ☐ The college or school dean or designee submits a letter describing the revalidation process and supporting the revalidation to the Associate Provost for Graduate Academic Affairs.
- ☐ The Associate Provost informs the Office of the Registrar that the course has been revalidated.

APPLICATION FOR GRADUATION/STATEMENT ON AWARDING DEGREES

All degrees are conferred by the WVU Board of Governors as recommended by the faculties of the various colleges and schools. A degree is granted at the end of the semester or summer term in which a student completes all the requirements of the MSW, provided the student has submitted an application for graduation and the MSW program director or the director of the SSW has certified completion of all degree requirements.

For MSW graduates who are interested in applying for licensure, the SSW submits a

letter yearly (typically during mid-late March) to the West Virginia Board of Social with a list of MSW graduates in good standing. This can be used as documentation in lieu of a diploma if the student wishes to apply to take the licensure test prior to the graduation date. Students who are graduating at other times of the year or who are seeking licensure in states other than West Virginia should contact the MSW program director directly for required documentation.

A student becomes eligible to graduate when he or she completes the requirements of the University, college or school, and major degree program according to the Graduate Catalog in effect at the time the student first entered WVU, although these requirements are subject to change at any time with reasonable notice provided to students. With the consent of the student's advisor and dean, a student may choose to meet the conditions published in a later catalog. If a student entered WVU more than seven years previously, the student must complete the requirements in a catalog that is no more than seven years old.

Students must observe any program changes that are enacted by the West Virginia University Graduate Council, West Virginia University Faculty Senate, West Virginia University Board of Governors, West Virginia Higher Education Policy Commission, or by local, state, or federal law.

WVU will not issue a diploma or a transcript to any student until payment of all tuition, fees, and other indebtedness to any unit of the University is made.

ADVISING & EVALUATION

ORIENTATION

New student orientation for students, occurs prior to the beginning of class in the fall (for Regular standing and Part-Time students) and in the summer (for Full-Time Advanced Standing students). Online students will be sent an Orientation Shell prior to the beginning of classes to facilitate the orientation process. Students are given the opportunity to interact with faculty in the MSW program, review relevant policies and procedures, as well as an introduction to graduate study in the SSW, are reviewed, and students meet with their advisors to review their degree plans, complete forms, and go over any questions prior to the start of field. The field office coordinates separate orientations for both the Generalist Field internship and the Advanced Field internship.

COURSE REGISTRATION

The University announces pre-registration dates for graduate students, allowing you time to consult with your advisor and complete the necessary registration process. Class listing information can be accessed via STAR at <https://star.wvu.edu>. When classes for the semester start, you have a limited amount of time to finalize your schedule. The last day to add/drop a class is usually at the end of the first week of classes. The last day to withdraw from classes is approximately around mid-term. All such transactions require you to notify your advisor. It is your responsibility to register via the web at

<https://star.wvu.edu/> and make changes to your schedule or drop any classes.

ADVISING

Students are assigned a faculty academic advisor, whose job is to assist them in preparing their schedule and registering for courses. This includes completing any necessary registration forms, add/drop course adjustment forms, and permission forms to take a course credit overload.

Students will work with the faculty member assigned as their academic advisor to initiate and review their degree plan. Students should be in contact with advisors at least once a semester to review course planning and registration and for other issues that arise.

DUAL ROLES

Faculty members should not engage in dual or multiple relationships with students in which there is a risk of exploitation or potential harm to the student. In instances in which dual relationships are unavoidable, faculty should take steps to protect students and are responsible for setting clear, appropriate, and culturally sensitive boundaries. Examples of instances in which faculty may serve in dual roles with students include serving as a student group advisor, academic advisor and class/field instructor or as a research, assistantship, or project supervisor and class/field instructor. In order to protect the integrity of the problem-solving protocol for field education, faculty may not serve as both field liaison and field instructor for students. Under no circumstances should faculty engage in sexual activities, inappropriate sexual communications through the use of technology or in person, or sexual contact with students, whether such contact is consensual or forced.

EVALUATION PROCESS

The faculty at the SSW is committed to supporting all admitted students in their timely completion of the program. Students are provided regular evaluation of progress through their feedback from individual instructors, academic advisors, and field instructors. Individual instructors provide feedback through academic assignments and individual meetings as needed. The academic advisor is available to discuss with students any areas in which they may be experiencing challenges and/or need additional support (this can include academic coursework as well as field) and should be the primary contact for all academic matters. Students also receive regular formal evaluations from their field instructors, who act as their primary supervisors in their field internships. The purpose of the field evaluation is to highlight areas of mastery, as well as areas for continued learning as students continue to develop their social work practice skills at the micro, mezzo, and macro levels.

ACADEMIC STANDARDS

GPA

Students are required to have a minimum GPA of 3.0 in their required MSW courses. Students are required to maintain a cumulative GPA of 3.00 in their required MSW courses to be eligible for graduation. Students whose GPA falls below a GPA may be placed on academic probation, asked to attend an academic success meeting, or to participate in an academic review.

Standards for Academic and Professional Behavior

The primary goal of the MSW program in the School of Social Work is to prepare helping professionals that can provide the highest possible quality of service to their clients, which often include some of the most vulnerable members of society. As such, it is crucial that our graduates adhere to the academic and professional standards required for professional practice and that are described in the NASW Code of Ethics. Because of the importance we place on ethical and professional conduct, admission to the MSW program at WVU does not guarantee continuance, especially if concerns are raised regarding a student's ability to adhere to our standards of academic or professional conduct.

The school has delineated specific policies for intervention and consequences with students for times when there are concerns about academic or professional behavior. These interventions/consequences can include meetings to determine corrective action plans with advisors, field liaisons, and/or field instructors, academic probation, suspension, or dismissal from the program.

A student's academic performance or conduct may be reviewed, and potentially result in termination from the program, if a faculty member or field instructor expresses concerns about serious and persistent deficits in academic performance or violations of the NASW standards for ethical behavior. Examples of reasons why a student may be terminated from the program include (but are not limited to) the following:

- Failure to maintain the minimum GPA required by the program (3.0)
- Inadequate interpersonal or helping skills
- Violations of client confidentiality
- Sexual or romantic relationships with clients or constituents
- Lack of respect for differences based on gender, sexual orientation, or race/ethnicity
- Inability to keep personal values from interfering with practice decisions
- Substance abuse
- Criminal charges/convictions
- Violence/aggression towards others
- Excessive absenteeism
- Persistent inadequate performance on field or classroom assignments/projects
- Academic Dishonesty/Plagiarism

Academic Dishonesty/Plagiarism

“Academic Dishonesty” refers to cheating or dishonest practices in connection with examinations, papers, and/or projects. It also includes forgery, misrepresentation, or fraud as it relates to academic or educational matters. “Academic dishonesty” in the SSW refers to any of the following:

1. **“Plagiarism”** - The use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment, including but not limited to, the unacknowledged use of materials prepared by another individual.
2. **“Cheating and dishonest practices in connection with examinations, papers, and/or projects” - Include (but not limited to):**
 - Giving or receiving of any unauthorized assistance in taking quizzes, tests, examinations, or any other assignment for a grade Depending upon the aid of sources beyond those authorized by the instructor or supervisor in quizzes, tests, examinations, writing papers, preparing reports, solving problems, or carrying out other assignments.
 - The acquisition or use, without permission, of tests or other academic material belonging to a member of the University faculty or staff.
 - Engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion.
3. **“Forgery, misrepresentation, or fraud as it relates to academic or educational matters”** - includes, but is not limited to:
 - Wrongfully altering, or causing to be altered, any records
 - Use of University documents or instruments of identification with the intent to defraud.
 - Presenting false data or information or intentionally misrepresenting records
 - Furnishing the results of research projects or experiments for the inclusion in another’s work without proper citation furnishing false statements in any University academic proceeding.
 - Providing false or misleading information to gain an academic advantage.

MSW students who engage in academic dishonesty will be subject to one or more of the following academic penalties:

1. **Course-level academic penalties:** When academic dishonesty occurs within the context of an MSW course (including independent study courses), examples of the penalties the instructor may impose include (but are not limited to):
 - Change in assignment or test grade.
 - A lower final grade, including failure of a course.
 - A final grade of unforgivable failure (UF). The UF penalty can be recommended by the course instructor but must be reported to the appropriate office by the dean of the college or school offering the course after the time limit for a student appeal has expired or the appeal process has been completed, upholding the UF penalty. The student

- may repeat the course.
 - Required repetition or revision of the assignment or test.
 - Exclusion from further participation in class
- 2. Other academic penalties. Depending on the severity and context, other penalties for academic dishonesty in the MSW program can include:
 - Academic Review
 - Probation, suspension, or dismissal from field placement
 - Academic probation or suspension from the MSW program

Dismissal from the MSW program

DISCIPLINARY REVIEW PROCESS

Three Level Review Process

All students are expected to maintain a certain level of academic and professional standards in their coursework, engagement with faculty and other students, and in their field placements. Any behavior that is considered a violation of the NASW Code of Ethics (see Appendix A) is grounds for review within the program, as are any charges of academic dishonesty/plagiarism.

When concerns about a student's academic and/or professional behavior are raised, the SSW follows a three-level review process:

Level 1

If concerns arise related to academic performance or conduct within the classroom, the faculty member who has concerns should first communicate these directly to the student and work with the student to implement a corrective action plan. They may also notify the student's faculty advisor of the issue and plan. If concerns arise during field placement regarding a student's behavior or conduct, the agency field instructor should first raise these concerns directly with the student and work jointly with the student to implement a corrective action plan. The field liaison may notify the field director as well.

Level 2

If concerns persist despite the corrective action plan, the faculty member or field instructor should then coordinate a meeting with the student and the academic advisor (for academic concerns) or SSW faculty field liaison (for field-related concerns) to discuss the student's behavior and determine whether the current action plan should be modified or whether the student's case should be referred directly to the MSW committee for either an academic success meeting or an academic review (see section below on academic success meetings and academic reviews). In cases involving field, the field director may be involved in this meeting as well.

Level 3

If concerns about the student's behavior persist after the revised action plan determined during the Level 2 meeting has been implemented, the student's case will then be referred to the MSW committee for an academic review (see section on academic reviews). If the concerns are related to the student's placement, the student will not be allowed to continue

with placement or field seminar until the academic review is completed. The student may be asked to refrain from attending and/or withdraw from other MSW courses as well.

Student Success Meetings

In cases where a student receives a grade below a B in a required MSW course, or where there are concerns regarding academic or professional behavior that do not require an academic review, students may be asked to attend a student success meeting. In a student success meeting, the student will meet with their advisor and, if needed, additional faculty (such as a course instructor, field instructor/director, and/or program director), to discuss reasons for the student's inability to meet benchmarks in a particular course, field, or other areas of the program. Resources and supports that will help them succeed in the future will also be discussed. The advisor, student, and other faculty involved will jointly determine a plan of action and then document this in the student's Degree Works. The student success meeting is intended as an intermediary step to help assist students who are struggling or demonstrate difficulty meeting academic benchmarks. Students who continue to have difficulty meeting the academic or professional standards of the program may be referred on to an academic review.

Academic Reviews

In situations in which a student's case requires an academic review, the MSW program director will coordinate a meeting time during which the MSW committee members will meet to review the various information regarding a student's progress in the program and any concerns that have prompted the review. The student will be informed, in writing, of the time and date of the review and invited to attend a portion of the meeting in order to provide the committee with any additional information he/she feels is important. The student is invited to bring 1-2 support person(s) as well. This can include family members, significant others, or anyone else who the student feels may be a support and advocate through the process. Online students will be invited to participate using technology such as Zoom or Skype. After the committee reviews the available information and hears the student's statement, it will decide on an action plan regarding the student's continuance in the program. The student will be notified of this plan in writing via a letter from the MSW program director within one week of the review meeting. Students have the right to a copy of the written minutes from the academic review committee meeting.

DISCIPLINARY ACTIONS

Probation

The student remains eligible for continuance in the MSW program and in field placement (if applicable), but remains on a period of academic probation, the length of which is determined by the members attending the academic success meeting or the MSW committee (in the case of an academic review). Assignment of probationary status is contingent upon the student's agreement to follow the specific corrective action plan recommended by the academic success team and/or MSW committee. Failure to follow this plan during the probationary period may result in a second academic review, and/or suspension or dismissal from the program. If the student is

unable to return to his or her prior field placement, and the MSW committee's decision is to place the student on probation, the field coordinator will assist the student, if possible, in finding a new placement. Students will be notified of the decision to be placed on probation in writing and a copy of this documentation will be placed in the student file.

Suspension

The student is asked to withdraw from all MSW courses and field placement (if applicable) for a period of time to be determined by the MSW committee. During this time, the student may pursue coursework in other departments at the university or other academic institutions but may not enroll in any additional coursework in the MSW program. Once the period of suspension has finished, a second academic review meeting will be held with the MSW committee in order to determine whether it is appropriate for the student to return to MSW courses and/or field. Students can be suspended from the program in cases in which there has been a prior probationary period, and the student has not followed the corrective action plan **or** in cases in which there is a serious violation of academic or professional standards. Suspension of a student without a previous probationary period occurs with approval of the SSW director, the dean of the Eberly College of Arts and Sciences, and the Associate Provost for Graduate Academic Affairs.

Dismissal

The student is dismissed from the MSW program and will not be permitted to register for any MSW program courses or field. They can, however, apply and register for other programs within the university. Students can be dismissed from the program in cases in which there has been a previous period of probation or suspension, and the MSW committee decides that the student has not taken appropriate actions to remedy the previous concerns about academics or professional behavior **or** in cases in which there is a serious violation of academic or professional standards. Suspension of a student without a previous probationary or suspension period occurs with approval of the SSW director, the dean of the Eberly College of Arts and Sciences, and the Associate Provost for Graduate Academic Affairs.

APPEALS

Situations in which students may submit an appeal include, but are not limited to:

- Appeals of final course, including the grade of Unforgivable Failure (UF), if determined by a violation other than academic dishonesty
- Appeals of imposition of academic probation
- Appeals of exclusion from class or field
- Appeals of dismissal from the MSW program
- Appeals of dismissal from the University

The College Dean or his/her designee is the final level of appeal for grade penalties, exclusion from class, final course grades, and academic probation from the MSW program. The Office of the Provost is the final level of appeal for dismissal from the program, not including suspension or probation imposed by the university upon the student for failure to maintain minimum academic standards.

Appeal of a Final Grade

Level 1 Appeal

1. The student may begin an appeal by [submitting a written appeal via WVU e-mail to the Level 1 appeal reviewer](#) within 10 class days after the grade is posted. The student's appeal must include the documentation and evidence forming the basis of their appeal.
2. The course instructor/coordinator must provide all relevant documentation and criteria for determining the student's final grade to the Level 1 appeal reviewer upon their request.
3. The Level 1 appeal reviewer assesses the available evidence and makes a decision about the appeal based on that evidence.
4. Within 10 class days after the student has submitted the appeal, the Level 1 appeal reviewer communicates the decision in writing via WVU e-mail to the student and the course instructor/coordinator.
5. Depending on the outcome of the appeal, the Level 1 appeal reviewer submits a grade modification.
6. The reviewer retains all documentation related to the appeal for 5 years.
7. If the student accepts the Level 1 appeal decision, the appeal is concluded

Level 2 Appeal

1. If the student does not accept the Level 1 appeal decision, the student may [submit a written appeal via WVU e-mail to the Level 2 appeal reviewer](#) within 10 class days after the decision at Level 1 is sent.
2. The Level 1 appeal reviewer forwards all materials included in the appeal to the Level 2 reviewer. Both the student and the course instructor/coordinator may provide additional information if they wish.
3. The Level 2 appeal reviewer assesses the available evidence and makes a decision about the appeal based on that evidence.
4. Within 10 class days after the student has submitted the appeal, the Level 2 appeal reviewer communicates the decision in writing via WVU e-mail to the student, the course instructor/coordinator, and the Level 1 appeal reviewer.
5. Depending on the outcome of the appeal, the Level 1 appeal reviewer submits a grade modification.
6. The reviewer retains all documentation related to the appeal for 5 years.
7. The appeal is concluded.

Appeal of a Charge of and/or Penalty Based on Academic Dishonesty

Level 1 Appeal

1. The student may begin an appeal by emailing the Level 1 reviewer* within 10 class days after the penalty is communicated to the student. The student's appeal must include the documentation and evidence forming the basis of their appeal.
2. The individual or committee that made the charge and/or imposed the penalty must provide all relevant documentation concerning the charge and penalty to the Level 1 appeal reviewer upon their request. The Level 1 appeal reviewer assesses the available evidence and makes a decision about the appeal based on that evidence.

3. Within 10 class days after the student has submitted the appeal, the Level 1 appeal reviewer communicates the decision in writing via WVU e-mail to the student and the individual or committee that made the charge and/or imposed the penalty.
4. If the charge and/or penalty are upheld, the Level 1 appeal reviewer completes and submits the Academic Dishonesty Form.
5. The reviewer retains all documentation related to the appeal for 5 years.
6. If the student accepts the Level 1 appeal decision, the appeal is concluded.

Level 2 Appeal

1. If the student does not accept the Level 1 appeal decision, the student may continue their appeal by submitting a written appeal via WVU e-mail to the Level 2 appeal reviewer within 10 class days after the decision at Level 1 is sent.
2. The Level 1 appeal reviewer forwards all materials included in the appeal to the Level 2 reviewer. Both the student and the individual or committee that made the charge and/or imposed the penalty may provide additional information if they wish.
3. The Level 2 appeal reviewer assesses the available evidence and makes a decision about the appeal based on that evidence.
4. Within 10 class days after the student has submitted the appeal, the Level 2 appeal reviewer communicates the decision in writing via WVU e-mail to the student, the individual or committee that made the charge and/or imposed the penalty, and the Level 1 appeal reviewer.
5. If the charge and/or penalty are upheld, the Level 1 appeal reviewer completes and submits the Academic Dishonesty Form (ADF).
6. The reviewer retains all documentation related to the appeal for 5 years.
7. If the student accepts the Level 2 appeal decision, or the penalty does not include program suspension or dismissal, the appeal is concluded.

Level 3 Appeal

1. If the penalty is suspension or dismissal from a program, the student may continue their appeal by submitting a written appeal via WVU Email to the Level 3 reviewer within 10 class days after the decision at Level 2 is sent.
2. The Level 2 appeal reviewer forwards all materials included in the appeal to the Level 3 reviewer on request. Both the student and the individual or committee that made the charge and/or imposed the penalty may provide additional information if they wish.
3. The Level 3 appeal reviewer must appoint and convene a Student Academic Hearing Committee (SAHC) to hear the case and review the appeal. SAHC procedures follow.
 - Members are appointed to the SAHC at the discretion of the Level 3 appeal reviewer and shall comprise at least three faculty members. At least one SAHC member should be from the program offering the course or the student's program; at least one should be from outside the program offering the course or the student's program.

The SAHC holds a joint hearing with the student and any individuals involved in making the academic dishonesty charge or imposing the academic penalty and may also convene additional individual meetings or request additional materials to collect further evidence. The hearing is set

outside of the student's scheduled classes; should the student choose not to appear, then the meeting will proceed as scheduled.

- The student may be accompanied to the hearing or meetings or be advised by a person of his or her choice from the institution. Likewise, the faculty member, academic officer, or committee recommending academic suspension (for academic dishonesty) or dismissal may have an advisor from the institution. Such advisors may consult with but may not speak on behalf of their advisees or otherwise participate directly in the proceedings, unless they are given specific permission to do so by the individual or committee conducting the appeal.
 - The student may be accompanied to the hearing or meetings by an attorney, who may question witnesses and make arguments on behalf of the student.
 - Witnesses may be called by any of the parties involved.
 - A record of the SAHC hearing shall be prepared in the form of summary minutes and relevant attachments and will be provided to the student upon request.
4. The Level 3 appeal reviewer assesses the available evidence, including the recommendation of the Student Academic Hearing Committee, and makes a decision about the appeal. The reviewer communicates the decision in writing via WVU e-mail to the student, and other individuals or committees that have been involved in the charge, penalty, or appeal to that point, including the Levels 1 and 2 appeal reviewers.
 5. Regardless of the outcome of the appeal, the Level 3 appeal reviewer completes and submits the Academic Dishonesty Form.
 6. The reviewer retains all documentation related to the appeal for 5 years.
 7. The appeal is concluded.

*Information about Level 1, 2, and 3 reviewers can be found here:

<https://provost.wvu.edu/academic-programs-and-policies/academic-standards-resources>

Appeal of an Academic Penalty (Other than a Final Grade, and not based on Academic Dishonesty)

Level 1 Appeal

1. The student may begin an appeal by submitting an written email appeal to the Level 1 reviewer within 10 class days after penalty is communicated to the student. The student's appeal must include the documentation and evidence forming the basis of their appeal.
2. The individual or committee that imposed the penalty must provide all relevant documentation concerning the penalty to the Level 1 appeal reviewer upon their request.
3. The Level 1 appeal reviewer assesses the available evidence and makes a decision about the appeal.
4. Within 10 class days after student has submitted the appeal, the Level 1 appeal reviewer communicates the decision in writing via WVU e-mail to the student and

the individual or committee that imposed the penalty. The reviewer retains all documentation related to the appeal for 5 years.

5. If the student accepts the Level 1 appeal decision, the appeal is concluded.

Level 2 Appeal

1. If the student does not accept the Level 1 appeal decision, the student may continue their appeal by submitting a written appeal via WVU e-mail to the Level 2 appeal reviewer within 10 class days after the decision at Level 1 is sent.
2. The Level 1 appeal reviewer forwards all materials included in the appeal to the Level 2 reviewer on request. Both the student and the individual or committee that imposed the penalty may provide additional information if they wish.
3. The Level 2 appeal reviewer assesses the available evidence and makes a decision about the appeal based on that evidence.
4. Within 10 class days after student has submitted the appeal, the Level 2 appeal reviewer communicates the decision in writing via WVU e-mail to the student, the individual or committee that imposed the penalty, and the Level 1 appeal reviewer.
5. The reviewer retains all documentation related to the appeal for 5 years.
6. If the student accepts the Level 2 appeal decision, or the penalty is not program dismissal, the appeal is concluded.

Level 3 Appeal

1. If the penalty is dismissal from a program, the student may continue their appeal by submitting a written appeal via WVU e-mail to the Level 3 appeal reviewer within 10 days after the decision at Level 2 is sent.
2. The Level 2 appeal reviewer forwards all materials included in the appeal to the Level 3 reviewer on request. Both the student and the individual or committee that imposed the penalty may provide additional information if they wish.
3. The Level 3 appeal reviewer may appoint and convene a Student Academic Hearing Committee (SAHC) to hear the case and review the appeal. SAHC procedures follow.
4. Members are appointed to the SAHC at the discretion of the Level 3 appeal reviewer and shall comprise at least three faculty members. At least one SAHC member should be from the program offering the course or the student's program; at least one should be from outside the program offering the course or the student's program.
5. The SAHC holds a joint hearing with the student and any individuals involved in making the academic dishonesty charge or imposing the academic penalty and may also convene additional individual meetings or request additional materials to collect further evidence. The hearing is set outside of the student's scheduled classes; should the student choose not to appear, then the meeting will proceed as scheduled.
6. The student may be accompanied to the hearing or meetings or be advised by a person of his or her choice from the institution. Likewise, the faculty member, academic officer, or committee recommending academic suspension (for academic dishonesty) or dismissal may have an advisor from the institution. Such advisors may consult with but may not speak on behalf of their advisees or otherwise participate directly in the proceedings, unless they are given specific permission to do so by the individual or committee conducting the appeal.

Witnesses may be called by any of the parties involved.

7. A record of the SAHC hearing shall be prepared in the form of summary minutes and relevant attachments and will be provided to the student upon request.
8. The Level 3 appeal reviewer assesses the available evidence, including the recommendation of the Student Academic Hearing Committee, when available, and makes a decision about the appeal. The reviewer communicates the decision in writing via WVU e-mail to the student, and other individuals or committees that have been involved in the charge, penalty, or appeal to that point, including the Levels 1 and 2 appeal reviewers.
9. The reviewer retains all documentation related to the appeal for 5 years.
10. The appeal is concluded.

FINANCIAL CONSIDERATIONS

TUITION & FEES

We understand that the thought of graduate school expenses can be stressful. However, we have several ways to help you pay for college and make your education more affordable. In fact, WVU is one of the most affordable universities in the nation for both in-state and out-of-state students. Through scholarships, grants, loans, and work-study opportunities, we can help you make your dreams for the future a possibility within reach.

You can determine an estimate of your tuition costs here: <http://tuition.wvu.edu/>

RESIDENCY CLASSIFICATION

Students enrolling at WVU shall be assigned a residency status for admission, tuition, and fee purposes by the Director of Admissions. Admissions and Records base the in-state resident decision on several factors including length of residence in West Virginia, property ownership, payment of West Virginia state property and income taxes, motor vehicle registration, and voter registration. Students enrolled in the online MSW program do not need to establish residency. Online students pay in-state tuition rates regardless of their current state residency.

Reclassification Procedure

Students may request a reexamination of their residency status by completing an [Application for Classification as a Resident Student at WVU](#) with the Office of Admissions. The application will be examined by the Office of Admissions, and the student will be notified of the resulting decision.

To be reclassified for a specific semester, the application must be submitted two (2) weeks prior to the deadline for the payment of tuition and fees. All applications received after the deadline will be considered for the next semester.

Note: Time off from classes due to academic suspension does not count toward residency.

It is the student's responsibility to submit all supporting evidence to be considered with the student's application. No additional evidence or documentation will be considered after the application has been submitted unless it is requested by the Office of Admissions.

Appeals

If the student wishes to challenge the decision of the Office of Admissions, the student shall be given the opportunity to appear before the institutional committee on residency appeals. If the student cannot appear when the committee convenes a meeting, the student has the option of allowing committee members to make a decision on the basis of the written materials pertaining to the appeal or waiting until the next committee meeting.

The student may appeal the decision of the institutional committee on residency appeals to the President's Office. The President's Office may request the student to appear at a hearing regarding the appeal. Residency appeals shall end at the President's Office.

For more information regarding residency, please contact: [Residency Officer](#)

Office of Admissions
West Virginia University PO Box 6009
Morgantown, WV 26506-6009
Phone: 304-293-2121

FINANCIAL ASSISTANCE

Financial Aid Office

62 Morrill Way; 2nd Floor Evansdale
Crossing PO Box 6004
Morgantown, WV 26506
Phone: 304-293-1988
Fax: 304-293-4890

<https://financialaid.wvu.edu/>

The WVU Financial Aid Office has information and applications for University financial aid programs including Work Study and Guaranteed Student Loans.

Graduate Assistantships

Every year, West Virginia University awards approximately 1,900 on campus graduate assistantships to incoming and continuing graduate students. These graduate assistantships are supported by state appropriations, federal funds, private grants, and contracts. Information about available graduate assistantships is available from students' programs,

assistantship supervisors, the Office of Student Employment, and other sources.

Graduate assistants work up to 20 hours per week as teaching, research, service, or residence hall assistants. All graduate assistants must be accepted into a graduate degree program and are required to be enrolled full-time while employed during the fall and spring terms (9 hours or more). Graduate assistants may not hold more than the total equivalent of one assistantship. Graduate assistants are primarily students and secondarily employees.

Graduate assistants receive a stipend, waiver of university tuition, and University health insurance. Payment of college tuition and University fees is the student's responsibility. Additional details about the terms of employment for individual graduate assistants are included in the assistantship contract or letter of appointment.

Graduate Teaching Assistants

Graduate teaching assistants teach courses, laboratory sections, and recitation sections, or provide other forms of instructional assistance. These assistantships are generally available only through the academic units. No graduate student can be appointed to a teaching assistant position after the second week of the semester. Information about orientation sessions for graduate teaching assistants is available online.

Graduate Research Assistants

Graduate research assistants help faculty members with their research activities. Research assistantships are primarily funded by grants and other third-party sources, and because the arrival of these funds at the University may not coincide with the beginning of an academic term, University policy is that the deadline for research assistant appointments is no later than the end of the fifth week of classes.

Graduate Service Assistants

Graduate service assistants typically work in one of the administrative or service offices of WVU. Service assistants work in positions that are related to their program of study and that contribute to their educational experience.

Graduate Residence Hall Assistants

Graduate resident hall assistants reside in one of the University-supervised residence halls and provide educational, cultural, recreational, and social opportunities and programs for their residents. Remuneration for resident assistant positions is room, board, a monthly stipend, and University tuition waiver for some positions.

Information about these positions can be found here:

<https://housing.wvu.edu/employment/graduate-assistant-employment>.

Tuition Waivers

Academic programs (as well as some other offices) at West Virginia University are allocated a limited number of merit University tuition waiver hours that they may award to competitively selected graduate students who are not supported by

assistantships or fellowships. Merit waivers are available to both on campus and online students. Those interested in seeking a merit waiver should contact their program for information concerning application procedures. Merit waivers are awarded by academic programs to recruit and retain students and to help students graduate in a timely manner. Waiver forms must be initiated by the program or office providing the waiver.

The following guidelines are followed when awarding merit waivers:

- Merit waivers must be awarded only to students who have been admitted to a degree program and who are in good standing in their program.
- Academic programs may only award waivers to their own students. Exceptions require permission from the Office of Graduate Education and Life. Merit waivers generally should be used only to meet students' degree requirements.
- Merit waivers can only be used for graduate/professional courses (400-level and above).
- Some programs and courses restrict the use of waivers.
- Programs are discouraged from providing merit waivers to full-time students for more than 3 years for master's degrees and 5 years for doctoral degrees.
- Merit waiver awards can range from 1 to 9 hours (full-time) in the fall and spring terms and from 1 to 6 hours (full-time) in the summer term. University tuition is also waived for hours taken above the full-time limit if a full-time award is made.
- Students may register for more hours than their merit waiver award. They will be invoiced for the additional hours unless they have been granted a full-time waiver.

Rural Integrated Behavioral Health Training (RIBHT) Program

Rural Integrated Behavioral Health Training (RIBHT) Program Project

Director: Carrie W. Rishel, MSW, Ph.D., Carrie.Rishel@mail.wvu.edu

Co-PI: Helen P. Hartnett, MSW, Ph.D., Helen.Hartnett@mail.wvu.edu

The Rural Integrated Behavioral Health Training (RIBHT) program will support 20, on campus MSW students per year for four years to focus their training on integrated behavioral health practice across the lifespan. Trainees funded under the RIBHT will receive \$10,000 in stipend support for completing their advanced field placement within the WVU MSW program. Students interested in participating in the RIBHT program must complete an application after which the finalists will be asked to attend a brief interview with Drs. Rishel and Hartnett. More information on the application process will be provided to eligible students in the MSW program.

Those accepted as RIBHT trainees will commit to participate in/complete:

- Advanced Field Placement in an approved site with opportunity for behavioral health practice
- RIBHT required coursework as part of MSW degree plan
- Monthly interprofessional mini-workshop series during the advanced year&

- one larger workshop each spring
- Capstone poster presentation at the WV-NASW annual spring conference in trainee's advanced year
- RIBHT program evaluation activities

Advantages to participation in the RIBHT include the following:

- Specialized field placements in behavioral health settings that emphasize integrated models of service delivery and foster trainee connection with leaders in the local service delivery system
- Enrollment in a customized MSW curriculum plan focused on preparation for integrated behavioral health practice across the lifespan
- Specialized skills training in targeted areas of behavioral health practice through a monthly mini-workshop series, annual statewide workshop, and participation at the WVNASW spring conference
- Individualized mentorship, professional networking opportunities, leadership development, and employment placement support
- \$10,000 in stipend support throughout the advanced field placement.

RIBHT Program Components

1. **Specialized Field Placements in Behavioral Health Settings:** RIBHT placement sites will offer: 1) experiential learning in behavioral health practice; 2) exposure to integrated service delivery; 3) interprofessional collaboration and teamwork; 4) a focus on practice with high need populations in rural areas; and 5) strong mentorship by field instructors and connection with leaders in the local service delivery system. The stipend support included in the RIBHT may offset the student travel costs to more distant and rural field sites, opening up placement opportunities that would otherwise not be feasible.
2. **Customized Curriculum:** RIBHT trainees will complete customized coursework focusing on integrated behavioral health practice within the MSW degree plan. Students complete two MSW electives, in accordance with their degree plan, one of which must be SOWK 627 (Advanced Practice in Integrated Healthcare). For their remaining elective, students can choose from one of the following:
 - SOWK 626 Child Mental Health: Promotion, Prevention, and Treatment
 - SOWK 645 Fundamentals of Gerontology
 - SOWK 680 Child Welfare Continuum
 - SOWK 675 Addiction in Social Work Practice
 - GERO 681 The Rural Elderly
3. **Specialized Training in Targeted Areas of Behavioral Health Practice:** Skills-focused training will be provided in three ways: a. Monthly mini- workshop series with trainees, field instructors, agency staff, and other graduate students and faculty from across WVU b. Statewide annual workshop targeting a specific area of skill

development for integrated behavioral health practice. This workshop will be free of charge to RIBHT trainees, field instructors, agency staff, and WVU faculty and students. c. Trainees will attend and present their RIBHT Capstone posters at the WVNASW annual spring conference at the end of their advanced year.

4. **Mentorship, Leadership Development, Professional Networking, and Employment Placement Support:** Drs. Rishel and Hartnett will maintain frequent communication with all students in the RIBHT and serve as their formal advisor and faculty field liaison for advanced field within the MSW program. Drs. Rishel and Hartnett will mentor the trainees in the development of the capstone poster presentation as part of their field seminar work and promote leadership development, professional networking opportunities, and connection with potential employers throughout the program.

Title IV-E Child Welfare Training Project

Tuition and monthly stipends are available through the School of Social Work and the West Virginia Department of Health and Human Resources.

In order to be considered for an award, a student must:

- ☐ Be admitted to BSW or MSW Degree Program (on campus or online) and continue to be in good academic standing in the Social Work Program
- ☐ Be interviewed by WVU faculty and DHHR representatives
- ☐ Agree to complete a field placement at the WV Department of Health and Human Resources.
- ☐ Pass a Criminal Investigations Background (CIB) clearance
- ☐ Have a valid driver's license
- ☐ Be eligible to receive a WV Social Work License
- ☐ Complete 9 credits in Families and Children, 3 of which are in Child Welfare

Upon graduation, accepted a position offered by DHHR in any of its state or county offices in the state of WV for an equivalent time as tuition and waiver/stipends were received, or pay back all funds accepted.

IV-E Traineeship Application Process:

Please forward the following to Linda Grandon as shown below:

1. Submit a resume that includes local and permanent address(es) and phone(s), email, anticipated date of graduation, and names and phone numbers of references.
2. A brief personal statement describing your interest in public child welfare social services.

IV-E Project Staff: Linda Grandon – WVU School of Social Work
P.O. Box 6830 – 113 Knapp Hall

Morgantown, WV 26506-6830 304-293-3580, ext. 33580
Linda.Grandon@mail.wvu.edu

Principal Investigator: Jacki Englehardt, MSW, ACSW

Title IV-E Child Welfare Project
WVU – School of Social Work
P.O. Box 6830 – 115 Knapp Hall
Morgantown, WV 26506-6830 304-293-3280
Jacki.Englehardt@mail.wvu.edu

For information on scholarships and assistantships, please visit:
<https://financialaid.wvu.edu/students/graduate>

Subscribe to the Student Employment Listserv to receive weekly listings of Graduate Assistantship positions as well as student employment opportunities.
<https://careerservices.wvu.edu/student-employment>

Other Financial Considerations and Resources

Outside Employment

Students are permitted to engage in outside employment during their tenure in the MSW program, and the SSW places no formal limits on the number of hours students may work while in the program. However, it is strongly advised that students discuss their outside employment obligations with their academic advisors to ensure that they are allotting sufficient time to complete their academic coursework and field internship hours.

Additional Loans

Many students use outside loans to fund their graduate education. In order to apply for student loans, students must complete a FAFSA prior to March 1.

Credit-Based Loan Options (PLUS and Private)

There are a variety of different credit-based loan options from the federal government and private lenders. However, there are differences between federal and private loans such as the borrower, the lender, interest rates, fees, and terms. We have tools to help you determine what works best for you!

Students and parents can apply for private loans. More information available [View more on private loans.](#)

Parent PLUS Loans are options for parents of dependent undergraduates. [View more on](#)

Parent Plus Loans.

Graduate PLUS Loans can only be borrowed by graduate students. [View more on Graduate PLUS Loans.](#)

Private Loans

Private loans are non-federal educational loans through private lenders (banks) which allow students to borrow additional funds after federal student loans have been exhausted.

Each lender has different eligibility requirements, interest rates, fees, and repayment terms. For example, some lenders may require students to be enrolled at least half-time in a degree-granting program, while other lenders may allow students who are non-degree or enrolled less than half-time to borrow.

Some lenders also require that a student make Satisfactory Academic Progress for financial aid eligibility to receive their loans.

Borrower: Student or Parent

Additional Requirements: Funds cannot be disbursed to the student's account until all requirements are complete. Students applying for any private (non-federal) educational loan must complete a Self-Certification form.

FAFSA Info

The first step in securing any Financial Aid is to complete the FAFSA by March 1st. You can start that process here: <https://studentaid.gov/h/apply-for-aid/fafsa>.

Assistance for Students Experiencing Financial Crisis

The Office of Graduate Education and Life offers one-time emergency grants and tuition waivers for graduate students who face a financial crisis. Visit the Office of Graduate Education and Life Emergency Assistance webpage at for information about the Dr.

Robert E. Stetzel Emergency Grants and University Tuition Waivers:

<https://graduateeducation.wvu.edu/funding-and-cost/emergency-assistance>.

MSW Program Supplemental Writing Requirement

Students admitted to the MSW program may be asked to complete a supplemental writing requirement either upon admission or during their progression through the program. The goal of the supplemental writing requirement is to offer formal structure, support, and resources to students who have been identified as having deficiencies in their writing quality. Students may be asked to complete this requirement upon admission, as a result of concerns raised by the MSW Committee regarding an applicant's writing quality, or after concerns are raised by instructors and/or their advisor regarding the quality of their writing at any point during their progression in the program. For students who are identified during the admissions process, students will be notified of this requirement in their formal admissions letter and will be asked to complete the writing requirement during their first semester of classes. For students who are identified later during their progression through the program, a student success meeting will be held informing the student that this

requirement will be added to their degree plan. In either case, the supplemental writing requirement will be added to the student's degree plan, which is signed by student and advisor.

Students will have one semester to complete the writing requirement after it is assigned. For students entering the semester, this would be their first semester of classes. For students who are already enrolled, this would be the semester *after* the student success meeting is held. Students who do not successfully complete the writing requirement will be placed on academic probation and may be subject to a full academic review.

The requirements of the supplemental writing requirement are as follows:

1. The student must log 3 or more hours with staff at the Eberly Writing Studio in conjunction with an assignment in one of their classes. The assignment will be determined by the MSW committee and/or the student's advisor and should include an in-depth writing assignment that involves some sort of outside research and/or literature review.
2. Students will be required to attend at least 2 workshops provided by the WVU Library related to writing, research, or APA formatting. Workshops *must* be approved by the advisor prior to completion. A list of workshops that have been pre-approved by the MSW Committee and do not require additional approval are as listed here:
 - Zotero: A Free, Easy-to-use Citation Manager
 - Research Tools and Software for Academic Writing
 - What Works Best for You: Web of Science, Google Scholar, Scopus

Students must provide verification of attendance to the workshops and of the 3 hours of writing studio contact in order to receive full credit for the requirement. Verification can include an attendance certificate, a written verification/email from WVU faculty/writing studio personnel, or some other form of written documentation. Students can upload their documentation via Qualtrics or email a log/verification to the program director or online coordinator, who will verify all writing requirements.

OTHER POLICIES

GRIEVANCES

Students have the right to submit a formal grievance regarding courses, instructors, staff, or another aspect of the MSW program* at any time. The steps for filing a formal grievance follow the guidelines set forth in the NASW Code of Ethics (Standards 2.01-2.11) and are as follows:

Level 1- If the grievance involves an individual faculty/staff member/student, if at all possible, the student with the grievance should attempt to resolve this issue directly with the faculty/staff member /student involved. If the student with the grievance is concerned that addressing the issue directly with the individual involved will cause additional harm and/or retaliation, they can go directly to Level 2.

Level 2- If the issue is not resolved the student is unable to raise the issue directly with the faculty/staff member/student involved, or if the issue is related to another aspect of the program, the student should send a written notice detailing the grievance to the MSW

program director. The MSW program director will contact the student, review the information, and determine what corrective action is necessary.

Level 3- If the problem persists, and the student is dissatisfied with the results of the current plan, he/she can file a written grievance with the director of the school of social work, who will review the information and determine a corrective action plan.

Level 4- If the problem persists after consulting with the director of the school of social work, or the student is dissatisfied with the corrective action plan, he/she can file a grievance with the Dean of the Eberly College of Arts and Sciences, who will determine the need for further action.

*Note: If a student's grievance is related to a field-related manner, then they should follow the grievance procedure guidelines outlined in the MSW Field Manual.

HIPAA

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) was enacted in part to protect the security and privacy of individually identifiable health information. Federal law requires every person who will be in contact with a patient's protected health information to have training in the HIPAA Privacy Standard. Because students are covered by West Virginia University's malpractice insurance while they are in their field experience, the School of Social Work and WVU requires that students complete WVU's online HIPAA training annually and renew their certification every twelve months. The training is conducted by an on-line tutorial with quiz, which must be passed with a minimum of 80%.

Students must complete their certification prior to entering field and may take the quiz as many times as necessary until they pass with the minimum percentage but may not begin or continue logging placement hours until successfully passing HIPAA. Students may also be required to take the HIPAA training at their field placement sites.

FERPA

Notice to Students Regarding FERPA

Students at West Virginia University and its divisional campuses ("WVU" or "University") benefit from the Family Educational Rights and Privacy Act of 1974. This Act, with which West Virginia University intends to comply fully, was designed to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. A more detailed explanation of rights afforded to students by FERPA can be found at <https://ferpa.wvu.edu/explanation-of-rights>.

Designation of Directory Information

WVU designates the following categories of student information as public or "Directory Information." This information may be disclosed by West Virginia University for any

purpose, at its discretion:

- Name of Student
- Official Address
- Telephone Number
- Place of Birth
- Age of Student
- Names and Addresses of Parents
- Major and Minor Fields of Study
- Class Status (i.e., freshman)
- Enrollment Status (i.e., full time or part time)
- Dates of Attendance
- Previous Educational Institution(s) Attended
- Degree(s) and Date(s) Conferred, including anticipated graduation dates
- Awards
- Honors
- Participation in Officially Recognized Activities and Sports
- Weight and Height of Members of Athletic Teams
- Duties and Responsibilities, including Dates of Service, of Graduate Assistants, Student Workers, Interns, or Student Volunteers

Designation of Limited Use Directory Information

WVU designates the following categories of student information as “Limited Use Directory Information:”

- University issued student electronic mail addresses (“Email Addresses”)
- Photographs, videos, or other media containing a student’s image or likeness (collectively “Student Images”)

Accordingly, this information will not be provided to external parties not contractually affiliated with the University. Use and disclosure of this information shall be limited to (1) publication on websites hosted by, on behalf of, or for the benefit of the University, including the online directory available at: <https://directory.wvu.edu/>; (2) those officials within the University who have access, consistent with the Family Educational Rights and Privacy Act, to such information and only in conjunction with an official institutional purpose.

Withholding Directory Information

The Parent/Guest Portal is now the exclusive method by which a university student may grant a third-party access to his or her records. Now, information that is protected from disclosure pursuant to the Family Educational Rights and Privacy Act (FERPA), such as grades, financial aid details, and student account/billing information is maintained in a secure online environment. A student may grant permission to a parent or guest to access

this information and make payments through this portal. Due to the protection of students' rights under FERPA, a student may restrict the information that a parent or guest is able to access and revoke access at any time.

For FERPA updates and more information on West Virginia University's FERPA policy, please visit: <http://ferpa.wvu.edu> or contact Legal Affairs at 304.293.5841.

For more information on the Parent/Guest Portal, please visit <https://parent-guest.portal.wvu.edu/>.

Explanation of Rights under FERPA

The Family Educational Rights and Privacy Act ("FERPA") affords eligible students certain rights with respect to their education records. For purposes of complying with FERPA at West Virginia University (the "University"), an eligible student is any person, regardless of age, who attends or has attended classes at the University or any of its divisional campuses.

I. Rights Afforded by FERPA. Each student has the following rights:

- a. The right to privacy requiring written consent before the University discloses personally identifiable information ("PII") from the student's education records, except to the extent that FERPA authorizes disclosure without consent. However, FERPA permits the disclosure of PII from a student's education records, without consent of the student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. See the list below of the disclosures that the University may make without consent.
- b. The right to inspect and review the student's education records, including the record of disclosures, within forty-five (45) days after the day the University receives a request for access. A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- c. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask for an amendment of a record should write the official responsible for the record, clearly identify the part of the record the student wants changed and specify why it should be changed. If the official decides not to amend the record as requested, the student will be notified in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- d. The right to be informed about what the University deems "Directory Information," which shall be defined in the notices sent to students at least annually, as required under the Act, and is posted online at <https://ferpa.wvu.edu/explanation-of-rights>

e. The right to withhold Directory Information. Provided, however, a request for nondisclosure of Directory Information will not independently revoke or impact the disclosures permitted by FERPA that are identified below in Section II(a) to (m). Requests will be processed as soon as is practicable upon receipt. A request for nondisclosure will be honored by West Virginia University until it is revoked in writing by the student.

Students attending courses on the Main Campus may request nondisclosure of Directory Information by submitting the Official Form to the Office of the University Registrar, West Virginia University, Morgantown, WV 26506. Students attending courses at Potomac State College may submit the Official Form to Office of Enrollment Services, 75 Arnold Street, Keyser, WV 26726. Students attending courses at WVU Institute of Technology may submit the Official Form to WVU Tech Office of Admissions and Records, 405 Fayette Pike, Montgomery, WV 25136. Online students print and mail the hard copy form to the registrar's office in Morgantown.

f. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the West Virginia University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office

U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202

II. Disclosures Permitted by FERPA. The University may disclose PII to individuals who are expressly identified by a student through certain administrative processes designated by the University, including, without limitation, the Parent/Guest Portal found online at <http://parent-guest.portal.wvu.edu/>, and from education records without a student's prior written consent in the following instances:

A. To University officials with legitimate educational interests, provided, however, that the disclosure shall be limited by the legitimate need to know. § 99.31(a)(1).

i. A University official is a person employed by the University in an administrative, legal, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); or a person serving on the board of governors; or a student serving on an official committee, such as the Committee on Student Rights and Responsibilities. A University official also may include a volunteer or contractor outside of the institution who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and

maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another University official in performing his or her tasks.

ii. A University official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the University. Legitimate educational interests would include, but are not limited to, teaching, research, public service, and such directly supportive activities as academic advising, general counseling, therapeutic counseling, discipline, vocational counseling and job placement, financial assistance and advisement, medical services, academic assistance activities, and other activities that are generally supportive of overall goals of the institution

and contribute generally to the well-being of the entire student body.

B. Upon request, to officials of another school in which a student seeks or intends to enroll. § 99.31(a)(2).

i. To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local educational authorities, such as a state postsecondary authority that is responsible for supervising the university's state-supported education programs. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of federal- or state-supported education programs, or for the enforcement of or compliance with federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. §§ 99.31(a)(3), 99.35.

ii. In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. § 99.31(a)(4).

iii. To organizations conducting studies for, or on behalf of, the school, in order to:
a) develop, validate, or administer predictive tests; b) administer student aid programs; or c) improve instruction. § 99.31(a)(6).

iv. To accrediting organizations to carry out their accrediting functions. § 99.31(a)(7).

v. To comply with a judicial order or lawfully issued subpoena. § 99.31(a)(9).

vi. To appropriate officials in connection with a health or safety emergency, subject to § 99.36. § 99.31(a)(10).

vii. Information the school has designated as "directory information" under § 99.37.

viii. § 99.31(a)(11). To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of § 99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. § 99.31(a)(13).

ix. To the general public, the final results of a disciplinary proceeding, subject to the requirements of § 99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. § 99.31(a)(14).

x. To parents of a student regarding the student's violation of any federal, state, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a

controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. § 99.31(a)(15).

See the following link for granting permission to family members to view your academic records: <http://parent-guest.portal.wvu.edu/detailed-instructions>

POLICIES REGARDING CRIMINAL BACKGROUND HISTORY AND CHILD/ADULT PROTECTIVE SERVICES COMPLAINTS

Students in a professional social work program are expected to demonstrate the capacity to practice with integrity and within the ethical guidelines outlined within the NASW Code of Ethics. Increasingly, students and employees are required by field placement sites or future employers to undergo a criminal background check, child and/or adult protective services check* and initial baseline and/or random drug screen tests, prior to engaging in field work or employment. Felony convictions and some serious misdemeanors may negatively impact a student's forward progress and/or completion of their academic program as well as future professional licensure and future employment in the social work field. Additionally, open and/or substantiated child and/or adult protective services complaints may impact a student's ability to progress in the program and/or future licensure and employment.

Such information could impact the student in the following ways:

1.) The ability to secure and complete the required field placement experience, as most field placement agencies request criminal background investigations, fingerprint checks, child and/or adult protective services checks, and/or random drug screens. Additionally, in cases where there is a question of potential harm to clients, the School of Social Work has an ethical obligation that prevents the placement of students with open and/or substantiated adult and/or child protective complaints in field work with clients. In these cases, an academic review meeting with the MSW Committee may be required to discuss an appropriate continuance plan for the student.

2.) The ability to be considered eligible for licensure as a social worker by the West Virginia Board of Social Work (WVBSW), which requires that licensure applicants must provide a sworn statement regarding the existence of a criminal history. This is per the West Virginia

State Code, which states that certain misdemeanor or felony convictions could preclude the possibility of acquiring one's licensure to practice social work. The ability to be considered eligible for licensure as a social worker in other states in the U.S., per the corresponding state licensure laws.

3.) The ability to secure employment within the social work practice field, as most employers within the social work field require that the applicant either possess or be eligible for a social work license, as well as require criminal background investigations, fingerprint checks, child and/or adult protective services checks, and/or random drug screens as a condition for employment.

*Note: Even if the SSW field placement site does not require one or all of these

screenings/checks, a documented substantiated child or adult protective services complaint will disallow students from placement or employment at any West Virginia Department of Health and Human Services (WVDHHR) Office as well as within ANY program, facility, agency, or organization that contracts with DHHR.

POLICY REGARDING ELECTRONICS AND TECHNOLOGY

As the field of technology continues to grow and innovate, social workers are increasingly faced with challenges regarding the ethical use of social media and specific technologies. While the School of Social Work recognizes that, increasingly, students and practitioners utilize various aspects of technology in their schoolwork, social work practice, and daily lives, it is crucial that all students adhere to the ethical principles outlined in the NASW Code of Ethics. As such, the SSW has developed the following guidelines regarding the use of technology in the classroom and in field:

Students should avoid utilizing technologies (such as email, social media and networking, and text messaging) to communicate with clients for personal or non-work-related matters. Students should be aware that posting personal information on social networking or social media sites can create dual relationships with clients and/or confuse boundaries. Students should avoid connecting with clients on social media or social networking sites. Students should avoid posting client information on social media and/or social networking sites.

Students should be aware that personal affiliations may increase the likelihood that clients may discover the social worker's presence on Web sites, social media, or other forms of technology. Electronic communication with groups based on race, ethnicity, language, sexual orientation or other personal affiliations may impact the student's ability to work effectively with specific groups.

Students should follow all ethical guidelines set forth in the code of ethics regarding peer-to-peer contact via social media and other technology.

All students should obtain informed consent from clients before utilizing technology-based interventions in practice with them and should be adequately trained in the use of these technologies before utilizing them with clients.

Audio and video recording of classroom discussions are not permitted unless specified as an accommodation for a documented disability through Accessibility Services.

Any use of technology that violates the WVU Policy of Academic Integrity is strictly prohibited.

On-Campus students should avoid utilizing technologies (computers, cellphones, Smartphones, tablets, or other technological devices) for non-class related activities, as this is disruptive to other students as well as instructors. Individual instructors may limit (at their discretion) the use of specific types of electronic devices in the classroom, including (but not limited to) cellphones/smartphones, laptops, and other digital/analog audio and video players or recording devices. Please visit the WVU Acceptable Use of Data and Technology Resources Policy for more information about WVU's policies regarding technology.

OTHER ACADEMIC POLICIES

Academic policies and statements can be found at the [WVU Teaching and Learning Commons](#). It is the student responsibility to review and understand these policies. If you have any questions or concerns contact your instructor. Policies include but are not limited to the following:

- **Inclusivity Statement**
- **Academic Integrity**
- **Adverse Weather**
- **Incomplete Grades**
- **Sexual Misconduct**
- **University Attendance**

STUDENT RESOURCES

ACADEMIC

Library

WVU has several libraries. The Charles Wise Library on the Downtown campus is the main library. The downtown library houses social work materials. The library contains books, journals, and abstracts related to social work. The library's home page offers access to database and reference searches.

For more information about WVU's Libraries go to <http://www.libraries.wvu.edu/libraries/>

Student Lounge

The student lounge is located on the first floor of Knapp Hall. The student lounge provides opportunities for social exchange with fellow students. It is a place where you can relax, eat lunch, make photocopies, and find pamphlets, books and/or other information that may be of interest to you. You will also find special notices and bulletins describing Graduate Assistantships, Internships, and Field Placement Assignments in the Lounge. There is also a bulletin board with news from the Graduate Social Work Organization, educational and employment opportunities and special seminar information. Make it a habit to stop by and read the notices.

Computer Lab

There is a computer lab available to all Social Work students. It is located in room B5 of Knapp Hall. The key for this room is available in Room 105 of Knapp Hall. You will be asked to sign for the key and promptly return it.

Plagiarism Tutorial

WVU offers an online tutorial to help students avoid engaging in plagiarism. The Plagiarism Tutorial can be accessed through the following link: <https://library.wvu.edu/teach-learn>

IT Service Desk

The Service Desk is a support team within IT Services. We serve WVU students, faculty and staff at all WVU campuses. Staff members are available to answer calls during normal WVU office hours and during extended hours in the evenings and on weekends.

304-293-4444 (Save this number – It may become a number on your speed dial!)

<https://it.wvu.edu/>

ITSHelp@mail.wvu.edu

The IT Service Desk provides these services:

- ☐ Answer questions about common desktop products and services they support.
- ☐ Obtain answers to questions about University systems from other departments, such as MAP, STAR and football ticketing.
- ☐ Help solve problems with computers and related items.
- ☐ Provide desk side support for administrative network users.
- ☐ Log call and create trouble tickets for:
 - ☐ Microcomputer Repairs
 - ☐ Telecommunications and Networking problems
 - ☐ CTEC classroom problems
 - ☐ Software licensing questions
 - ☐ ITRC and WebCT Vista Support
 - ☐ Purchase advice from the Technology Support Center
- ☐ Enter IT workshop registrations and cancellations; maintain the workshop database and its forms/reports and monitor its performance.
- ☐ Provide trouble call information to departments, such as nature of calls, call frequency, and other data of use in determining training needs.
- ☐ Provide and operate knowledgebase software that the entire University community can use to resolve problems.

Writing Assistance

The Eberly Writing Studio, located on the WVU Downtown Campus, G02 Colson Hall <https://english.wvu.edu/students/eberly-writing-studio>

For additional assistance, visit the SpeakWrite website at the following address:

<https://speakwrite.wvu.edu>, or email questions to: SpeakWrite@mail.wvu.edu

Tutoring

Thinking Storm

Online tutoring, powered by Thinking Storm, may now be available in your online course. Thinking Storm offers browser-based tutoring and features live chat, whiteboard, and file upload functionality. Students may use up to 5 hours of tutoring per course. Online interfaces are optimized for low bandwidth and minimal technical requirements. On-

demand 24/7 availability and convenient scheduling options ensure students receive help whenever and wherever they need it, with minimal wait times.

There is also a 24/7 asynchronous Writing Center, providing students with comprehensive feedback, editing suggestions, and additional resources on submitted documents.

Check with your instructor for availability in your class.

APA Resources

In October 2019 the American Psychological Association released the 7th edition of their publication manual. **You should begin to use the 7th edition now.**

You can order the new APA Manual in either hardcover, paperback, or spiral bound through the APA website: <https://apastyle.apa.org/products/publication-manual-7th-edition>

APA Style Blog

The APA Style Blog is the official companion to the Publication Manual of the American Psychological Association, Sixth Edition. It's run by a group of experts who work with APA Style every day.

[APA Style Blog](#)

The Basics of APA Style

This tutorial shows users how to structure and format their work, recommends ways to reduce bias in language, identifies how to avoid charges of plagiarism, shows how to cite references in text, and provides selected reference examples.

[Basics of APA Style Tutorial](#)

APA Sample Paper

The Purdue OWL provides an annotated sample APA paper that illustrates and explains how to format your writing assignment.

[Purdue OWL APA Sample Paper](#)

APA FAQ

Frequently asked APA questions answered by the Purdue OWL. [Purdue OWL APA FAQs](#)

Writing Advice

Strengthening Your Writing Skills: An Essential Task for Every Social Worker

Brief writing tips shared by the National Association of Social Workers [NASW Writing Tips](#)

Avoiding Plagiarism

WVU's Social Work Library Guide offers tips and tutorials on avoiding plagiarism. [Social Work: Avoid Plagiarism Guide](#)

WVU Library, E-Book Resources

[D. Weisman and J.L. Zordano. Professional Writing For Social Work Practice](#)

[W. Green and B.L Simon. The Columbia Guide to Social Work Writing](#)

[H. Aveyard, P. Sharp, and M. Williams. Beginners Guide to Critical Thinking and Writing in Health and Social Care.](#)

WVU Libraries

The WVU Library is an important resource that you will be using during your time in the MSW program. In this short video our Librarian, Barbara Hengemihle, shows you how to navigate the library online. She does point out the 'Ask a Librarian' feature in the video, but I want to stress that it is a wonderful resource. Anytime you are having trouble finding what you need at the library or figuring out how to access a resource, use the 'Ask a Librarian' feature. You will get an immediate response or a prompt letting you know when the librarian is available. There will be more about library resources in your courses, but this short video will get you started. [WVU Library Services \(video\)](#)

ORGANIZATIONS

Graduate Social Work Organization (GSWO)

The GSWO provides on campus and online students with opportunities to participate in the governance of the School of Social Work and acquire skills that are useful in professional practice. The GSWO is the vehicle by which students are appointed to various Social Work Committees as well as represent the student's interests to the School of Social Work and its faculty at monthly Faculty Meetings. Follow this link for more information about [GSWO](#).

Phi Alpha

Phi Alpha is an international social work honor society that aims to provide a closer bond among students of social work, promote humanitarian goals and ideals, and foster high standards of education for social workers. Those who are invited into membership are students who have attained excellence in scholarship and achievement in social work. To be eligible to apply for the Phi Alpha International Social Work Honor Society (Mu Iota Chapter), students must have an overall GPA of 3.8 or above in the Master's program. Students who are in the second year of study in the part-time or full-time program or full-time Advanced Standing MSW students who have completed at least 9 credits in their degree program are eligible to apply. Students who are accepted to Phi Alpha receive a Certificate of Lifetime Membership and a medallion to wear at graduation. Other benefits of Phi Alpha membership include recognition for exceptional academic achievement and the opportunity to network with Phi Alpha

members nationwide. Instructions about applying for Phi Alpha are typically sent through the student listserv in the fall semester.

STUDENT RIGHTS AND SERVICES

Graduate Education and Life

As a graduate student at WVU, you are a part of internationally recognized academic programs. You have access to expert mentors and advisors, funding opportunities, and the chance to conduct research and present your findings- all within a welcoming community.

[Graduate Education and Life Website](#)

Division of Equity and Inclusion

Resources to protect our students and employees from discrimination, harassment, and sexual misconduct.

[Division of Diversity, Equity, and Inclusion Website](#)

LGBTQ+ Center

The LGBTQ+ Center offers a variety of programming and resources for students, faculty, and staff at WVU. Trainings (such as the LGBTQ+ and Trans Safe Zone trainings) as well as event programming can be found directly on their main website (<https://lgbtq.wvu.edu/home>).

The LGBTQ+ Center resources website (<https://lgbtq.wvu.edu/wvu-resources>) provides more information about specific policies and procedures as well as resources for LGBTQ+ individuals, such as:

- The WVU LGBTQ+ and Gender Inclusive Living Community (True Colors)
- Gender inclusive restrooms
- Legal name changes
- Preferred name requests
- Mental health and financial resources for LGBTQ+ individuals
- LGBTQ+ literature
- And others

Title IX

Sexual assault and power-based personal violence prevention. [Title IX and Office of Equity Assurance Website](#)

HEALTHCARE

Medical

Basic healthcare is provided by WELLWVU Student Health Services for all WVU students located at the **Morgantown** campus. The qualified, experienced physicians and

other healthcare practitioners at WELLWVU Student Health Services diagnose and treat medical conditions of all University Students. Follow this link for more information: <http://wvumedicine.org/ruby-memorial-hospital/services/wvu-specialty-clinics/student-health/>

To make an appointment at WELLWVU Student Health, call 304-598-4000 for hospital information and 855-WVU-CARE for outpatient appointments. Walk-ins are welcome and will be seen on a first-come, first-served basis.

Making an appointment will decrease your waiting time and will allow you to see the health care provider of your choice.

Please bring your Mountaineer Student ID Card, insurance card, and a \$15.00 service fee with you for every visit. Payment can be made by check, cash, billed to your Mounty Bounty account or charged to your credit card or debit card.

Hours of Operation:

Monday – Friday from 7:45 am to 8:00pm Saturday from 9:45 am to 4:00 pm Sunday
CLOSED

Counseling

Counseling and psychiatry services are available through the Carruth Center for Psychological and Psychiatric Services (CCPPS). Whether you are an undergraduate, graduate, or professional student, full-time or part-time, they are there to help you complete your education. Any student enrolled at the university who can provide proof of eligibility and has paid the appropriate student fees is eligible for services. The Carruth Center provides a variety of psychological, psychiatric, and counseling services for a wide range of student concerns.

Individual Counseling: Students have the opportunity to sit down with a counselor one-on-one to discuss their concerns in a private and confidential setting. The short-term individual counseling sessions last about forty-five to fifty minutes and may be held once a week, once every other week, or less frequently. Many students find that their concerns are resolved in three to four sessions.

Couples Counseling: Couples counseling is offered only on a very limited basis at CCPPS. Both partners must be an enrolled WVU student to qualify for services. Students interested in the service should contact the Carruth Center at 304-293- 4431 and ask to speak to the case manager or clinical director.

Group Counseling: Group counseling offers students the opportunity to meet with other students experiencing similar concerns. All group counseling sessions are intended to facilitate a supportive and confidential therapeutic environment. A clinician helps guide and direct the students during the group session. Group counseling sessions are held weekly and often last for a few weeks for an hour to an hour and a half per session. More information can be found on our group counseling page.

Drug and Alcohol Counseling: The Student Assistance Program offers a number of different counseling options for students seeking drug or alcohol counseling. Students may participate in individual counseling, group counseling, and educational activities. The Student Assistance Program also provides information concerning community resources, such as Alcoholics Anonymous and Narcotics Anonymous. More information can be found on the Student Assistance Program page.

Drop-In Hours: Drop-in counseling is available for students Monday through Friday from 8:15 AM-5:00 PM. The hours of 3:00 PM to 5:00 PM are reserved for students experiencing emergencies or are in crisis. Students arriving after 3:00 PM not in crisis may experience a longer wait and be asked to schedule an appointment for the following day.

Drop-in hours are appropriate for students in crisis or feeling as though they need immediate help, as well as for students feeling their concern may be resolved in only one session. If you're unsure of what you may need, please use the drop-in hours or give us a call at (304) 293-4431.

If your concerns are not urgent and/or you wish to set up regular services, scheduling an appointment will set aside a time for you and reduce your wait time.

Insurance

West Virginia University's first priority is its students. We want them to be healthy, happy, and successful in and out of the classroom. In order to ensure that our students have access to the quality healthcare they need, when they need it, and as a measure to protect them from high, unexpected healthcare costs, all domestic students at West Virginia University and WVU Tech, enrolled in 6 or more credit hours and international students enrolled in 1 or more credit hours are required to carry health insurance coverage. This decision was made with great care by our Student Health Advisory Committee. Eligible students who do not have an approved waiver on file for the academic year are automatically enrolled in the WVU-sponsored Aetna student health insurance plan. Students with private health insurance may request a waiver of this requirement, provided that they meet the criteria provided below. Student health insurance is included for graduate students who receive graduate assistantships and internal fellowships and do not already have private insurance.

Waiver Criteria

In order to opt out of the WVU Aetna student health insurance plan, your current plan must meet the following criteria:

Domestic Student Waiver Criteria:

- Provides inpatient and out-patient coverage in West Virginia;
- Provides pharmacy coverage;
- Is not a Medicaid plan provided by any state **other than** West Virginia.

Note: Catastrophic plans and Medicaid plans that do not provide coverage in the state of West Virginia will not satisfy these criteria.

International Student Waiver Criteria

In order to opt out of the WVU Aetna student health insurance plan, your current plan must meet the following criteria:

- Provides coverage in West Virginia;
- Is expected to be in force for the entire academic year;
- Provides inpatient and out-patient coverage in your campus area;
- Provides pharmacy coverage;
- Annual individual out-of-pocket maximum is not greater than \$6,850;
- Provides at least \$1,000,000 per accident or illness in coverage payable in U.S. Dollars;
- Provides coverage for pre-existing conditions if the member has prior creditable coverage and does not rider or exclude coverage for pre-existing conditions.
- Provides mental health coverage;
- Provides at least \$25,000 coverage for Repatriation & at least \$50,000 coverage for Medical Evacuation (repatriation provides transportation to your home country in the event of death; medical evacuation is emergency transportation to the nearest, most qualified treatment facility)
- Has a U.S.-based claims address.
- Is not a Medicaid plan provided by any state other than West Virginia.

Note: Catastrophic plans, travel policies, policies without a US-based claims office and Medicaid plans that do not provide coverage in the state of West Virginia will not satisfy these criteria.

Other Required Information

To complete the waiver form, students will need to provide information about their current health insurance policy, including:

- Insurance company name
 - (ex. Blue Cross Blue Shield, Aetna, Cigna, PEIA, etc.)
- Policy number
- Insurance company phone number and claims address
- Policyholder name and date of birth
- Policyholder ID

Please remember to bring a physical copy of your insurance card with you when seeking

services at WVU Student Health or any other healthcare provider. Healthcare providers will require your insurance information prior to receiving treatment. The WVU Student Insurance Office does not share your health insurance information with any healthcare providers, including WVU Student Health.

The Student Insurance Office is located at One Waterfront Place, 2nd Floor, Division of Human Resources PO Box 6640 Morgantown, WV 26506

Phone: 304-293-6815 Fax:304-293-7532

Email: sio@mail.wvu.edu

CAMPUS LIFE

Transportation

Personal Rapid Transit System (PRT)

The PRT provides transportation between campuses. There are PRT stations downtown on Walnut Street and Beechurst Avenue. The Engineering and Towers stations serve the Evansdale campus. And the Health Sciences Station links students to the Health Science campus.

For more information on WVU's PRT including schedules and/or service outages, go to <https://prt.wvu.edu/>

It is always a good idea to check this website before using the PRT to be sure there are no cancellations or delays.

Busses

An essential part of mobility on the Morgantown Campus is the services provided by Transportation Services. Operating on-campus shuttles from the Coliseum to the PRT, transporting students to field trips around town or cross country, and moving the mobility impaired around campus are just a few of the services offered.

Besides bus service, the Transportation Services Unit provides fleet maintenance for University vehicles and provides rental vehicles on an as-needed basis to University departments.

Coliseum/Engineering PRT Shuttle

Free Parking is available at the Coliseum – the shuttle takes you to the Engineering PRT Station allowing you to travel to any of the other PRT stations. Many of our students park at the Coliseum and take the shuttle to the PRT and travel to the Beechurst Station which is only a block from Knapp Hall.

Campus Bus service is offered only during regular school sessions and is not available during holidays, break periods unless otherwise announced.

The Mountain Line is Morgantown's bus system. Mountain Line is FREE for faculty,

students and staff with your valid WVU-ID. Otherwise, the cost is \$0.75 - \$1.00 to ride. For a complete bus schedule, including routes, call 304-291-7433 or visit their website at <https://www.busrider.org/Maps-Schedules>

For more information on both WVU and Mountain Line buses, go to <https://transportation.wvu.edu>

Parking

Parking at WVU-Morgantown is very limited. A valid parking permit displaying the appropriate parking area number is required from 7:00 am to 6:00 pm, Monday- Friday. If you park in a designated “decal parking lot” without a decal, you will be issued a \$20.00 fine.

The only free parking on campus is in the Coliseum parking lot. You may park there and ride the PRT to get to downtown classes or use the University’s shuttle bus to get to the Evansdale PRT station.

A portion of the Mountainlair parking garage offers parking by the hour. These spaces are limited, and the cost is \$1.25 an hour. The garage is located at North High and Prospect Streets. The city of Morgantown offers both long-term parking garages on Spruce Street and Beechurst Avenue and short-term parking at meters.

For more information on parking, go to <http://transportation.wvu.edu/home>

Bookstore

There are WVU Bookstores (Barnes and Noble) located next to the Mountainlair, on the first floor of Evansdale Crossings on the Evansdale campus, and at the Health Sciences Center. Both the Evansdale Crossings and Mountainlair bookstores carry social work textbooks. For more information, go to <https://wvu.bncollege.com/shop/wvu/home>

Housing

Campus living improves your academic engagement and provides a safe living environment, as well as the full Mountaineer experience. Whether you're a first- time freshman or a graduate student, WVU has housing options for you!

Residence Halls: Residence Halls, commonly known as dorms, are available to all WVU students at a variety of on-campus locations. Click to learn more: <https://housing.wvu.edu/housing-options/residence-halls>

Living-Learning Communities: These on-campus student communities are formed around a theme or specific field of study. Click to learn more: <https://housing.wvu.edu/housing-options/living-and-learning-communities>

University Apartments: University Apartments are a great option for sophomores, juniors, and seniors, as well as graduate students. Click to learn more: <https://universityapartments.wvu.edu/>

HELPFUL LINKS

School of Social Work Main Webpage <http://socialwork.wvu.edu>
(304) 293-3501

APA References:

- APA Manual <https://www.apa.org/pubs/books/4200066>
- Purdue Owl
https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html

Center for Black Culture <https://cbc.wvu.edu/>
(304) 293-7029

Graduate Education Office <https://graduate.wvu.edu/>
(304) 293-7173

International Students and Scholars Services (ISSS) <https://issw.wvu.edu/>
(304) 293-3519

Office of Diversity, Equity, and Inclusions <https://diversity.wvu.edu/>
(304) 293-5600

SpeakWrite <https://speakwrite.wvu.edu/> SpeakWrite@mail.wvu.edu

Student Family Resources <https://childcare.wvu.edu/> 304-293-5370

Veterans Programs <https://wvuveterans.wvu.edu/> 304-293-8825

LICENSING INFO

It is recommended that the WVU Graduate Catalog and each course syllabus you are given throughout your tenure as an MSW student be retained. Ideally, they should be placed in a permanent file for future reference. It is also recommended that an additional copy of each syllabus be kept in a separate file in the event that the original is lost. Our experience in attempting to furnish graduates of the MSW program with syllabi for courses taken in the past indicates a definite need for retention of these items. This is extremely important if you plan to take additional courses from other universities in the future. The majority of schools require that you furnish copies of course syllabi when attempting to obtain transfer credit. Therefore, it would be to your advantage to have these copies available. It is very difficult to obtain copies of syllabi after you leave WVU. Additionally, it is important to keep syllabi for the purposes of licensure in other states.

Below is some information about the process and preparation for taking the social work licensing exam in WV. For those of you considering licensing in other states, please contact the Board of Social Work Examiners in that state for information on their process. A list of the state boards of social work can be found at <https://www.aswb.org/licenses/>

The exam in WV:

The WV Board of Social Work is the entity that administers the licensing exam in WV. There is a lot of information on their website. See:

<http://www.wvsocialworkboard.org/Home.aspx>

The WV Board of Social Work must pre-approve you before you can register to take the exam from the Association of Social Work Boards (ASWB). This is accomplished by applying for a Temporary License Permit. Information can be found at

<https://www.wvsocialworkboard.org/Licensure/License-Types/Temporary-Permit>

The cost for a Temporary License Permit is \$75. If you are in your last semester of school and you need confirmation from WVU School of Social Work that you are in good standing, direct your request as follows:

- **MSW students:** If you are applying for a WV license, a list of students in good standing, who will be graduating in the upcoming semester, will be sent to the WV Board of Social Work – no further action is needed. *(Note: if you are applying for a license in another state, contact the licensing board in your state and send the requirement details to the MSW Director)*

You can take the license exam in your last semester of school before you graduate.

However, you cannot receive a regular license (LSW or LGSW) until after you graduate, and an official transcript has been sent to the WV Board of Social Work.

MSW grads: You will be taking the Level B: LGSW (Licensed Graduate Social Worker) License Exam - also known as the Master's Level. The cost is going to be \$230. A Candidate Handbook about the exam can be found at <https://www.aswb.org/exam-candidates/> (just click on "Candidate Handbook" on the left-hand side and download the PDF. There are also a number of other helpful links, FAQs, etc. there).