



**PhD IN
SOCIAL
WORK**

**STUDENT
HANDBOOK**

2024-2025

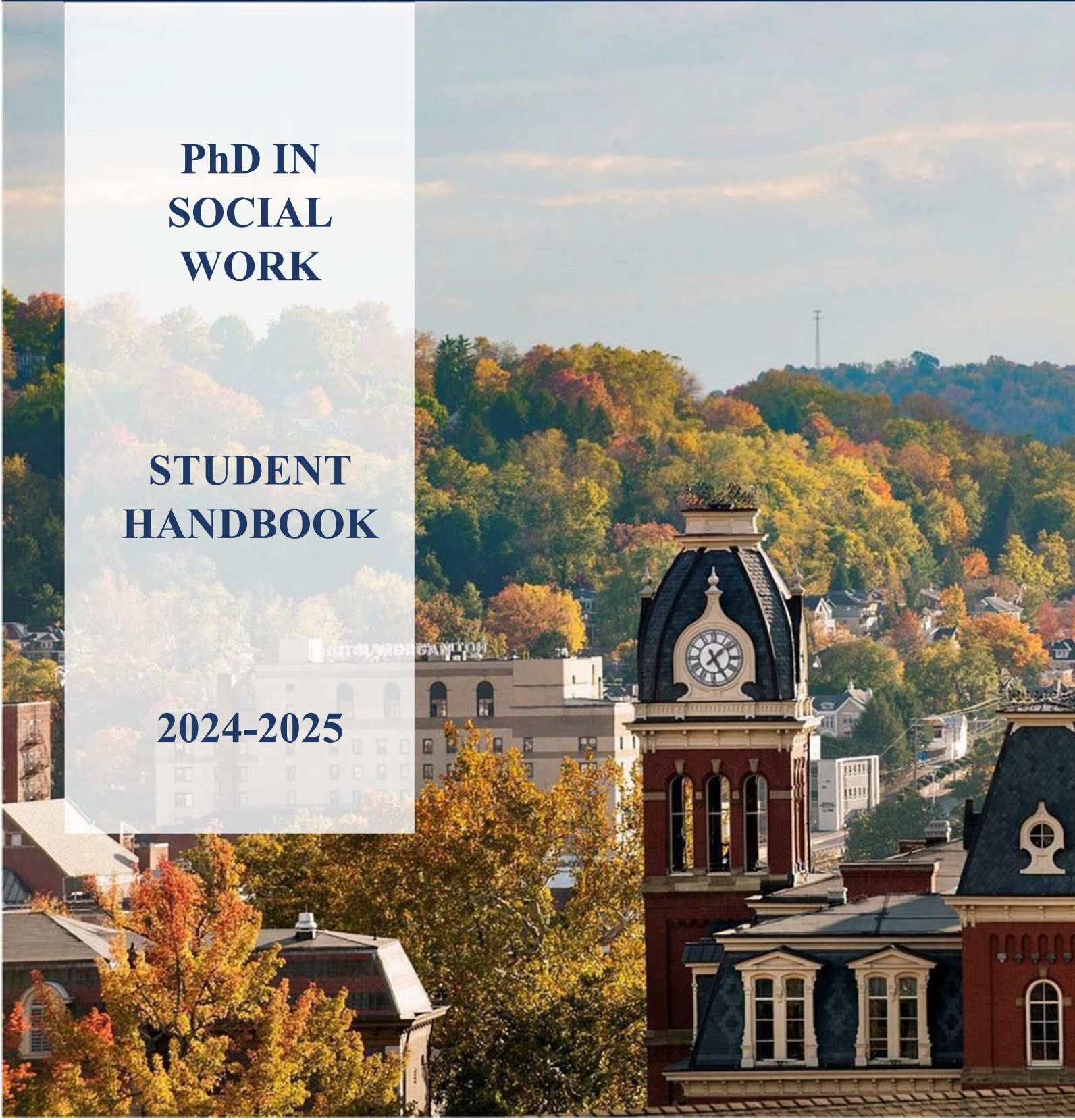


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Introduction and Overview

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. The PhD program enrolled its first cohort of students in fall of 2023 and prepare scholars to excel in research, teaching, and leadership.

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, advanced integrated practice social workers at the master’s level, and scholars who excel in research, teaching, and leadership at the doctoral 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], 2022 p. 14). We offer undergraduate and graduate programs that are “guided by a person-in-environment framework, a global perspective, respect for human diversity, and knowledge based on scientific inquiry” (CSWE 2022, p. 14). Our programs promote social, racial, and economic justice and the “creation of conditions that facilitate the realization of human rights; the elimination of poverty; and the enhancement of life for all people, locally and globally” (CSWE, 2022, p. 14).

Our 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 (CSWE, 2022; National Association of Social Workers [NASW], 2021). These values, along with an anti-racist and anti-oppressive perspective, underpin our programs and frame our “commitment to respect all people and the quest for social, racial, economic, and environmental justice” (CSWE, 2022, p. 14).

Our programs are also contextual—from the Appalachian region where West Virginia University is situated, across the United States, and beyond—with respect to the needs and opportunities of communities and regions where our graduates serve. Contextual relevance is informed by local, regional, global, historical, political, economic, and cultural factors (CSWE, 2022).

We are committed to advancing the profession through “new knowledge, technology, and ideas that may have a bearing on contemporary and future social work education, practice, and research” (CSWE, 2022, p. 14).

PhD Program Mission

The mission of the PhD Program is to prepare scholars who excel in research, teaching, and leadership. The program mission derives from and incorporates the School of Social Work mission. PhD scholars improve the art and science of social work by “generating, disseminating, and conserving” knowledge of the profession (Group for the Advancement of Doctoral Education in Social Work, 2013, p. 2). The program prepares students to develop and disseminate impactful research derived from the purpose of social work which is to promote human and community well-being (CSWE, 2022). The program provides a community-focused research structure and students are prepared to translate scholarly knowledge through teaching in higher education and/or through leadership in organizations. The program incorporates an anti-racist and anti-oppressive perspective in support of respect for all people and the quest for social, racial, economic, and environmental justice (CSWE, 2022).

References

- Council on Social Work Education. (2022). *2022 educational policy and accreditation standards for baccalaureate and master’s social work programs*. Alexandria, VA. <https://www.cswe.org/accreditation/standards/2022-epas/>
- Group for the Advancement of Doctoral Education in Social Work. (2013). Quality guidelines for PHD programs on social work. <https://www.gadesocialwork.org/Directors-Faculty/Program-Quality-Guidelines>
- National Association of Social Workers. (2021). *Code of ethics of the National Association of Social Workers*. Washington, DC. <https://www.socialworkers.org/About/Ethics>

PhD Program Theme and Overview

The WVU PhD program in Social Work prepares students with the skills needed to excel in research, teaching, and leadership. The theme of the program, community-focused research, reflects the mission of WVU as a R1 land-grant institution to advance education, healthcare, and prosperity for all by intentionally promoting research that has significant impact on people’s lives. The PhD program offers a hybrid course plan that allows flexibility to complete latter portions of the program remotely and is designed to purposefully prepare students for dissertation research.

PhD Program Learning Outcomes

The WVU SSW PhD program was developed in accordance with the *Quality Guidelines for PhD Programs in Social Work* established by The Group for the Advancement of Social Work Education (GADE). GADE is the primary organization which promotes doctoral study and disseminates guidelines for quality Social Work PhD Programs. Based on the GADE guidelines, the PhD program graduates in social work will be able to do the following:

1. Students will demonstrate expert knowledge in their chosen content area and explain how their work fits within the intellectual landscape of social work, including its relevance to social policy and social justice.
2. Students will design and implement independent research that is guided by theory and addresses significant, meaningful, and relevant social work research questions.
3. Students will conduct a broad range of methodological and statistical techniques appropriate to the research question(s) posed.
4. Students will clearly communicate and disseminate results of their research, both through professional oral presentations and written manuscripts.
5. Students will abide by social work values and ethics in the implementation of research and knowledge development.
6. Students will demonstrate effective teaching skills, including the implementation of theories of adult learning and instructional strategies that are appropriate for diverse populations and learning styles.

Ethical and Professional Conduct

The PhD program abides by principles of academic integrity, research responsibility, and social work ethics. Students are expected to adhere to the standards and policies identified below and may be dismissed by the Program Director for violation thereof.

Academic Integrity

The PhD program follows WVU policy of academic integrity. This policy applies to all work conducted in the program including coursework, comprehensive exams/dissertation proposal, dissertation, and any affiliated research projects. See [Academic Integrity](#).

Student Conduct

The PhD program follows the WVU Code of Student Conduct. See [WVU Student Code of Conduct](#).

Research Responsibility

All research conducted under university auspices is monitored by the WVU Institutional Review Board (IRB) for adherence to the principles of ethical and responsible research and conforms to standards set by the [Office of Research Integrity](#), [Research Compliance Administration](#), and the [IRB](#). Prior to engaging in research with human subjects, students must complete the WVU

required online [CITI training](#) .

NASW Code of Ethics

In addition to university standards applying to all students, the School of Social Work also adheres to the NASW Code of Ethics. 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 PhD program at WVU are expected to follow the Code of Ethics at all times. The full NASW code of ethics should be read at [NASW Code of Ethics](#). All students must review the Code and complete an agreement form before they can begin coursework.

GADE

The School of Social Work has developed the plan for the PhD program in accordance with the *Quality Guidelines for PhD Programs in Social Work* established by The Group for the Advancement of Social Work Education (GADE). GADE is the primary organization which promotes doctoral study and disseminates guidelines for quality Social Work PhD Programs. Founded in the late 1970's, GADE's primary purpose is to promote excellence in doctoral education in social work, especially through networking, information sharing, and advocacy. It does not, however, accredit doctoral programs, as only MSW and BSW Programs are accredited (through the Council on Social Work Education). In developing the PhD program in Social Work, the School consulted the GADE quality guidelines. The GADE guidelines state the "purpose of the PhD in social work is to prepare students to be scholars who function as 'stewards of the discipline' . . . who improve the art and science of social work by generating, disseminating, and conserving the knowledge that informs and transforms practice." The GADE guidelines further state that upon completing of their PhD programs, graduates should have specific skills and knowledge in the following areas:

1. Knowledge of social work as a profession and discipline
2. Research/scholarship
3. Teaching

More information on GADE can be found at the [GADE website](#).

Doctoral Program Structure & Requirements

Overview

The WVU PhD program in Social Work has a community-focused research theme that echoes University mission and intentionally promotes research that has significant impact on communities of West Virginia and beyond. The program provides strong support for cross-disciplinary training with a coursework plan that guides students in building toward their

dissertation and provides practical preparation for academic and leadership careers. We maintain a strong emphasis on mentorship and opportunities to support students' professional development and career placement. Our hybrid model of graduate training provides students with flexibility to latter portions of the program remotely (online)

The program provides a strong in-person first year foundation with intentional opportunities to build relationships and identify research mentors with increased flexibility for hybrid and remote learning as students move through the program.

Curriculum Plan A (Full-time)

- **Year 1:** In-person courses and first-year seminar provide a strong foundation and promote relationship building with faculty and fellow students. Courses are scheduled Mondays and Tuesdays.
- **Year 2:** Required courses are hybrid with 6 in-person meeting times spaced through each semester
 - Course schedules are coordinated so all required courses meet in-person the same weeks on Tuesdays
 - Elective courses (1 each semester) taken outside the School of Social Work have varying schedules
- **Year 3:** One course that is fully online (Integrative Seminar) and dissertation research work
- **Year 4** (and beyond as needed): Dissertation work

Curriculum Plan B (Part-time)

- **Year 1:** In-person courses and first-year seminar provide a strong foundation and promote relationship building with faculty and fellow students. For part-time students, all courses are on Mondays.
- **Year 2:** In-person courses are all scheduled on Tuesdays
- **Year 3:**
 - One required course each semester that is hybrid with 6 in-person meeting times spaced through each semester, all on Tuesdays
 - Elective courses (1 each semester) taken outside the School of Social Work have varying schedules
- **Year 4:** One course that is fully online (Integrative Seminar) and dissertation research work
- **Year 5** (and beyond as needed): Dissertation work

The PhD Program conforms to all University policies regarding academic integrity, registration, grading, degree requirements, and enrollment. See the Graduate Catalog website for a full

description at [Graduate Enrollment and Registration](#) and [Graduate Advising](#). Students should also consult the [Academic Calendar](#) for dates of registration, drop/add periods, and class withdrawal.

Coursework and Curriculum Plan

See the [WVU Graduate Catalog PhD Social Work](#) for a summary of curriculum requirements.

Required & Elective Coursework (41 credits)

- SOWK 690 First Year Seminar I & II (2 credits total)
- SOWK 731: Philosophy and Theories of Social Sciences (3 credits)
- SOWK 732: Advanced Social Work Practice Theories (3 credits)
- SOWK 735: Advanced Social Work Research Methods (3 credits)
- SOWK 736: Community Focused Research Methods (3 credits)
- SOWK 741: Statistics & Data Analysis I (3 credits)
- SOWK 742: Statistics & Data Analysis II (3 credits)
- SOWK 750: Advanced Social Policy and Programs (3 credits)
- SOWK 761: Research Practicum I (3 credits)
- SOWK 762: Research Practicum II (3 credits)
- SOWK 770: Issues in Social Work Education (3 credits)
- SOWK 780: Integrative Research Seminar (3 credits)
- Elective (at 600 or 700 level, taken outside of SW - 3 credits)
- Elective (at 600 or 700 level, taken outside of SW - 3 credits)

Elective Options – Students should work with their advisors to determine elective courses that best support their plan of study. These courses should be taken outside of the SSW to foster interprofessional learning and collaboration. Note that while required SSW Year 2 courses are delivered in a hybrid format, elective options outside the SSW may not be. The departments of Psychology, Sociology, and Public Administration welcome PhD in Social Work students and will assist students identifying appropriate course offerings. Other departments will also likely be supportive. Students should work with their advisor and the PhD program director to request permission to enroll.

Comprehensive Exam/Dissertation Proposal

The Comprehensive Exam, in the form of a dissertation proposal (written and oral components), is approved by the student's dissertation committee. The comprehensive exam is expected to occur near the end of Fall semester or the beginning of Spring semester of Year 3. The bulk of PhD coursework is completed by Spring of Year 2. In Fall of Year 3 students are taking one, 3-credit course, *Integrative Research Seminar*, that is designed to provide students with faculty and peer feedback in the development of their comprehensive exam in the form of a dissertation proposal.

The exam (proposal) assesses students' knowledge of their area of study and demonstrates their ability to develop and engage in independent research in this area. The exam (in the form of a dissertation proposal) requires students to demonstrate their understanding of the literature and the theoretical foundation in their area, identify specific research questions, describe and support their choice of methodology to answer those questions, and provide a description of the three

articles that will comprise Chapters 2, 3, & 4 of the dissertation. The articles will form a cohesive body of work that supports a theme(s) as described in the introduction to the dissertation (Chapter 1). At least two articles should present empirical research based on data analyzed by the student, while one may be a systematic literature review or focus on a conceptual, theoretical, or policy approach to the substantive area.

In the oral defense, students will answer questions about the integration of theory, policy, research, and methodological issues in their proposed study and address implications for social work research and practice.

The proposal will serve as the foundation for Chapter 1 of the dissertation (which is the introduction under the three-article model).

Once the dissertation committee has approved the written proposal and oral defense, the committee will recommend that the student should be advanced to candidacy.

Dissertation (12 credits)

The WVU SSW PhD program's banded dissertation is a series of three written works of scholarship that are conceptually linked. Articles included must not have been previously submitted or published and must be of publishable quality.

The dissertation is a coherent body of work. It consists of three articles suitable for publication in peer-reviewed journals, an introduction chapter, and a conclusion chapter. The articles are conceptually linked and form a cohesive body of work that supports a theme(s) described clearly in the introduction (Chapter 1).

At least two articles should present empirical research based on data analyzed by the student, while one may be a systematic literature review or focus on a conceptual, theoretical, or policy approach to the substantive area.

The format of the dissertation is as follows:

Chapter 1 – The dissertation proposal (which serves as the comprehensive exam) forms the foundation for this Chapter as the introduction to the banded dissertation. It includes:

- Statement of the problem
- Rationale for the dissertation as a whole
- Importance of the problem (Why research? How important to social work? Policy implications?)
- Theoretical foundation
- Overview of important literature (each article will include a more specific literature review)
- Research questions (and hypotheses, if applicable)
- Methodology

Chapter 2 – article of publishable quality

Chapter 3 – article of publishable quality

Chapter 4 – article of publishable quality

Chapter 5 – Conclusion that synthesizes and summarizes the dissertation’s major findings, addresses limitations, and provides recommendations for research and practice. The student should clearly demonstrate how the three articles fit together and form a cohesive body of work. The conclusion chapter should discuss knowledge gaps that may not be apparent when each article is considered separately and should articulate an agenda for future research in the area addressed in the dissertation.

The defense of the dissertation is parallel to the proposal defense of a traditional dissertation. The three-article dissertation alters the format, but not the expected content of the research.

The Dissertation Committee

Students start the proposal and dissertation process by obtaining consent of a full-time social work graduate faculty member to serve as the major advisor for their dissertation work. Ideally this should happen by the end of the first year of study. The student and advisor identify at least three other committee members, including one from an academic unit outside of the WVU School of Social Work. Committees should be formed by the end of the second year of coursework. Students are encouraged to develop a brief dissertation plan of 2-3 pages for review by faculty members asked to serve on the committee. The majority of members, including the committee chair, must be regular members of the graduate faculty.

Expected Timeline of Progress Toward Degree – Full Time

	Fall	Spring
Year 1 In-Person Courses	SOWK 690 Y1 Seminar I (1) SOWK 731 Phil & The Soc Sci (3) SOWK 735 Adv SW Res Metho (3) SOWK 741 Stats & Data Ana I (3) 20 hours GTA/GRA (for funded students)	SOWK 690 Y1 Seminar II (1) SOWK 732 Adv SW Prac (3) SOWK 736 Comm Research (3) SOWK 742 Stat & Data II (3) 20 hours GTA/GRA (for funded students)
Year 2 SW Courses Hybrid	SOWK 750 Adv Policy & Prog (3) SOWK 761 Research Pract I (3) Elective (3) 20 hours GTA/GRA (for funded students)	SOWK 770 Issues in SW Educ (3) SOWK 762: Research Pract II (3) Elective (3) 20 hours GTA/GRA (for funded students)
Year 3 Research Seminar is online	SOWK 780: Int Res Sem (3) Comps/Proposal Defense late fall/early spring	Comps/Proposal Defense late fall/early spring Dissertation (complete & defend when ready)

	20 hours GTA/GRA (for funded students)	20 hours GTA/GRA (for funded students)
Year 4	Dissertation (complete & defend when ready) GTA funding not guaranteed Y4	Dissertation (complete & defend by end of year 4) GTA funding not guaranteed Y4

Expected Timeline of Progress Toward Degree – Part Time

	Fall	Spring
Year 1 In-Person Courses- Mondays	SOWK 690 Y1 Seminar I (1) SOWK 731 Phil & The Soc Sci (3) SOWK 735 Adv SW Res Metho (3)	SOWK 690 Y1 Seminar II (1) SOWK 732 Adv SW Prac (3) SOWK 736 Comm Research (3)
Year 2 In person/Hybrid - Tuesdays	SOWK 741 Stats & Data Ana I (3) SOWK 750 Adv Policy & Prog (3)	SOWK 742 Stat & Data II (3) SOWK 770 Issues in SW Educ (3)
Year 3 Research Seminar is online	SOWK 761 Research Pract I (3) Elective (3)	SOWK 762: Research Pract II (3) Elective (3)
Year 4	SOWK 780: Int Res Sem (3) Comps/Proposal Defense late fall/early spring	Comps/Proposal Defense late fall/early spring Dissertation (complete & defend when ready)
Year 5	Dissertation (complete & defend when ready)	Dissertation (complete & defend by end of year 5)

Advising and Evaluation

Advising

Doctoral students are advised by the Program Director during their first year of study. By the end of their first year, students should have identified a faculty research advisor/dissertation chair who will then serve as the advisor for that student.

Academic Standards

A cumulative GPA of 3.0 needed to graduate. Students whose GPA falls below a 3.0 may be placed on academic probation. Students who earn below a “B” in a course or whose GPA falls below 3.0 may be asked to attend an academic success meeting or participate in an academic review. Doctoral students must be in good standing (not on probation) to be admitted to candidacy.

Timing Benchmarks

See the above tables on expected timeline of progress toward degree. For full time students, the majority of coursework is completed by end of the spring of Year 2 (with exception of the integrated research seminar completed in fall of Year 3). The student dissertation committee is also fully formed by the end of Year 2. The comprehensive exam in the format of a dissertation proposal (written and oral components) is expected to occur near the end of fall semester or beginning of spring semester of Year 3. Once the dissertation committee has approved the written proposal and oral defense, the committee will recommend that the student should be advanced to candidacy. Most students are expected to complete the dissertation process and defend by the end of Year 4. For part time students, there is an additional year of coursework prior to the dissertation process. Most coursework is completed by the end of the spring of Year 3 and the dissertation committee is fully formed by the end of Year 3. Most part time students are expected to complete the dissertation process and defend by the end of Year 5. See the PhD degree plans in Appendix A. If students do not meet the timing benchmarks listed above, a student success or academic review meeting may be held to determine next steps.

WVU guidelines state that once a student is admitted to candidacy, the student has no more than five years to complete the doctoral program. If a student needs more than five years to complete the doctoral program following candidacy, the PhD Program Committee must approve an extension and follow relevant University guidelines.

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 the program director. 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 and should be the primary contact for all academic matters. Students also receive regular formal evaluations in the spring of each year of the program completed by their academic advisor. Students and advisors will meet together to review and discuss these evaluations. Additionally, all GTAs/GRAs will be evaluated annually as per WVU guidelines.

Disciplinary Review Process

Three Level Review Process

All students are expected to maintain a certain level of academic and professional standards in their coursework and engagement with faculty and other students. Any behavior that is considered a violation of the NASW Code of Ethics or [WVU Code of Student Conduct](#) is grounds for review within the program, as are any charges of academic dishonesty/plagiarism (see [Academic Integrity](#)).

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.

Level 2

If concerns persist despite the corrective action plan, the faculty member should then coordinate a meeting with the student and the academic advisor 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 PhD committee for either an academic success meeting or an academic review (see section below on academic success meetings and academic reviews).

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 PhD committee for an academic review (see section on academic reviews).

Student Success Meetings

In cases where a student receives a grade below a B in a required PhD 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 and/or program director), to discuss reasons for the student's inability to meet benchmarks in a particular course 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 PhD program director will coordinate a meeting time during which the PhD 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. Students away from campus will be invited to participate using technology such as Zoom. 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 PhD 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 PhD program but remains on a period of academic probation, the length of which is determined by the members attending the academic success meeting or the PhD 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 PhD 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. 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 PhD courses for a period of time to be determined by the PhD 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 PhD program. Once the period of suspension has finished, a second academic review meeting will be held with the PhD committee in order to determine whether it is appropriate for the student to return to PhD courses. 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 PhD program and will not be permitted to register for any PhD program courses. 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 PhD 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
- Appeals of dismissal from the PhD 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 PhD 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 submitting a written appeal via WVU e-mail to the Level 1 appeal 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.

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 individual or committee that made the charge and/or imposed the penalty.
5. If the charge and/or penalty are upheld, the Level 1 appeal reviewer completes and submits the Academic Dishonesty Form.
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 continue their appeal by 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 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 e-mail to the 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.

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 a written appeal via WVU e-mail to the Level 1 appeal 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.
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 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 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.
7. Witnesses may be called by any of the parties involved.
8. 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.
9. 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.
10. The reviewer retains all documentation related to the appeal for 5 years.
 11. The appeal is concluded.

Financial Considerations

Tuition

Tuition costs for graduate students in the SSW within Eberly College of Arts and Sciences are available at: <https://tuition.wvu.edu/graduate/morgantown-oncampus#table-5>. Tuition and fees may change year to year.

Graduate Assistantships

Every year, West Virginia University awards approximately 1,700 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 (see [Graduate Assistants](#)).

Graduate assistants are expected to work 20 hours per week as teaching, research, or service 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 credits 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 (GTAs)

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. The SSW Doctoral program has limited GTA lines available for admitted students, typically for up to three years. PhD students in Social Work with a GTA position will teach BSW and/or MSW courses within the SSW programs. First year GTAs teach one course (typically the second semester). Second year and onward GTAs teach two courses per semester. Information about orientation sessions for graduate teaching assistants is available online at

[GTA Orientation](#). For international students interested in GTA positions please see the English proficiency requirements for GTAs at: [GTA English Proficiency Requirements](#).

Graduate Research Assistants (GRAs)

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. SSW PhD students should contact the PhD program director as well as other SSW faculty about potential GRA positions within the SSW. Other GRA positions may also be available across campus.

Graduate Service Assistants (GSAs)

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 service assistants may be appointed at any time but may only receive a tuition waiver and health insurance for a fall or spring term in which they are appointed by the fifth week of the term. The SSW does not typically have GSAs available for PhD students but positions may be available across campus.

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. 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. For SSW PhD students merit waivers are most likely applicable to students finishing dissertation research and not supported by an assistantship.

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.

Professional Travel Support

Financial support for research and research-related travel is available through the Eberly College of Arts and Sciences and Office of the Provost (see [Graduate and Doctoral Travel and Research Programs](#)), the Office of Graduate Education and Life (see [Scholarships and Internships](#)), and the School of Social work (for information about this funding, contact the program director).

Other Financial Consideration and Resources

WVU Employees

Full-time WVU and WVU Research Corporation employees who have regular appointments that qualify for benefits are eligible for employee graduate tuition waivers. See: [Graduate Employee Tuition Waivers](#).

The following guidelines apply to employee waivers:

- Please refer to the [information and guidelines for all tuition waivers](#).
- An employee may receive no more than 6 total hours of waivers as a non-degree graduate student.
- An employee who has been admitted to a degree or certificate program and who is in good standing in that program may request up to 6 hours of waivers per term.
- Some programs and courses restrict the use of waivers. **Students are responsible for determining if waivers can be used for particular programs or courses (see [Restrictions on Graduate Tuition Waivers](#)).**
- Employee waivers may be applied to a maximum of one master's degree, one doctoral degree, and one certificate.

- Note that although all full-time regular employees are eligible for waivers, employees must follow University guidelines to be eligible to use [employee leave](#), [work release](#), and [flexible work arrangements](#) for class attendance.
- Gift aid, including the value of tuition waivers, is potentially taxable income to employees. Individuals may contact [Tax Services](#) for information concerning tax implications of tuition waivers.
- [Employee Graduate Tuition Waiver Request Forms](#) must be initiated by the employee.

Outside Employment

Students are permitted to engage in outside employment during their tenure in the PhD 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 assistantship positions as applicable.

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 ([FAFSA](#)).

Other University and School Policies

Grievances

Students have the right to submit a formal grievance regarding courses, instructors, staff, or another aspect of the PhD 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 PhD program director. The PhD 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.

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 [FERPA Explanation of Rights](#).

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
- Academic Standards Policy

Student Resources

Academic Resources

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 [WVU 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.

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. At times, classes are held in the lab.

Plagiarism Tutorial

WVU offers an online tutorial to help students avoid engaging in plagiarism. The Plagiarism Tutorial can be accessed through the following link: [Plagiarism Tutorial](#).

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. Call 304-293-4444 or see [IT Student Resources](#).

Writing Assistance

Writing assistance is available to students through the Eberly Writing Studio on the Downtown Campus, G02 Colson Hall. See the following for instructions on how to schedule an appointment: [SpeakWrite](#).

APA Resources

Use the APA Manual 7th edition. You can order through the APA website ([APA Manual 7th Edition](#)) or through other retailers. The Purdue Owl also provides resources on APA style ([Purdue Owl APA](#)).

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. See: [Graduate Education](#).

Division of Diversity, Equity and Inclusion

Resources to protect our students and employees from discrimination, harassment, and sexual misconduct. See: [Diversity](#).

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 [LGBTQ+ Center](#).

The LGBTQ+ Center resources website [LGBTQ+ 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

The U.S. Department of Education's [Office for Civil Rights](#) (OCR) enforces, among other statutes, Title IX of the Education Amendments of 1972. Title IX protects people from discrimination based on sex in education programs or activities that receive Federal financial assistance. See [Title IX](#).

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: [Student Health](#).

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 short-term counseling, psychological, and outreach services. See: [Carruth Center](#).

Insurance

All WVU students are required to purchase [student health insurance](#). Students with qualifying private health insurance may request a waiver of this requirement. The premium for student health insurance is paid (in whole or in part) for graduate students who receive graduate assistantships and internal fellowships.

Contact the [Student Insurance Office](#) with any questions.

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. Check [PRT](#) for schedules and/or service outages.

Busses

The Mountain Line Busses operate campus routes. See [BusRide](#) for routes and schedules.

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.

Parking at the Coliseum costs \$1 per parking session. 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. 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 [WVU Transportation](#).

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 [Bookstore](#).

**APPENDIX A:
PhD Degree Plan - Full Time**

Fall Year 1		Credits	Sem/Year Taken
	SOWK 731: Philosophy and Theories of Social Sciences	3	
	SOWK 735: Advanced Social Work Research Methods	3	
	SOWK 741: Statistics & Data Analysis I	3	
	SOWK 690 First Year Seminar I	1	
Spring Year 1			
	SOWK 732: Advanced Social Work Practice Theories	3	
	SOWK 736: Community Focused Research Methods	3	
	SOWK 742: Statistics & Data Analysis II	3	
	SOWK 690 First Year Seminar II	1	
Fall Year 2			
	SOWK 750: Advanced Social Policy and Programs	3	
	SOWK 761: Research Practicum I	3	
	Elective (at 600 or 700 level, taken outside of SW)	3	
Spring Year 2			
	SOWK 762: Research Practicum II	3	
	SOWK 770: Issues in Social Work Education	3	
	Elective (at 600 or 700 level, taken outside of SW)	3	
Fall Year 3			
	SOWK 780: Integrative Research Seminar	3	
	SOWK 797: Research	3-6	
Spring Year 3			
	SOWK 797: Research	6-9*	
Total Credits		53	
*Fall Year 4			
	SOWK 797: Research	1-3 (if needed)	
*Spring Year 4			
	SOWK 797: Research	1 (if needed)	

*Dissertation Research credits may be spread out into Year 4 for students who need longer to complete.

PhD Degree Plan – Part Time

Fall Year 1		Credits	Sem/Year Taken
	SOWK 731: Philosophy and Theories of Social Sciences	3	
	SOWK 735: Advanced Social Work Research Methods	3	
	SOWK 690 First Year Seminar I	1	
Spring Year 1			
	SOWK 732: Advanced Social Work Practice Theories	3	
	SOWK 736: Community Focused Research Methods	3	
	SOWK 690 First Year Seminar II	1	
Fall Year 2			
	SOWK 741: Statistics & Data Analysis I	3	
	SOWK 750: Advanced Social Policy and Programs	3	
Spring Year 2			
	SOWK 742: Statistics & Data Analysis II	3	
	SOWK 770: Issues in Social Work Education	3	
Fall Year 3			
	SOWK 761: Research Practicum I	3	
	Elective (at 600 or 700 level, taken outside of SW)	3	
Spring Year 3			
	SOWK 762: Research Practicum II	3	
	Elective (at 600 or 700 level, taken outside of SW)	3	
*Fall Year 4			
	SOWK 780: Integrative Research Seminar	3	
	SOWK 797: Research	3-6	
*Spring Year 4			
	SOWK 797: Research	6-9*	
Total Credits		53	
*Fall Year 5			
	SOWK 797: Research	1-3 (if needed)	
*Spring Year 5			
	SOWK 797: Research	1 (if needed)	