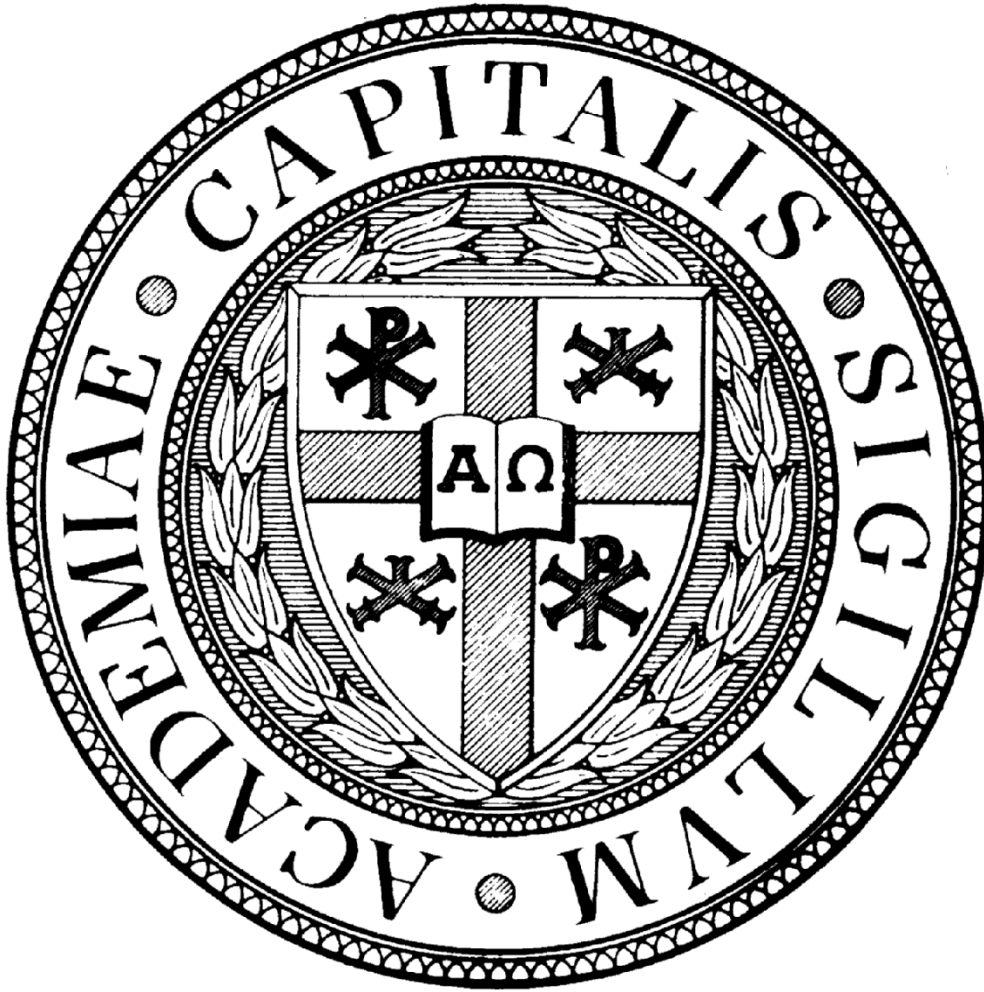


**Capital University  
Social Work Program**



**MSW Student Handbook**

[Revised KGE April 2024]

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## **MSW Program Welcome**

Dear MSW Students:

We are so excited that you have chosen to be part of the MSW Program at Capital University! We are currently in the process of receiving CSWE accreditation for our newly formed program. With CSWE accreditation, we look forward to providing you with a consistent education in social work values, knowledge, and skills. The MSW is the terminal degree for our profession’s practice and it avails you the opportunity to pursue various career paths. Your classes will be taught by our expert faculty who will

challenge you to reach your full potential, while simultaneously helping you to pursue excellence. We are glad that you are joining us and look forward to your success both in our program and in your future!

Sincerely,

Dr. Renda Ross, LISWS, Dr. Katie Gorman-Ezell, LISWS, Debbie Fournier, LISWS

## **Handbook Purpose**

The purpose of this handbook is to serve as a guide for Capital University's MSW Program. Within the pages of this manual, you will find information about essential policies and procedures of Capital University and the MSW Program. As policies and procedures change, this guide will be updated.

## **About Capital University**

Capital University is a private four-year undergraduate institution and graduate school located in the capital city of Columbus, Ohio. At Capital, we transform lives through higher education. Through an immersive, high-impact and convergent approach to teaching and learning, we find, feed and refine the role each of us was born for — no matter who we are.

With roots that ground us firmly in a history of academic excellence, free inquiry and individual development of every student, Capital combines personal attention with a balanced liberal arts and professional studies education. Since its founding by the Lutheran Church in 1830 and charter as a university in 1850, Capital has been an agent in shaping engaged citizens and purposeful leaders who improve their industries, communities, and society. Our roots secure us as we stretch toward innovation, new ways of knowing, and better ways of contributing. Our values ground us, as we remove obstacles to give each student, faculty, staff, community member, and neighbor a chance to do more, not less.

Capital University serves a diverse student body of nearly 3,300, including traditional undergraduates, degree-completion, and graduate students. We offer 60 undergraduate majors and more than 50 minors in the areas of Music, Arts and Communication, Business and Management, Education, Humanities, Natural Sciences, Mathematics and Computer Science, Nursing and Health, and Social Sciences. We offer graduate degrees and/or post-degree certification in Education, Law, Theology, Nursing, Business, Music Education, and Social Work.

Deeply connected to the capital city we call home, Capital is at the epicenter of purpose, possibility, and the power of purple. Helping to fuel the vibrant metropolitan area of Columbus – a city that often makes “top 10” lists for livability, technology, opportunity and jobs – students plug into a diverse economy that's home to many Fortune 500 companies in the third largest city in the Midwest.

## University Mission Statement

(<https://www.capital.edu/about-capital/mission,-vision-and-values/>)

Capital University transforms lives by empowering an inclusive community of learners through engaging academic, co-curricular, and professional experiences.

## University Vision Statement

Capital University is a vibrant and innovative leader in higher education. Our inclusive community supports access and ensures success for all.

Students engage in the relevant and collaborative experiences necessary to be knowledgeable, resilient, and ethical citizens. They leave Capital prepared to make meaningful contributions in their communities and advance the common good.

## University Values

**Student Success** – We proactively support the academic, social, physical, mental, and spiritual development of every student as they pursue their academic and personal goals.

**Educational Excellence** – Expert faculty and staff use evidence-based best practices to create intellectually challenging and personally supportive learning experiences in and out of the classroom.

**Diversity, Equity, and Inclusion** – We respect all identities, cultures, and perspectives, promote equity in access and opportunity, and foster a sense of belonging for all members of our community.

**Integrity** – Through honesty, transparency, and hard work, we demonstrate our best selves and value the same in others.

## University Commitment to Diversity, Equity, and Inclusion

(<https://www.capital.edu/about-capital/dei/>)

Diversity, Equity, and Inclusion (DEI) at Capital University embodies our institutional values to:

- cultivate open dialogue and critical exploration,
- act in pursuit of human dignity and social justice,
- use multiple perspectives to create new knowledge and solutions,
- develop and apply the innate gifts of each person for the good of society,
- celebrate an empowering, faith-friendly environment of inclusion and respect, and nurture joy in our daily experience and optimism for a better future.

Capital's DEI work addresses both systemic and interpersonal acts of implicit and explicit bias and discrimination. Learn more about Capital's commitment to creating an environment that fosters diversity, equity, and inclusion.

## **MSW Program Accreditation**

The Ohio Department of Higher Education (ODHE) and Higher Learning Commission (HLC) have approved Capital's MSW application, needed prior to pursuing CSWE accreditation. The MSW Program is currently in the process of attaining pre-candidacy status by the Council on Social Work Education's (CSWE) Board of Accreditors (BOA) which has not yet been reviewed by the BOA or verified to be compliant with the Educational Policy and Accreditation Standards (EPAS).

## **MSW Program Mission Statement**

The Social Work Department Master of Social Work Program at Capital University's mission is to provide a high quality advanced social work education that prepares students for multi-level practice informed by critical perspectives of theory and research. Faculty mentor students' mastery of evidence-based and critical practices that empower and respect diversity within and among individuals, families, groups, communities, organizations, and global societies. Graduates are champions of social work's dedication to human rights, equity, systemic change, and the elimination of poverty.

## **MSW Program Goals**

The accreditation policy from CSWE requires programs to also articulate program goals that derive from program mission. These goals are related to but distinct from program learning outcomes. The Social Work Department MSW Program Goals are:

1. To provide students a practice foundation that includes social work values and ethics, principles of justice, and cultural humility;
2. To prepare students with the knowledge and skills for generalist social work practice in service of individuals and families, groups and communities, and institutions and societies;
3. To further students' generalist knowledge and skills for advanced practice with individuals and families, groups and communities, and institutions and societies; and
4. To make contributions through program graduates, collaborations, and scholarship.

## Definition of Advanced Social Work Practice

*“Advanced generalist social work embraces the idea that micro and macro social work are two necessary halves of the same whole by preparing students to perform advanced responsibilities in both types of social work. Advanced generalist social workers have similar job titles to their those of their peers in micro and macro social work, with the main difference being the degree to which they work in both micro and macro social work, relative to social workers who work primarily in one discipline or the other. As a result, graduates of advanced generalist social work MSW programs may work as counselors who also engage in advocacy and program development. Examples of this could include a school social worker who also spearheads student programs that benefit multiple schools or school districts. Alternatively, they may be social justice advocates, social work researchers, or program administrators who work part-time in direct practice social work or who interact closely with the populations they seek to help to research the best ways to serve them”*

(<https://www.masterofsocialwork.com/faqs/what-is-an-advanced-generalist-msw-program>).

## MSW Admissions

### Eligibility

Admission criteria are set by CSWE and MSW Program Faculty in accordance with Capital University admissions policies. There are general admissions criteria, and specific admissions criteria for Advanced Standing. Council on Social Work Education (2022) requires that all MSW applicants hold a “...baccalaureate degree from a college or university accredited by a recognized regional accrediting association” (p. 70). Applicants will also need a minimum, institutional GPA of 3.0 on a 4.0 scale.

### Advanced Standing

Applicants for the Advanced Standing option will need to meet three additional requirements. First, these applicants must have earned “...degrees from baccalaureate social work programs accredited by CSWE, recognized through its International Social Work Degree Recognition and Evaluation Services, or covered under a memorandum of understanding with international social work accreditors...” (CSWE, 2022, p. 71). Second, they need a minimum, institutional GPA of 3.0 on a 4.0 scale. Third, they must have earned a grade of B or better in all undergraduate social work courses and research methods courses. Advanced Standing applicants with qualifications below these minimum requirements are eligible for admission into the two-year option.

### Application Process

#### Compliance Statement:

Potential applicants will access admissions guidelines and materials through our program website. They will need to complete an application packet that includes a demographic sheet, course load and specialization selection tool, personal and professional statements, and qualitative and quantitative reference sheets. Two reference sheets must be completed by professional contacts (e.g., professors, field

instructors, supervisors, etc.) of the applicant. Program admission is contingent on submission of an official transcript from their undergraduate institution and final learning agreement evaluation (ASAP).

Advanced Standing applications close February 28th, and the application deadline for the two-year program option is March 31st. All applications are reviewed by the MSW Admissions Committee which consists of the Department Chair, MSW Program Director, and Field Director. The committee provides recommendations to the MSW Program Director who issues final acceptance decisions.

1. Compliance Statement: (notification)

a. Policy:

- i. Applications will be reviewed on a rolling basis.
- ii. Applicants for the Advanced Standing Program will be notified no later than March 31<sup>st</sup> by email. Advanced Standing Program Applicants will need to confirm acceptance no later than April 30<sup>th</sup>.
- iii. Applicants for the two-year program option will be notified no later than May 15<sup>th</sup> by email. Applications for the two-year program option will need to confirm acceptance no later than June 15<sup>th</sup>.

b. Procedures:

- i. After Application review by the MSW admissions committee, both the Advanced Standing Program and Two-Year Program applicants will be notified of admission by email.
- ii. Email notification and data collection will be administered by the Program Associate.
- iii. All data will be kept in our Social Work Application Database.

2. Compliance Statement: (notification of contingent conditions)

a. Policy:

- i. Applicants with any contingent conditions of acceptance will be notified no later than 1 week prior to acceptance confirmation of any conditional acceptance requirements.
- ii. Applicants will have no more than 15 days to address contingent conditions of acceptance.

b. Procedure:

- i. Admissions committee will notify Program Associate about any applicant with contingent conditions of acceptance.
- ii. Program Associate will contact the Applicant with contingent conditions of acceptance and timeline for completion and acceptance to the program.
- iii. This procedure is the same across both program options (Advanced Standing Program and The Two-Year Program)

a. Policy:

- i. Applicants must have earned "...degrees from baccalaureate social work programs accredited by CSWE, recognized through its International Social Work Degree Recognition and Evaluation



- Services, or covered under a memorandum of understanding with international social work accreditors...” (CSWE, 2022, p. 71)
- ii. Applicants are required to have a minimum, institutional GPA of 3.25 on a 4.0 scale.
  - iii. Applicants must have earned a grade of B or better in all undergraduate social work courses and research methods courses.
- b. Procedure:
- i. Applications to the Advanced Standing Program will be reviewed by the Admissions Committee to determine eligibility.
  - ii. Applicants will be notified of acceptance into the Advanced Standing Program by email.
  - iii. Applicants with qualifications below these minimum requirements may be eligible for admission into the two-year program option and will be notified by email.

## **MSW Curriculum Sequence**

**(2-year MSW program-59 required credit hours & ASAP-36 required credit hours)**

### **MSW I- Fall Semester**

MSW 500 (3) Introduction to Social Work Values and Ethics  
 MSW 510 (3) Theories of Human Development & Diversity  
 MSW 520 (3) Theories & Models for Generalist Practice, Individuals & Families  
 MSW 530 (3) Social Welfare in the United States  
 MSW 535 (1) Field Pre-Placement Seminar

### **MSW I – Spring Semester**

MSW 540 (3) Theories & Models for Generalist Practice with Groups  
 MSW 550 (3) Theories & Models for Generalist Practice: Communities and Organizations  
 MSW 560 (3) State-Level Advocacy and Social Policy Analysis  
 MSW 570 (3) Research Methods in Social Work  
 MSW 580 (3) Generalist Field Placement  
 MSW 585 (1) Generalist Field Placement Seminar

### **MSW I - Summer Electives**

MSW 620 (1) Writing for Social Work Practice  
 MSW 625 (2) Crisis Intervention and Trauma  
**\*ASAP students required**  
 \*MSW 600 (3) Ethics & Values  
 \*MSW 610 (3) Social Justice & Human Rights

### **MSW II/ASAP**

#### **Fall Semester**

MSW 630 (3) Theories & Models for Advanced Practice, Individuals & Families  
 MSW 640 (3) Theories & Models for Advanced Practice with Groups  
 MSW 650 (3) Practice and Program Evaluation I

MSW 660 (3) Advanced Field Practice I  
MSW 665 (1) Advanced Field Seminar I

**Elective options-Hybrid (choose minimum of 1 practice area):**

MSW 631 (2) Evidence Based Practice I  
MSW 633 (2) Substance Use and Behavioral Healthcare I  
MSW 641 (2) Social Action & Advocacy I

**Spring Semester**

MSW 670 (3) Theories & Models Advanced Practice, Communities & Organizations  
MSW 680 (3) Fed-level Advanced and Policy Analysis  
MSW 690 (3) Practice and Program Evaluation II  
MSW 700 (3) Advanced Field Placement II  
MSW 705 (1) Advanced Field Placement Seminar II

**Elective options- Hybrid (choose the same practice area(s))**

MSW 632 (2) Evidence Based Practice II  
MSW 634 (2) Substance Use and Behavioral Healthcare II  
MSW 642 (2) Social Action & Advocacy II

## Professional Standards of Performance

### NASW Code of Ethics

The NASW Code of Ethics is a set of values and principles that serve as a foundation for ethical decision making in daily conduct and practice. MSW students are expected to be aware of the Code of Ethics and abide by the prescribed values, norms, and behavior upon entering the program. The NASW Code of Ethics may be accessed here: <https://www.socialworkers.org/About/Ethics/Code-of-Ethics/Code-of-Ethics-English>.

### Diversity, Equity, and Inclusion

Diversity and inclusion are essential to Capital University's mission of transforming lives through higher education. Diversity refers to the differences that exist among people. Inclusion denotes the proactive behaviors that facilitate an environment that allows each person to feel welcomed and affirmed.

Our community:

- Values and creates a welcoming and supportive environment that honors and engages the many aspects of diversity and dignity for all;
- Intentionally seeks to attract, nurture, and retain diverse students, faculty, and staff;
- Fosters acceptance, respect, and appreciation of all persons regardless of background as vital to our campus community;
- Celebrates our commonalities and unique differences and asserts that diversity broadens learning, stimulates creativity, and promotes the exchange of ideas.

## **Human Dignity Policy**

Capital University prepares individuals to be knowledgeable, independent, and critical thinkers, educated in leadership, and committed to service in an increasingly diverse society. All members of Capital University are expected to learn how to navigate a diverse society appropriately. As we come to learn and grow together, acts of intolerance may occur and result in harm to others, therefore the university has established this Human Dignity and Bias Incident Policy. Members of the Capital University community must respect all persons regardless of age, ancestry, color, disability, gender identity or expression, genetic information, military status, national or ethnic origin, race, religion or religious affiliation, sex, sexual orientation, protected veteran status, or any other characteristic protected by law (hereafter “protected status”). Capital University deems it unacceptable for its students, faculty, and staff to engage in conduct (words or actions) that is intended to be, or that is reasonably foreseeable to be, threatening, abusive or intimidating to any member of the university community including students, faculty, staff, guests, and contracted services employees. Conduct that violates this policy typically: A. Has the purpose or effect of unreasonably interfering with an individual or individuals’ work or educational environment; or B. Is directed at an individual or individuals on the basis of their protected status; or C. Is abusive or severely humiliating. Bias incidents and hate crimes are antithetical to the standards and values of the University, violate University policy and, in some instances, state and federal law, and will not be tolerated. Also prohibited is retaliation against an individual who makes a bias report or who participates in the information-gathering or resolution of such report. Retaliation is a policy violation separate from the complaint of bias and will be considered independently from the merits of the underlying matter. Retaliation is a serious violation of this policy and will, upon a finding that retaliation has occurred, subject the individual to disciplinary action up to and including separation from the University. Complaints of such conduct shall be heard and disciplinary action may be taken consistent with the provisions of the Capital University student handbook, the faculty handbook, or the administrative and staff handbook.

## **Non-Discrimination, Harassment, and Retaliation**

Capital University is an equal opportunity institution committed to a diverse and inclusive university community. Capital is committed to providing a working and learning environment that is free from discrimination, harassment, retaliation and other unlawful conduct and that assures the fair and equitable treatment of all individuals. The University abides by all applicable federal, state and local laws that prohibit discrimination based on any legally protected statuses, and that prohibit retaliation. Capital University does not discriminate on the basis of age, ancestry, color, disability, gender, gender identity or expression, genetic information, military status, national origin or ethnicity, race, religion, sex, sexual orientation, protected veteran status, or any other characteristic protected by law (hereafter “protected status”) in its admissions, educational programs or activities, and employment. Capital University will not tolerate discrimination, harassment and retaliation (hereafter “prohibited conduct”) by or against its employees, faculty, students, vendors, volunteers or visitors through words or actions based upon an individual’s or group’s protected status. Prohibited Conduct includes

sexual harassment and sexual violence; however, all sex and gender-based discrimination is handled under the University's Sex or Gender-Based Harassment, Discrimination and Sexual Misconduct Policy. Also prohibited is retaliation against any individual who seeks relief or participates in a proceeding under this policy or through other legal means. Retaliation is an offense separate from the complaint of discrimination or harassment and will be considered independently from the merits of the underlying matter. Retaliation is a serious violation of this policy and, like other Prohibited Conduct, will, upon a finding that retaliation has occurred, subject the individual to disciplinary action up to and including separation from the University. The University will take prompt and effective measures to assure that Prohibited Conduct does not occur. All charges of Prohibited Conduct in violation of this policy will be taken seriously. Any person found to have engaged in Prohibited Conduct will be subject to corrective action up to and including dismissal. The University strongly urges employees, faculty students, vendors, volunteers or visitors to report all possible violations of this policy. This policy against discrimination, harassment and retaliation applies to all University students and to all faculty, administrators, and staff members (collectively "University employees"), as well as vendors and guests. This policy is not intended to impair or limit the right of anyone to seek a remedy available under state or federal law.

### **Sex or Gender-Based Harassment, Discrimination, and Sexual Misconduct**

The University is committed to ensuring a safe environment free from all forms of sex or gender based harassment, discrimination, and sexual misconduct. All members of the University community, including students, faculty, staff, guests, and visitors, are expected to conduct themselves in a manner that does not infringe upon the rights of others. The University takes the position of zero tolerance for sex and gender-based misconduct. Zero tolerance means that when an allegation of misconduct is brought to an appropriate administrator's attention, protective and other remedial measures will be used to reasonably ensure that such conduct ends, is not repeated, and the effects on the individual whose rights have been violated as well as the effects on the community are remedied, including serious sanctions when a responding party is found to have violated this policy. This policy has been developed to reaffirm these principles and to provide recourse for those individuals whose rights have been violated. This policy is intended to define community expectations and to establish a mechanism for determining when those expectations have been violated. Capital University uses preponderance of the evidence (also known as "more likely than not") as the standard of proof to determine whether a violation of this policy occurred. Legal terms, such as "guilt," "innocence," and "burdens of proof" are not applicable, as individuals are either found "responsible" or "not responsible" for a violation of this policy and it is neither party's burden to prove their case. The University never assumes a responding party is in violation of the University policy, and the University's objective is to provide a transparent, thorough, and fair process. Only incidents falling within the narrow definition of sexual harassment under the Title IX Regulations of 2020 will be investigated and, if appropriate, brought to a live hearing through this policy. The University remains committed to addressing any violations of its policies, even those not meeting the narrow standards defined under the Title IX Final Rule. To the extent that

alleged misconduct falls outside this policy, or misconduct falling outside this policy is discovered in the course of investigating covered Title IX misconduct, the University retains authority to investigate and adjudicate the allegations under the policies and procedures defined within the University's Nondiscrimination Policy and/or the Student, Faculty, or Staff handbooks.

## Graduate Program Policies and Services

### Academic Advising

An academic advisor from the program will be assigned to each student.

The student will be responsible for:

- Their academic decisions and actions.
- Planning their academic program of study, including scheduling and progress toward the degree.
- Their academic standing.
- Being knowledgeable about the Graduate Handbook, Graduate Bulletin, MyCap, and policies and procedures concerning university or program regulations and degree requirements.
- Maintaining personal records of academic progress, work and achievements.
- Being prepared for academic advising sessions with all necessary materials.
- Consulting with their advisor in a timely manner.

The Academic Advisor will be responsible for:

- Assisting in the planning of the academic program of study.
- Assisting in providing information concerning academic regulations, course requirements, prerequisites, and graduation requirements.
- Acting as a mentor.

### Academic and Professional Integrity

<https://bulletin.capital.edu/content.php?catoid=21&navoid=778>

Graduate students are expected to be honest, ethical, and professional in all coursework, practicum and internship, and professional endeavors. Students are expected to submit their own work for academic evaluation. Students may be dismissed for a breach of academic or professional integrity, including but not limited to cheating, plagiarism, falsification of data, commission of acts that jeopardize the welfare of clients and behavior inconsistent with professional or ethical standards. Plagiarism is defined as meeting any academic requirements in part or in full by presenting intentionally or unintentionally the work, ideas, or writing of another as one's own.

Capital University affirms the principle that all individuals associated with the academic community have a responsibility for establishing, maintaining, and fostering an understanding of and appreciation for academic integrity. Academic integrity engenders trust that a student's work submitted to faculty or university personnel for academic

evaluation will be the student's own. Students are expected to be honest and ethical in their academic endeavors when incorporating the intellectual ideas of others to support their academic work. A violation of Academic Integrity is considered to be any action or attempted action that may result in creating an unfair academic advantage for oneself or an unfair academic advantage or disadvantage for any other member or members of the academic community. This includes but is not limited to alteration or attempted alteration of University documents, cheating, collusion, departmental or course regulations, disturbances in the classroom, fabrication/falsification, misrepresentation, plagiarism, sabotage, and unauthorized use of an electronic device. Students are encouraged to first consult with their faculty regarding assignments, rather than risk serious academic consequences that may result from committing a violation. For more information regarding the Academic Integrity Policy, please consult the Student Handbook.

For students enrolled in the Social Work Department, allegations of academic misconduct are heard by the Student Assessment Monitoring Committee. This body may decide to take no action, impose warning, probation or suspension, or recommend dismissal to the full faculty of the Education Department. Appeals of decisions (related to warning, probation and suspension) may be made to the Provost. Appeals of dismissal decisions can be made to the Provost/VPAA only on the basis of new information.

Self-awareness and self-regulation are important components in the social work profession. Students are expected to work on improving their self-awareness (knowledge of one's character and beliefs and the impact it may have on others), taking corrective feedback, and examining how their beliefs and attitudes impact their belief system. It is important for students to understand that two things can be true at the same time and that everyone has their own lived experiences. Self-awareness is a work in progress and is always developing.

### **Academic Probation and Dismissal**

It is expected that students will receive a grade of "B" or higher in all academic classes. A grade below a "B" may require the student to retake the course and/or undergo remediation as recommended and written by their faculty. A cumulative GPA of 3.0 or better is required for a student to remain in good academic standing. The first time a student's semester grade falls below 3.0, the student will be placed on academic probation. If a student has a second consecutive semester in which the cumulative GPA falls below 3.0, the student may be dismissed. Program faculty will review the student's file with the advisor and make a recommendation to the MSW Program Director and the Social Work Department Faculty.

### **Adding / Dropping Courses**

<https://bulletin.capital.edu/content.php?catoid=21&navoid=778>

Please refer to the Adding/dropping courses section under the academic policies and procedures area of the bulletin.

## **Dismissal**

The Social Work Department reserves the right to dismiss any student at any time with good cause. Notification of dismissal is sent in writing from the Office of the Department Chair.

## **Equal Opportunity Policy**

Capital University admits qualified students regardless of race, sexual orientation, class, religion, gender, age, disability, or national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the university. It does not discriminate on the basis of race, sexual orientation, class, religion, gender, age, disability, or national or ethnic origin in admission, employment, programs, services or activities.

Persons having inquiries regarding compliance with Title VI, Title IX or Section 504 may contact University Counsel at 614/236-6425 or the U.S. Department of Education.

## **Graduation Requirements**

Formal graduation ceremonies are scheduled once a year, at the end of the spring semester. To qualify for graduation, candidates must have a cumulative GPA of at least 3.00 after completing the requisite 64-credit hours. All candidates must complete an application for graduation, available online from the Registrar's Office during the semester BEFORE the one in which they plan to complete their course work.

The application for graduation will prompt a program evaluation regarding eligibility for graduation. Details regarding the commencement exercises are sent to students in the early Spring. Diplomas are awarded at the end of each semester; however, formal graduation ceremonies are held only at the end of spring semester.

PLEASE NOTE: ONLY THOSE STUDENTS WHO HAVE COMPLETED ALL REQUIRED COURSE WORK MAY PARTICIPATE IN THE GRADUATION CEREMONY.

## **Incompletes**

A grade of Incomplete indicates that work has not been completed by the end of the semester or module due to circumstances beyond the student's control. An Incomplete is student initiated. If the Professor thinks the situation warrants an Incomplete, an Incomplete form will be filed with the Registrar's Office. To remove the "I" grade, the student must satisfy conditions set-up by the Professor within the specified time table and a new grade must be submitted to the Registrar no later than eight weeks after the last day of the semester or the Professor's discretion in which the student enrolled in a full term course (15 weeks) or three weeks after the conclusion of a modular course (7 weeks). If an Incomplete grade is not removed on or before these dates, the student will receive an "F" (Failing Grade) for the course.

## **Leave of Absence**

A student may find that it is not possible to participate in graduate course work for a period of time. In such cases, a Leave Status form must be filed through the Adult and Graduate Education Office for each term of leave including summer. A student can be on leave for two consecutive terms without penalty only if the appropriate forms have been completed and submitted to your advisor. By filing this leave form, the student continues to receive communications. This leave of absence does not apply to students with non-degree status.

If a student remains on leave for a third consecutive term, or if no “leave status” form is filed, the student must be readmitted to the University and the Education Department. The student readmitted to the University and Education Department will reenter under the current policies and procedures, which may differ from the original policies and procedures. Course work that is completed four or more years previous to readmission must be evaluated by the faculty at the time of readmission.

## **Readmission to the Program**

Candidates, who officially withdraw from the program, have been on official leave for more than two consecutive terms and subsequently wish to return, or who fail to submit a leave form, must seek readmission through normal admission procedures. If a candidate does not register for any classes for three consecutive semesters, that candidate will be regarded as having withdrawn from the program, unless good cause can be shown. Readmission, after withdrawal, requires completion of a new application form, payment of the application fee and a current review as to whether the re-applicant meets current admissions standards. Thus, application for readmission does not guarantee acceptance.

## **Attendance and Participation**

Students in the Capital University MSW Program are expected to attend, engage, and participate in all of their courses. In cases of emergency, family crisis, illness, or other unforeseen circumstances that fall within the acceptable excused absence requirement by the University, please notify the instructor before class and bring the proper documentation to the next class. **Please note that if you miss 25% or more classes across the semester, then you will be unable to pass the course.**

## **Title IX**

Capital University does not discriminate against students, faculty or staff based on sex in any of its programs or activities, including but not limited to educational programs, employment, and admission. Sexual harassment, including sexual violence, is a kind of sex discrimination and is prohibited by Title IX and by the University.

The University is committed to responding promptly and effectively when it learns of any form of possible discrimination based on sex. The University responds to reports of sexual harassment, including sexual violence, as part of its efforts to stop the harassment and prevent its recurrence of possible sex discrimination. An individual who



has questions or concerns regarding possible discrimination based on sex should contact:

Deanna N. Wagner  
Dean of Engagement and Success  
Title IX Coordinator  
614-236-6904  
[dwagner1453@capital.edu](mailto:dwagner1453@capital.edu)  
[titleix@capital.edu](mailto:titleix@capital.edu)

### **Federal Credit Hour**

Except as provided in 34 CFR 668.8(k) and (l), a credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than – (1) One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or (2) At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

## **Academic/Non-Academic Grievance Policy**

### **Student Academic Grievance Procedure**

The Student Code of Conduct printed in the online student handbook outlines the rights and responsibilities of undergraduate and graduate students attending the university. The objective of the procedures delineated in the following is to encourage prompt and informal resolution of complaints and to provide recourse, when necessary to formal and orderly procedures for the satisfactory adjustment of academic and non-academic grievances. Where procedural provisions in the following are inconsistent with provisions in the faculty, administrative and staff handbooks governing the conduct of university employees, the provisions of those handbooks shall be controlling

#### **What is an Academic Grievance?**

A student academic grievance exists when a student alleges that they have suffered a capricious or unfair application of University academic policies and regulations or has been unfairly or capriciously evaluated with respect to academic performance.

#### **What is a Non-Academic Grievance?**

A student non-academic grievance exists when a student alleges that they unfair treatment by University staff or faculty that constitutes an abuse of power and/or authority, unjust or unfair treatment relevant to other students and/or other academic programs, or being asked for tasks not relevant to academic plan of study.

## Student Academic Grievance Resolution

**Level I Student/Faculty/Staff Discussion Level** – A student grievance should be worked out at the first level for better understanding of all those concerned. The student should begin at this level by contacting the faculty member whom the grievance is against for information discussion and reconciliation. If a solution cannot be obtained at this level, the student has the right to proceed to Level II.

**Level II Student/Mediator/Faculty Discussion Level** – Normally, within three academic days after the completion of the discussion at the student/faculty level (Level I), the student must send a letter to the program director and department chair informing her/him of the nature of the grievance and the student's intention to proceed with Level II. A copy of this letter is to be forwarded to the Provost/Vice President for Academic Affairs (VPAA).

The department chair will appoint a mediator (faculty or staff) satisfactory to both the student and the faculty member to attempt to resolve the matter. If the grievance cannot be resolved through mediation, the student must contact the department chair to discuss whether to proceed to Level III.

**Level III Committee Level** – The student must submit a letter to the Provost/VPAA normally within five academic days requesting the formation of a grievance committee. This letter should state the grievance and inform the Provost/VPAA that no resolution has been reached prior to this point and a grievance committee is needed. The Provost/VPAA may reject the appeal, or if the Provost/VPAA believes there is potentially merit in the student's case, a committee will be appointed to hear the case. The Provost/VPAA will appoint a committee consisting of three faculty from the college of the student and two students. The Provost/VPAA contacts the committee regarding the student's intent and calls the committee into session normally within a reasonable time of the receipt of the student's letter requesting the committee hearing. Both sides present their arguments and a decision is reached. The student and the faculty member have the right to be present throughout, and the hearing is not open to the public. If the committee believes, as a result of this review, that there is merit in the student's appeal, the committee may suggest to the instructor that some other action be taken. **It is the instructor who makes the final decision as to the grade awarded.** The decision of the committee will be reported in writing to the student, the instructor, the instructor's academic chair, and the Provost/VPAA. (The students and faculty members will receive the committee's decision in writing)

**APPEAL** – Any grievance involving unfair or capricious proceedings by the committee shall be handled by the Provost/VPAA who may, after hearing the student's allegations

and reviewing all the factors involved, determine that the hearing at Level III is null and void and request the chairperson of the College Faculty convene a new committee to rehear the original grievance. The student must make the request for a new hearing in writing to the Provost/VPAA within five academic days of the receipt of the original committee's decision.

The committee's decision may be appealed to the Provost/VPAA by either the student or the faculty member. The Provost/VPAA may affirm or reverse the committee's decision, or order a new hearing. Any appeal should be requested in writing within five academic days after the decision is mailed to the person appealing.

## Academic Resources

### Directory of Offices

The post office address of the university is:

Capital University

1 College and Main Street

Columbus, Ohio 43209-2394.

The switchboard number is: 614/236-6011.

- **Adult and Graduate Education** Admissions are managed through the Adult and Graduate Education office; application requests, program and degree information, registration, course withdrawal or leave of absence – 614-236-6996
- **Bookstore** – 614-236-6116.
- **Career Development** – 614-236-6606.
- **Center for Excellence in Learning and Teaching (CELT)** – 614-236-6327
- **Education Department General Questions** – 614-236-6392
- **Education Department Graduate Programs** – 614-236-6264
- **Finance Office** – student financial accounts, payment plans and general financial information, 614-236-6123.
- **Financial Aid** – financial assistance, including scholarships, grants, loans and part-time employment. 614-236-6511.
- **International Education** – program information about study abroad and admission information for overseas students, 614-236-7102.
- **Law School** – program, admissions, degree information, catalog requests. 614-236-6500.
- **Media Relations and Communication** – 614-236-6945.
- **Office of Diversity and Inclusion** – 614-236-6181.
- **President** – general interest of the university, 614-236-6908.
- **Publications and Marketing** – 614-236-6196.
- **Registrar** – student academic records, transcripts, graduation requirements and veterans' affairs, 614-236-6150
- **Sports Information** – athletic event publicity and publications 614-236-6174.
- **Student Activities** – 614-236-6901.

- **Student Affairs** – student services 614-236-6611.
- **Vice President for Academic Affairs/Provost** – general academic matters, 614-236-6108.

## Adult and Graduate Education

The Adult and Graduate Education office serves as a one-stop shop for all adult and graduate student services. Contact information: 614-236-6996 or [adult-grad@capital.edu](mailto:adult-grad@capital.edu)

## Academic Success

Academic Success provides valuable support services and resources for students as they study and work to meet their academic goals. Regular drop-in and appointment hours are available for the Math, Science, Writing, and Advising Centers. Students can schedule an appointment ahead of time by calling Academic Success at 614/236-6327, e-mailing [/academicsuccessws@capital.edu](mailto:academicsuccessws@capital.edu), or stopping by the Academic Success location on the second floor of Blackmore Library. You may also visit the webpage at: <https://www.capital.edu/academics/academic-resources/academic-success/>

## Students with Disabilities

Capital University welcomes individuals with disabilities to be an integral part of the university community. To ensure access, and in accordance with Title III of the Americans with Disabilities Act of 1990 (ADA), ADA Amendments Act of 2008 (ADAAA), and Section 504 of the Rehabilitation Act of 1973, Capital University provides reasonable accommodations and support services to qualified individuals with disabilities.

Accessibility Services (AS) provides individualized services for students, faculty/staff, and other community members with disability related needs. Service areas include admissions, academics, housing, employment, facilities accessibility, and social/personal issues related to disability. Individuals with disabilities who wish to receive services from AS are responsible for disclosing their disability to AS and should complete the registration process at least 6 weeks prior to the desired start date for most services.

The forms can be located in the Office of Accessibility Services or online at <https://www.capital.edu/about/accessibility-services/>. Questions may be directed to Accessibility Services by calling 614/236-6611 or by e-mail [accessibilityservices@capital.edu](mailto:accessibilityservices@capital.edu).

## Bookstore

The University bookstore, located on the first floor of the Campus Center, sells all required textbooks and most academic supplies, personal care products, greeting cards, souvenir T-shirts and other gift items. Visa and MasterCard are honored.

Regular Hours are:

Monday – Friday

Fall, Winter, Spring Hours 8:30 a.m. – 5:00 p.m.

Summer Hours 8:00 a.m. – 4:00 p.m.

The bookstore is closed on weekends and holidays. Hours vary during vacation and at the beginning of each semester. Call 614-236-6116 to confirm hours if you want to use the bookstore outside of regular hours. There are also additional hours at the beginning of each semester. [Textbook return policy](#): See bookstore.

## Library and Information Technology

The Blackmore Library, named for Capital's 12th president, Josiah H. Blackmore, supports classroom activities and independent learning by Capital University students.

The staff of the Blackmore Library is committed to the academic success of all Capital students. The library demonstrates this commitment with a wide range of services and resources. Library instruction is provided in various formats, including in-class sessions, personalized appointments and streaming video tutorials available on the library web page. Professional librarians staff the Reference Desk and questions may be submitted via email to [refdesk@capital.edu](mailto:refdesk@capital.edu), by telephone 614-236-6351 and in person.

The library website is the gateway to a robust collection of online resources available 24/7. These include hundreds of research databases that are accessible on campus and off campus. Library resources include e-books, e-journals, DVDs, and CDs as well as traditional library materials.

The Blackmore Library is an information commons style library. Students can locate books, articles, and then write their papers on the library computers. Food and drink is permitted in all areas of the library, and there are vending machines in the 24-hour study area for snacks and beverages.

The Library is open Monday through Thursday, 7:30 a.m. to midnight; Friday, 7:30 a.m. to 6:00 p.m.; Saturday, 1:00 p.m. to 5:00 p.m.; and Sunday, 1:00 p.m. to 11:00 p.m. Please check the website for holiday or special hours.

The Office of Information Technology, located in the first floor of Blackmore Library, provides services involving telecommunications, computer labs, service desk, instructional technology and academic support, ID services, website management/development, classroom/multimedia support, network/user account administration, and security and incident response. All computer, telephone questions

or requests should be directed to the I.T. Service Desk by phone: 614/236-6508 or by e-mail at [servicedesk@capital.edu](mailto:servicedesk@capital.edu).

Capital University has three I.T.- run computer labs on campus located in the lower level of Blackmore Library, the Campus Center and Battelle Hall. In addition, there are satellite labs located in each of the four residence halls, which are open 24 hours a day. The computer equipment located in the computer labs is networked and uses integrated software. This allows students direct access to e-mail, the Internet, and various software applications, such as word processing, spreadsheets and presentation software.

E-mail accounts are available for all students. Students needing an e-mail account may request one from the I.T. Help Desk at 236-6508. Web accounts are automatically created when an e-mail account is assigned. Therefore, students have the opportunity to create their own Web page using the Capital University Web server.

### Writing Assistance

Graduate students who require help with writing or assistance to successfully achieve the writing competency should contact the Office of Student Success.

## Student Life and Student Services

### Campus Center

The Harry C. Moores Campus Center is a multipurpose university facility for members of the campus community and their guests. The center is the focal point of many campus activities. The main dining room, Crusader Club snack bar, mezzanine dining room, campus mail room, student mailboxes, bookstore, recreation center, information desk, commuter lounge, Schneider Lounge, satellite computer lab, design center, meeting rooms and offices of several student organizations are located in this building. It also houses several administrative offices including Career Services, Community Development, Residence Life, Student Activities and Student Services. The regular hours of the Campus Center are 7 a.m. – 11 p.m., seven days a week. The director of Student Activities (614/236-6901) serves as the building manager.

### Campus News

The campus newspaper, *The Chimes*, is published once a week. The new edition is available throughout campus each Thursday. *The Chimes* will keep you informed about campus-wide events and activities. Pick up a copy – it's free!

### Capital Center

A state-of-the-art facility with a 2,200-seat performance arena, an indoor track, multipurpose forum, a fitness center, and classrooms. The adjacent Bernlohr Stadium

has seating capacity for 3,400 people. The Capital Center hosts athletic events, commencement activities, convocations, rallies, concerts and other gatherings of the Cap Family and the Bexley community.

The Capital Center provides opportunities for intramural activities and athletics including a track and field program for men and women.

## Religious Life

As an institution of the Evangelical Lutheran Church in America, Capital University believes that the religious, social, racial and ethnic diversity of the campus community is an ideal environment in which to celebrate with the implications of the Gospel of Jesus Christ.

While the tradition and heritage of the university is distinctively Lutheran, all religious programming is governed by the principle that different groups of believers will do everything together that they can, and respectfully do separately those things that their doctrines and traditions do not encourage them to do together.

In this spirit, Capital offers Sunday worship, Wednesday chapel, Thursday evening worship, Biblical and life education opportunities, service opportunities and pastoral counseling in a cooperative, ecumenical way. There are also regular opportunities for distinctive experiences (Lutheran Eucharist, Catholic mass, etc.). Capital is committed to the development of the whole person and a whole community.

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## Tuition and Fees Payment

The payment options available to Capital University registered students are payment in full by term, a semester payment plan and a tuition assistance plan offered by your employer or agency that is approved. The first option is full payment of all tuition charges by the billing due date, typically the third week of August for the fall semester, first week of January for the spring semester and mid-May for the summer semester. Capital University also offers a semester payment plan that is shown below:

### Capital Pay Plan

Capital Pay Plan provides an option to help students and families manage college costs by dividing tuition and other expenses into smaller payments.

All students will access Capital Pay Plan through the [myCap self-service portal](#) under the Student Finances tab. For your convenience, current balance and other account information will be available 24/7 through your Capital Pay Plan account.

### How Does It Work

Capital Pay Plan payments follows the academic calendar. Tuition and fee payments are made in equal installments using the following schedule. Payments are based on the current semester balance and will update and adjust if financial aid or other fee amounts change.

- Spring semester = 4 payments (January – April)
- Summer semester = 3 payments (May – July)
- Fall semester = 4 payments (August – November)
- Payment plans can be set-up for current semester balances only. Prior balances should be paid separately through the Student Accounts Office.
- Capital Pay Plan does not allow for pre-scheduled payments. Students will be notified in the [myCap service portal](#) when payments are due. Family members wishing to have access to Capital Pay Plan must be given proxy access by student in [myCap](#).

## Pre-Authorized Third Party Payment

Students who have received pre-authorization for full tuition reimbursement or a percentage of tuition reimbursement for a specific course or courses from the military, Bureau of Vocational Rehabilitation, or a particular employer tuition plan, must submit all forms and instructions to the Student Accounts Office prior to the billing due date. Please note, however, that in all cases the student is ultimately responsible for the payment of your account balance.



## Financial Aid

<https://www.capital.edu/admission-aid/office-of-financial-aid/>