
III. SCHOOL POLICIES GOVERNING ACADEMIC MATTERS

A. Class Attendance

Students are expected to attend all of their classes. Course instructors will give notice of their particular attendance policy early in the term. Excessive absences may lead to a failing grade, and are to be brought to the attention of the student and the faculty advisor by the course instructor.

B. Grades in Academic Courses

Letter grades from "**A**" through "**E**" are given for class performance. "A" grades are given for exceptional individual performance and mastery of the material. The use of "A+", "A", and "A-" distinguish the degree of superiority. "B" grades are given to students who demonstrate mastery of the material. "B+" is used for students who perform just above the mastery level but not in an exceptional manner. "B-" is used for students just below the mastery level. "C" grades are given when mastery of the material is minimal. A "C-" is the lowest grade which carries credit. "D" grades indicate deficiency and carry no credit. "E" grades indicate failure and carry no credit.

I: (Incomplete) is used when illness or other compelling reasons prevent completion of work, and there is a definite plan and date for completion of course work approved by the Instructor. Any "I" grade remaining on a student's record more than two terms after the conclusion of the term in which the grade was awarded reverts to a permanent incomplete, and credit can be earned only by retaking the course. This limit includes the Spring/Summer term and applies regardless of the student's subsequent enrollment. A change in grade will not be accepted after two terms for any reason other than clerical error. Any exceptions to this policy must be approved by the Associate Dean.

Y: is used when the work exceeds the semester's time limit rather than when the student is unable to complete work designed to be finished within the semester.

W is shown on student transcripts for all courses dropped after the drop/add deadline. Students withdrawing from courses for health-related reasons may petition the Associate Dean to have those courses with a "W" designation permanently removed from the transcript.

NR: (No Report), is only used when a student listed on the grade report has not been attending the class or when the instructor is unable to submit a grade due to factors related to the instructor.

C. Grading Scale

The University of Michigan, School of Social Work, Master's Program is on a 9.0 grading scale, which translates as follows:

A+	9.0	B+	6.0	C+	3.0	D	0
A	8.0	B	5.0	C	2.0	E	0
A-	7.0	B-	4.0	C-	1.0		

Students can access their grades by calling 998-1645 or via Wolverine Access (wolverineaccess.umich.edu).

D. Grades in Field Instruction

D.1. Grading System

The grading system for Field Instruction (all 500 and 600 level Field Instruction courses) consists of S (satisfactory), M (marginal), and U (unsatisfactory). The student's assigned faculty liaison person is responsible for grading. Students are expected to adhere to the Social Work Code of Ethics, (See Section IV. G) to follow agency policies and procedures and to otherwise conduct themselves in a professional manner. Failure to meet these expectations may be reflected in field instruction grades and/or other action taken by the School (See Section III. F, Academic Misconduct).

In addition, grading for the field instruction is guided by the following definitions:

S: means that the quality of performance is acceptable and credit is granted for the course. The student has demonstrated through performance in Field Instruction at least 80% proficiency in all of the skills and skill levels identified in the appropriate course statement and specified in the educational agreement.

M: means that performance quality is less than satisfactory but short of failing. The student has demonstrated through performance in Field Instruction at least 60% to 79% proficiency in all of the skills and skill levels identified in the appropriate course statement and specified in the educational agreement.

U: means that the quality of performance is inadequate and no credit is granted. The student has failed to demonstrate through performance in Field Instruction at least 60% proficiency in all of the skills and skill levels identified in the appropriate course statement and specified in the educational agreement.

NR: (No Report), is only used when it is not possible to give a grade for the Field Instruction because a field evaluation has not been received and the faculty member cannot get sufficient information by phone or a visit to decide upon a grade.

D.2. Basis for Grading in Field Instruction

Grades are based upon the student's performance in Field Instruction. The faculty liaison arrives at a determination of a grade through examination of the following information sources and documents:

- a. Records, reports, logs, and other written material produced by the student.
- b. The field instructor's written evaluation of the student's performance.
- c. Reference to the relevant practice method and practice area course statements in the Field Instruction Manual.
- d. Reference to the educational agreement.
- e. Verbal assessments of specific aspects of the student's performance provided by the field instructor.

D.3. Consequences of M (marginal) and U (unsatisfactory) Grades

All students must receive Satisfactory grades for the 12 required Advanced Field Instruction credits. Students who do not meet this requirement must take additional field instruction work. Students with 3 credit exemptions from Foundation Field Instruction (SW 515/531) will have the exemption revoked if a grade below S (satisfactory) is received after the completion of the first advanced term of Field Instruction.

For students requiring 15 total Field Instruction credits, no more than 3 credits of Marginal grade in Foundation Field Instruction (SW 515/531) will count toward the M.S.W. degree.

No student may receive credit for a U (unsatisfactory) grade.

A student who is unable to meet minimum standards in field work may be terminated from the placement at any time.

E. Academic Standing and Discipline

E.1. Conditions Placing Students on Academic Probation

A student is automatically placed on academic probation when she/he fails to maintain good academic standing. Failure to maintain good academic standing is defined as: (1) having less than a "B" average, or (2) having accumulated 9 credit hours of incomplete grades, or (3) having a grade of U (unsatisfactory) in Field Instruction, or (4) having a grade of marginal in Foundation Field Instruction (515) or Advanced Field Instruction (691). In cases of initial automatic academic probation the student is informed by letter of the basis for the probation and that a plan must be worked out by the student and her/his advisor to remove the probation. The plan is forwarded to the Associate Dean for approval. The plan must include specific dates for assessing the student's progress during the semester. If the plan requires the notification of certain instructors (e.g., the need to finish an incomplete by a certain date, or do extra work to improve a grade), the Associate Dean would notify them. The approved plan is placed in the student's record,

with copies forwarded to both the student and the advisor. If the plan is not approved, the student's status would be reviewed by the Committee on Academic Difficulty. As appropriate, the advisor shall consult with the Office of Student Services regarding special services which the student may need.

E.2. Committee on Academic Difficulty

A Committee on Academic Difficulty is appointed annually by the Executive Committee. It consists of three faculty members and is chaired by the Associate Dean. It reviews students in academic difficulty and has the authority to disenroll students or allow them to continue in a probationary status. The following situations are subject to review by the Committee on Academic Difficulty:

- a. students who do not have approved plans to remove their probationary status.
- b. Students who receive "U" (Unsatisfactory) grade for any portion of field instruction or a grade of marginal for more than 4 credit hours of field instruction.
- c. Students who fail to maintain good academic standing for two consecutive terms.

If the disposition of a review by the Committee on Academic Difficulty is a recommendation for dismissal from the School and the only method of returning to School is reapplication, at the student's written request within two weeks of being notified of the recommendation of the Committee, the entire Executive Committee will meet to consider the case. At such a meeting the student is permitted to fully and freely present his or her position. The student also may be accompanied by his or her faculty advisor, or another Social Work faculty member chosen by the student, and that faculty member may speak on the student's behalf.

Students who do not adhere to the Social Work Code of Ethics (See Section IV. G.), do not follow agency policy and procedures, or do not conduct themselves in a professional manner in their field instruction or in the classroom may also be reviewed for academic misconduct (See Section III. F).

E.3. Registration for Subsequent Terms for Students on Academic Probation

Prior to the date for early registration for the subsequent term, the student's advisor is required to submit a brief report to the Associate Dean indicating the progress accomplished. If satisfactory progress has been achieved, the student may be permitted to register, with the approval of the advisor. If the plan has not been followed as approved, the student will not be allowed to register early. Students who remain on academic probation for a second term will not be permitted to register for the subsequent term. If early registration occurs, these students will not be permitted to attend class pending review by the Committee on Students in Academic Difficulty.

E.4. Failure to Remove Probationary Status

When the student fails to remove the probationary status, the Committee on Academic Difficulty reviews the case. The committee will hold a hearing that may include the student's advisor or another faculty member of her/his choice, the student and the Assistant Dean for Student Services. The committee decides whether to continue the probationary status or to disenroll the student.

If it is decided to continue probationary status, the committee specifies a plan of action with an explicit time table which must be communicated to all the parties involved including the various instructors. The advisor is responsible for implementing the plan, and informs the Associate Dean regarding its implementation. It is expected that none of the relevant instructors would undertake any independent action without prior consultation with the faculty advisor and the Associate Dean.

F. Student Code of Academic and Professional Conduct

Introduction

As is traditional in a community of graduate professional education, social work students are held to the highest standards of academic and professional conduct.

Unacceptable professional behavior is defined by the National Association of Social Workers Code of Ethics to which all social work students are expected to adhere (See section IV. G., which contains the Social Workers' Code of Ethics).

Unacceptable academic behavior includes not only violations of traditional standards of academic integrity such as cheating, plagiarism and lying, but also prohibitions against sexual harassment, discriminatory harassment, misappropriation of equipment and other violations against persons and property not acceptable in an academic, professional community.

I. Definitions of Unacceptable Academic Behavior

A. Cheating: Is an act of fraud or deception by which the offender gains or attempts to gain benefit from the School or its constituents, e.g. faculty, students, administration, field instruction. Examples of this offense include, but are not limited to the following:

1. Lying about the performance of academic work; obtaining a copy of an examination before it is officially available or learning an examination question before it is officially available;
2. Lying about circumstances presented as an excuse from examinations or other academic work;

3. Submitting the work one has done for one class or project to another class or project without obtaining the informed permission of the second instructor;
4. Misappropriating another student's work;
5. Allowing another person to do all or part of one's work and to submit the work under one's own name;
6. Receiving and rendering unauthorized assistance on an examination or other paper offered for credit; using unauthorized notes, study aids and/or information from another person on an examination or paper;
7. Misrepresenting financial affairs or the status of family relationships for the purpose of securing financial aid, residency or some other benefit from the University;
8. Misrepresenting any information required by or offered to the Admissions Office;
9. Plagiarism (see below).

B. Plagiarism: Using or otherwise taking credit for someone else's work or ideas, using the language of another without full and proper quotation or source citation or implicitly presenting the appropriated words or ideas of another as one's own (also see section IV. H.1.).

C. Property Conversion: Is any taking or destruction of the property of the School, the University or its faculty, students or staff and includes, but is not limited to:

1. Stealing or destroying notes, books, papers, audio and video tapes of other students, faculty or staff;
2. Vandalizing, hiding or otherwise misappropriating library books;
3. Stealing or destroying other school property;

D. Harassment: Harassment includes any assault upon, or threat against a member of the student body, the faculty or staff of the School or the University, or any other intentional conduct, including stalking, that has the purpose or effect of unreasonably interfering with an individual's educational performance or employment or creating an intimidating, or hostile environment for that individual's education, employment, living situation, or participation in a University activity;

E. Sexual Harassment: Sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education, employment, living environment, or participation in a University activity; or

2. Submission or rejection of such conduct by an individual is used as the basis for or a factor in a decision affecting that individual's education, employment, living environment, or participation in a University activity;
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's employment or educational performance or creating an intimidating, hostile, or offensive environment for that individual's employment, education, living environment, or participation in a University activity.

F. **Discrimination:** In taking actions or making decisions that affect the educational, employment or living environment of others, social work students are expected to comply with all laws and University policies prohibiting discrimination on the basis of race, sex, color, religion, creed, national origin or ancestry, age, marital status, handicap, sexual orientation, height and weight, or Vietnam era veteran status.

G. **Aiding and Abetting Dishonesty:** Providing material, information or assistance to another person with the knowledge or reasonable expectation that the material, information or assistance will be used to commit an act that would be prohibited by this code or that is prohibited by law or by the NASW Code of Ethics.

H. **Falsification of Academic Records and Official Documents:** Unauthorized alteration of documents affecting academic or University records or academic standing: falsifying information on an academic record, grade report, letter of permission, petition, clinical record and any other University document.

I. **Inappropriate Use of Computers and Other Facilities:** Violating the University's "Conditions of Use Policy", which defines proper and ethical use of computers and is incorporated under these policies and procedures.

J. **Falsification of Data:** Dishonesty in reporting results, ranging from sheer fabrication of data, improper adjustment of results and gross negligence in collecting and analyzing data, to selective reporting or omission of conflicting data for deceptive purposes.

II. Definitions of Unacceptable Professional Misconduct

A. Students are expected to adhere to the National Association of Social Workers Code of Ethics which is hereby incorporated under these policies and procedures and to the policies and procedures of the student's field instruction agency. It is the responsibility of the student to become acquainted with the aforementioned Code and relevant field instruction agency documents.

B. Other Unprofessional Conduct

The commission of a crime as defined by the laws of the State of Michigan or of the United States, especially laws involving the possession, use or distribution of illicit drugs, laws involving moral turpitude or other felonies and high misdemeanors which implicate the individual's character and fitness to practice as a professional social worker.

III. Sanctions for Violations of The Code of Academic and Professional Conduct.

A. It is recognized that the unacceptable behaviors described above are often indications of a need for assistance by the student. Each incident and each individual involved is unique and all mitigating circumstances should be considered with each infraction. However, violations of the Code are serious matters and will not be treated lightly. Possible sanctions include, but are not limited to one or more of the following:

1. Oral or written disciplinary warning or reprimand. Written warnings or reprimands may be placed in the student's file;
2. Requiring counseling as a condition of or return to a program, course of study or enrollment;
3. Noting misconduct on a student's transcript;
4. Requiring that a course or practicum experience be repeated;
5. Requiring that additional course work, research or written assignment be completed;
6. Restitution;
7. Performance of community service;
8. Suspension for a period not to exceed one year with or without stipulated conditions for re-admission to the School. Any courses taken elsewhere during the period of suspension may not be applied toward the social work degree.
9. Permanent Expulsion: A student who has been expelled may apply for re-admission after one year. His or her application will be considered by the Admissions Committee with proper regard for the opportunities of other students seeking admission to the School as well as with regard for seriousness of the offense and the interests of the offender in rehabilitation. Upon re-application the Admissions Committee shall have access to any records maintained under these policies and procedures. During the period of expulsion, the offender may not earn or receive credit for application toward the social work degree;
10. Withholding or rescinding the School of Social Work degree;
11. Any other sanction reasonably tailored to prevent and/or avoid the recurrence of the prohibited conduct.

B. Sanctions for violating any of the aforementioned provisions may be imposed only in accordance with the procedures hereinafter set forth. However, nothing in these rules shall be construed to impair:

1. The authority of the faculty members to establish course requirements and to evaluate student performance in a course or the field instruction;

2. The authority of the Dean with respect to any conduct by a student that does not constitute an offense under these rules;
3. The authority of the Dean or other authorized University official to employ such interim measures as he or she may deem appropriate for protecting the safety of individuals or maintaining conditions compatible with the educational process;
4. The authority of the University to employ administrative actions such as hold credits, library fines and so forth.

IV. Jurisdiction: Jurisdiction under these policies and procedures is as follows:

A. These rules and procedures apply to persons who are or have been enrolled as regular students in the MSW Program including all those in the full-time, part-time and extended degree programs.

B. In cases of academic misconduct, these rules and procedures shall also apply to persons who are or have been enrolled as Post-MSW students, Not Candidate for Degree students, University Extension Service students enrolled in social work courses or any other person on a special admissions status in the School of Social Work.

C. Jurisdiction over students enrolled in the Doctoral Program lies with the Horace H. Rackham School of Graduate Studies for charges related to academic misconduct. For charges related to professional misconduct during the course of studies leading to the MSW degree or charges not covered by the Rackham academic integrity policy, jurisdiction lies with the School of Social Work.

D. Jurisdiction over students who are or have been enrolled in social work courses as cognates from other schools and colleges within the University lies with those respective units. For students enrolled in dual degree programs between the School of Social Work and another School or College at the University of Michigan jurisdiction lies with the unit in which the alleged misconduct occurred.

E. In the event there is dispute or lack of clarity about which school or college shall take jurisdiction, the Dean of the School of Social Work, in consultation with the General Counsel's Office and the head of any other interested unit, shall decide which procedures to employ.

V. Procedures for Processing Alleged Infractions of the Code of Academic and Professional Conduct

A. Reporting Suspected Infractions and Preliminary Procedures

1. Any person may report an infraction of the Student Code of Academic and Professional Conduct to the Associate Dean for referral to the Ad Hoc Committee on Academic and Professional

Responsibility (hereinafter referred to as the Ad Hoc Committee or the Committee).

2. The Associate Dean or his or her delegate shall make a preliminary investigation into the allegations. This inquiry may include discussion with all parties involved and such consultation with other persons as the Associate Dean may deem appropriate. As part of this investigation, the Associate Dean shall discuss the charge with the student and the person, if any, chosen by the student to act as his or her advisor in these proceedings.
3. The Associate Dean, at the request of either party or at his or her on discretion may also refer the matter to the School Ombuds for informal resolution before formal hearings are commenced.
4. Unless the Associate Dean determines there is no reasonable basis for invoking these procedures, he or she will inform the alleged offender that the matter is being referred to the Ad Hoc Committee for resolution.
5. The Ad Hoc Committee shall consist of three faculty members, one of whom shall serve as Chair, appointed by the Associate Dean and at the option of the accused student, one member of the student body, who shall be appointed by the Social Work Student Union or the Doctoral Student Organization depending on the program in which the alleged offender is or was enrolled.
6. The alleged offender will be notified of the members of the Ad Hoc Committee on their appointment and may within three days of such notification object to the Associate Dean to the participation of any member of the Committee in the deliberations. If the objection is not resolved to the satisfaction of the alleged offender by the Associate Dean, the decision may be appealed to the Dean for final resolution.
7. Such Committee will be appointed within 30 days or as soon thereafter as practicable of the determination by the Associate Dean that a hearing should be conducted. If the appropriate student organization does not or cannot respond to the request for an appointment to the Ad Hoc Committee within 10 days of such request, the Associate Dean may appoint the student member.
8. The Chairperson of the Committee will notify the student in writing of the charge, setting forth the allegations with specificity and particularity, and offer the student the opportunity to appear at a hearing pursuant to these procedures. The notice shall include a copy of these procedures, and the time and place of the hearing. The student will be provided with a description of all known physical evidence and copies of all relevant documents.
9. The student shall receive two alternative times for a hearing. Should these times not be satisfactory to the student, the Committee shall make reasonable efforts to accommodate the student's preferred time.

B. The Hearing

1. The hearing shall be conducted by the Ad Hoc Committee with all members having voting privileges.
2. The student shall have an opportunity to appear before the Committee and present his or her case. The student may review all documents considered by the Committee, question all adverse witnesses, offer documentation and present witnesses. The Committee shall not be bound by legal rules of evidence and may limit testimony based on redundancy or lack of relevancy.
3. The student may be accompanied at the hearing by a personal advisor, who may be an attorney; however the advisor may not participate directly in the proceedings, but may only advise the student. If the student so requests, the Committee may ask a member of the faculty to serve as an advisor to the student.
4. If the student is planning to bring an attorney to these proceedings, he or she must notify the Committee at least seven days prior to the hearing.
5. The Committee may elect to invite University Counsel to attend the hearing. University Counsel may advise the Committee but may not otherwise participate in the hearing.
6. If the student fails or declines to appear at the hearing, the Committee may proceed to hear the case and make findings and recommendations without the student's participation.
7. The complainant may attend the hearing and be asked to provide information.
8. The hearing will be closed to the public and will be recorded by electronic means. The Committee will deliberate in private and such deliberations will not be recorded. The Committee's final report will be recorded in written form. Such report will contain findings of fact and recommendations for action.
9. The Ad Hoc Committee will forward such report to the Associate Dean, to the student and to Rackham if appropriate. Rackham or a special three person sub-committee of the School's Executive Committee appointed by the Associate Dean, as is appropriate, will receive the report and take action on the recommendations. The student shall be duly informed of the action taken.

VI. Appeals

A. First Appeal

1. The student may appeal the action by the special three person sub-committee within thirty days of receiving notification. Such appeal

must be in writing, setting forth the particularities of the appeal and submitted to the Associate Dean.

2. Within fourteen days of the receipt to the appeal petition, the School's Executive Committee shall be constituted as the Appeals Board.
3. Within 30 days thereafter, the Appeals Board will hold a hearing at which time the person appealing the decision may submit an oral and written statement setting forth reasons for relief. The Appeals Board has no authority to disturb the findings of fact determined by the Ad Hoc Committee, but may consider only procedural errors and any new evidence presented by the appellant. However, such new evidence will be confined to information which was not reasonably available to the time of the Ad Hoc Committee hearing.
4. Within the 14 days following the hearing the Appeal Board will render an opinion, which may affirm the prior decision, modify the sanctions imposed by the special three person sub-committee based on new evidence, or if there were procedural errors remand the case to the Ad Hoc Committee for further proceedings.
5. Such opinion will be rendered in writing and forwarded to the person appealing and filed with the Associate Dean.

B. Second Appeal

1. The Student may appeal to the Dean for relief from discipline. The Dean shall not disturb the findings of fact contained in the report of the Ad Hoc Committee, but he or she may consider any justification for leniency.
2. Such appeal shall be filed with the Dean within seven days of the decision of the Appeals Board and shall set forth reasons for a plea of leniency.
3. The Dean shall discuss the matter with the student within 30 days of the filing of the appeal and shall render a decision in writing to the student within 30 days of the final appeal meeting with the student.
4. In case the Dean is unavailable for an appeal meeting with the student, he/she may appoint a Special Appeals Officer from among the governing faculty to hear and decide upon the student's plea for leniency.

VII. Records

A. All documents and testimony recorded and reviewed in the hearing of the Ad Hoc Committee and all materials related to appeals will be placed in a sealed envelope and forwarded to the Associate Dean for filing. Such materials may be opened only as they may be relevant to the above appeals procedure, required by law or the student re-applies for admission or otherwise waives their right to privacy in the materials.

B. Any time after five years following the decision or its final appeal, the Dean may order that the record of the case be destroyed. However, matters which are relevant to an individual's character and fitness to practice in the profession of social work may be retained for ten years. (Adopted: 11/17/93)

F.1. Non-Academic Conduct Violations

The University has a student code covering non-academic conduct violations entitled, "Statement of Student Rights and Responsibilities." Students are responsible for knowing the contents of this document. (See Section IV.A.)

G. Registration and Web-Based Student Services

Wolverine Access: <http://wolverineaccess.umich.edu/>

Students register for classes and are expected to keep their address(s) up-to-date via the web service called Wolverine Access. Initial registration into the first Fall term occurs during the Fall orientation and registration period—see the academic calendar in this Guide for exact dates. Early Registration for the Winter term occurs in November; early registration for the Spring/Summer and Fall terms is held in late March or early April. This time period allows students to know their time commitments prior to the beginning of the term, and to be sure they are fulfilling degree requirements in a timely manner. Please see your Advisor prior to registering each term.

Students can also view their class schedules, grades, account information and order transcripts via Wolverine Access. The service also provides information on things to do in Ann Arbor, local weather forecasts, and U of M events.

All access to Wolverine Access requires both a username and umich (kerberos) password.

H. Entry to Closed Courses

Petition forms to enter a closed course are available in the Registrar's Office, (1772 SSWB). Once submitted to the Registrar they are routed to the Associate Dean for action. **Individual faculty members cannot admit students to their closed courses.** This both protects faculty from importuning students and provides all students with equal access to closed courses. As the petition form for entry to closed courses indicates, under nearly all circumstances the only petitions that are approved are those from graduating students who need the specific course to meet a graduation requirement. A recommendation from the student's faculty advisor is required on the petition form. Often, however, openings do occur in closed courses through the normal drop/add process. Students should check Wolverine Access for the open/closed status of classes. When a class re-opens students enter on a first-come basis by adding the course via Wolverine access.

I. Transcripts/Grades

Copies of student transcripts are not available through the School of Social Work. To order a transcript, go to G255 Angell or 1212 Pierpont Commons, at the University's Office of the Registrar, use Wolverine Access, or call (734) 764-8280 for information. Students can also receive information on posted grades by calling (734) 998-1645 or via Wolverine Access.

J. The Master of Social Work Degree Requirements

In order to graduate the student must fulfill the following requirements:

1. A minimum of two terms must be spent in full-time residence (9 or more credits in Ann Arbor campus-based courses per term).
2. 60 hours of credit must be completed unless advanced standing has been granted, in which case credits may be reduced in some instances to 45 hours. The distribution of required courses varies by concentration. (See Section V.B. for distribution requirements.)
3. Good academic standing must be maintained. That is, a grade average of B must be achieved and overall performance must be satisfactory in course work and in Field Instruction.
4. MSW degree students must complete all requirements for the degree within four (4) years of the student's first enrollment as a degree candidate in the University of Michigan School of Social Work. If that time limit is exceeded the student, with the approval of the faculty advisor, must petition the Associate Dean for an extension of time, giving reasons for the request, justifying the contemporary relevance and submitting plans for the completion of the work. The student may be required to take additional examinations or an additional amount of course work or both.

In order for the Office of the Registrar to evaluate whether or not a student has met the requirements for the MSW degree, the student is required to submit a degree/diploma application. That application is available outside the Registrar's Office (1772 SSWB) and must be submitted to the Registrar before any degree can be awarded.

Submission of the degree/diploma application by the following dates will permit the Registrar to audit the student's graduation requirements prior to the end of the drop/add period for the final term in which the student expects to be enrolled. This audit is designed to avoid last minute problems in meeting graduation requirements. The deadline dates are:

- ◆ for **December** graduation, by August 1;
- ◆ for **May** graduation, by November 1;
- ◆ for **August** graduation, by March 15 (by February 1 if you wish your name to appear in the University May Commencement Program Publication, as there is no August publication.)

Degree/diploma applications submitted after these dates may affect students early registration appointment times for up-coming terms, may result in a late audit of the student's graduation requirements and if a problem arises at a late date, may delay graduation, and can delay the receipt of the diploma. It is the student's responsibility to submit a degree/diploma application.

K. Graduation Ceremony

The School of Social Work holds two graduation ceremonies for our MSW students. These graduation ceremonies are held at the end of both the Fall and Winter Terms in accordance with University policy. All students completing their requirements for graduation at the end of Spring/Summer Term are invited to participate in either the preceding May or following December commencement exercises of the School of Social Work and the University of Michigan.

There is no graduation ceremony in August.

By holding the School of Social Work ceremonies at the same time as the University-wide exercises, students and their families are given the opportunity to participate in both ceremonies and related activities on campus. By participating in either the May or December ceremonies, students have an opportunity to celebrate their achievements with their fellow students, families and friends.

A graduation planning committee is formed at the beginning of the Winter and Fall semesters to plan the graduation ceremonies. The Planning Committees are comprised of student volunteers, a staff member from the Office of Student Services, and a faculty member appointed by the Student Services/Graduation Committee. Details are provided to degree candidates several months before graduation.