
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 result in a reduction in grade or 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 coursework 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 for Educational Programs.

Note: A grade of "I" stays on your academic record permanently. If you make up the coursework according to the guidelines stated above, your grade for the course will appear on your academic record as, for example, IB+ or IC.

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 for Educational Programs 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, Masters 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 www.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 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 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).

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 on 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 (S) 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 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 (M) grade in Foundation Field Instruction (SW 515/531) will count toward the MSW degree.

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

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

D.4. Auditing Courses

If a student chooses to audit a course they must enroll as such. Regular tuition and fees will apply, and the course will appear on the transcript with the notation VI (Visit). No other letter grade is awarded and no academic credit is earned. If the student does not complete the course to the satisfaction of the instructor, the course will be entered in the record with the notation "E" or "ED" (unofficial drop), unless the student has officially withdrawn.

In such cases the student is expected to inform the instructor of their status as an auditor. It is expected that the auditing student will attend all classes. The instructor and the student must agree on any additional expectations for the class in terms of assignments and/or other activities.

E. Registration and Web-Based Student Services

Wolverine Access: wolverineaccess.umich.edu/

Students register for classes and are expected to keep their address(es) 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 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 consult with your advisor prior to registering each term.

Students can 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 UM events.

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

F. Entry to Closed Courses

Petition forms to enter a closed course are available in the Registrar's Office, (1772 SSWB) and on the web at www.ssw.umich.edu/registrar (under forms). Once submitted to the Registrar they are routed to the Associate Dean for Educational Programs for action. **Individual faculty members cannot admit students to their closed courses.** This 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.

G. Transcripts/Grades

Copies of student transcripts are *not* available through the School of Social Work. To order a transcript, go to 1010 LS&A 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.

H. The Master's of Social Work Degree Requirements

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

1. Maintain good academic standing. That is, a grade average of "B" must be achieved and overall performance must be satisfactory in classroom-based and field instruction courses.

2. MSW degree students must complete all requirements for the degree within **four (4) years** of 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 Educational Programs for an extension, giving reasons for the request, justifying the contemporary relevance of any work taken more than six years prior to the expected degree date, and submitting a plan for the completion of the remaining work. The student may be required to take additional examinations or an additional amount of coursework or both.
3. Enroll for a minimum of two terms in full-time residence (nine or more credits in courses per term, including the Field Instruction).
4. Satisfactorily complete 60 credit hours, unless advanced standing has been granted, in which case credits may be reduced to 45 hours. The distribution of required courses varies according to the choice of Practice Method and Practice Area concentration.

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

I. Commencement Exercises

The School of Social Work holds two commencement exercises for our MSW students. These graduation ceremonies are held at the end of 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 commencement exercise 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 task group is formed at the beginning of the Winter and Fall semesters as a sub-group of the School's Student Services/Graduation Committee. The graduation planning task groups are comprised of student volunteers, a staff member(s) from the Office of Student Services, and one of the faculty members of the Student Services/Graduation Committee. Student membership to the Committee is solicited and appointed through the Social Work Student Union. Details are provided to degree candidates several months before graduation.