

Student Handbook 2026-2027

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TABLE OF CONTENTS

TABLE OF CONTENTS	2
THE CSSW HANDBOOK	6
KEY ATTRIBUTES OF A SOCIAL WORKER.....	7
CORE COMPETENCIES OF MASTER’S LEVEL SOCIAL WORK EDUCATION	9
SCHOOL OF SOCIAL WORK MASTER’S DEGREE PROGRAM OVERVIEW	10
ACADEMIC CALENDAR.....	13
PATHWAYS TO THE MSSW AT COLUMBIA	14
Two-Year.....	14
16-Month.....	14
One-Year Residency for Working Professionals (Reduced Residency)	14
Part-Time to Full-Time (Extended)	15
Advanced Standing Program	15
Transfer Program.....	16
Five-Term International Program.....	16
Part-Time Program	16
Dual Degree Programs	17
Minors	18
Curriculum Study Plans	19
SOCIAL WORK PRACTICUM	20
SPECIAL PROGRAMS.....	21
Accelerated Policy Practice	21
Evidence-Based Practice (EBP) Project for Persons with Mental Health Conditions	21
Psychedelic Therapy Training Program	21
ACADEMIC POLICIES AND GUIDELINES	23
Degree Requirements	23
Audit Policy.....	23
Transfer Credit Policies.....	24
Waiver Exams	25
Cross-Registration Policy.....	25

Independent Study	26
ATTENDANCE POLICY	27
Online Course Participation and Camera Use	27
Visitors and Minors in Class	28
REGISTRATION AND ENROLLMENT	29
Registration	29
Enrollment	29
Section Capacity, Waitlists, and Permissions	30
COURSE WITHDRAWAL	31
PROGRAM WITHDRAWALS, LEAVES, DEFERRALS AND RETURN	34
New Incoming Students: Deferral, Non-Enrollment, and Withdrawal	34
Leave of Absence	34
Types of Leave	35
Academic Record and Financial Impact	35
Program Withdrawal	36
Request Process for Leave of Absence or Program Withdrawal	36
Returning from Leave	36
Return and Reentry to the MSSW	38
GRADING	42
Credit Pending (CP)	42
Fail (F)	42
Incomplete (IN)	43
Unofficial Withdrawal (UW)	43
Grade Appeals	43
ACADEMIC PROGRESS	45
SATISFACTORY ACADEMIC PROGRESS	47
APPLICATION FOR DEGREE	50
TRANSCRIPTS AND OTHER RECORDS	52
Enrollment Verification	52
Veteran Education Benefits	53
Replacement Diplomas	53
Student Access to Records	53

Directory Information	53
Change of Address.....	54
Change of Name	54
LICENSING AND CERTIFICATION.....	55
FINANCIAL AID TOOLKIT	56
Billing and Payments	56
Cost of Attendance.....	56
Withdrawal Adjustment Schedule	56
VETERANS BENEFITS AND TRANSITION ACT	58
COLUMBIA IMMUNIZATION REQUIREMENTS AND INSURANCE	59
Columbia University Immunization Compliance	59
Covid-19 Policies and Procedures	59
University Health Insurance	59
COLUMBIA DISABILITY SERVICES.....	60
Registering with Disability Services.....	60
Animals in Academic Buildings.....	60
CAMPUS SAFETY AND SECURITY	61
THE FEDERAL FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA).....	62
COLUMBIA UNIVERSITY NON-DISCRIMINATION STATEMENT AND POLICY	63
COMMUNITY STANDARDS AND CODE OF CONDUCT: POLICIES AND PROCEDURES.....	64
Student Grievances	64
Complaints Regarding Distance Education	65
Reporting and Disciplinary Procedures.....	66
Student Conduct.....	66
Student Policies and Procedures on Discrimination, Harassment, Gender-Based and Sexual Misconduct and Consensual romantic and sexual relationships.....	70
INCLUSION AND IDENTITY SUPPORT.....	73
COMMITTEES AT THE SCHOOL OF SOCIAL WORK.....	74
Curriculum Committee.....	74
Diversity, Equity and Inclusion (DEI) Advisory Committee	74
Curriculum Area Concentration Committees.....	74
CSSW RESOURCES AND SERVICES FOR STUDENTS	75

Academic Affairs.....	75
Advising	75
Career and Leadership Management.....	76
Columbia Social Work Library	76
Computing Services	77
Diversity, Equity, and Inclusion	77
Student Affairs.....	78
Practicum Learning.....	79
Financial Aid	80
Writing Center	80
DEVELOPMENT AND ALUMNI RELATIONS	81
DOCTORAL PROGRAM.....	82
Course Requirements.....	82
Admission Requirements	82
Admission Procedures.....	83
SCHOOL OF SOCIAL WORK STUDENT UNION CONSTITUTION	84
Article I: Purpose	84
Article II: Membership and Representation.....	84
Article III: Executive Board and Representative Positions	84
Article IV: General Assembly Meetings.....	87
Article V: Accountability, Impeachment, and Vacancies	88
Article VI: Finances	89
Article VII: Elections and Appointments.....	89
Article VIII: Referenda	90
PROFESSIONAL SOCIAL WORK RESOURCES	91

THE CSSW HANDBOOK

The policies and procedures herein apply to all students enrolled in the Columbia School of Social Work. This document also contains important information related to admissions, registration, academics, degree requirements, standards of conduct, and financial aid. All master's and doctoral students should familiarize themselves with and follow the regulations of the University and the School of Social Work. Please be aware that lack of knowledge about the University or CSSW rules and policies does not excuse students who fail to comply with these regulations.

The degree and academic requirements in place normally will not change within any given academic year. However, policies and procedures are reviewed and updated annually. At times, a review of academic, financial, or other considerations may lead to changes in policies mid-year. The School of Social Work reserves the right to make changes at any time.

KEY ATTRIBUTES OF A SOCIAL WORKER

The following standards, distinguished from academic standards, describe the physical, cognitive, emotional and character requirements to provide reasonable assurance that students can complete the entire course of study and participate fully in all aspects of social work education and practice. Acquisition of competence as a social worker is a lengthy and complex process that will be undermined by significant limitations of the student's ability to participate in the full spectrum of the experiences and the requirements of the curriculum.

All students in the Columbia University School of Social Work are expected to possess the following abilities and attributes at a level appropriate to their year in the program. They are expected to meet these standards in the classroom, in their practicum, and elsewhere. Attention to these standards will be part of evaluations made by faculty responsible for evaluating students' classroom and practicum performance. ***Failure to demonstrate these key attributes consistently may lead to termination from the program.***

Communication Skills

The social work student must communicate effectively and sensitively with other students, faculty, staff, clients and other professionals. Students must express their ideas and feelings clearly and demonstrate a willingness and ability to listen to others. They must have sufficient skills in spoken and written English to understand the content presented in the program.

Self-Awareness

The social work student must know how their values, attitudes, beliefs, emotions and past experiences affect their thinking, behavior and relationships. The student must be willing to examine and change their behavior when it interferes with their work with clients and other professionals and must be able to work effectively with others in subordinate positions as well as with those in authority.

Professional Commitment

The social work student must have a strong commitment to the goals of social work and to the ethical standards of the profession. The student must be committed to the essential values of social work which are the dignity and worth of every individual and their right to a just share of society's resources.

Knowledge Base for Social Work Practice

The professional activities of social work students must be grounded in relevant social, behavioral and biological science knowledge and research. This includes knowledge and skills in relationship-building, data-gathering, assessment, interventions and evaluation of practice.

Objectivity

The social work student must be sufficiently objective enough to systematically evaluate clients and their situations in an unbiased, factual way.

Empathy

The social work student must endeavor to seek to comprehend another individual's way of life and values. They must be able to communicate this empathy and support to the client as a basis for a productive professional relationship.

Energy

The social work student must be resilient when experiencing undesirable effects of stress, exercising appropriate self-care and developing cooperative and facilitative relationships with colleagues and peers.

Acceptance of Diversity

The social work student must appreciate the value of human diversity. They must serve in an appropriate manner all persons in need of assistance, regardless of the person's race, ethnicity, national origin, color, sex, sexual orientation, gender identity or expression, age, marital status, political belief, religion, immigration status, or mental or physical ability.

Interpersonal Skills

The social work student must demonstrate the interpersonal skills needed to relate effectively to other students, faculty, staff, clients and other professionals. These include compassion, altruism, integrity, and the demonstration of respect for and consideration of others.

Professional Behavior

The social work student must behave professionally by knowing and practicing within the scope of social work, adhering to the profession's code of ethics, respecting others, being punctual and dependable, prioritizing responsibilities, and completing assignments on time.

CORE COMPETENCIES OF MASTER'S LEVEL SOCIAL WORK EDUCATION

The Council on Social Work Education, the accrediting agency for social work programs in the United States has identified nine (9) core competencies with which master's level social workers must graduate. These competencies are embedded in the learning outcomes of courses throughout the generalist curriculum and the specialized curricula.

The CSSW Office of Institutional Research and Evaluation uses a range of student-level data, including class assignments and practicum scores and grades and other instructor ratings, to evaluate the extent to which the CSSW student body within the generalist and specialized years is achieving mastery of these competencies. Data are reviewed in aggregate form only. These data allow the faculty to monitor the overall effectiveness of the curriculum in the preparation of CSSW graduates with respect to these competencies. The competencies are listed below and can be reviewed in detail at <https://www.cswe.org/accreditation/policies-process/2022epas/>.

Competency 1: Demonstrate Ethical and Professional Behavior

Competency 2: Advance Human Rights and Social, Racial, Economic, and Environmental Justice

Competency 3: Engage Anti-Racism, Diversity, Equity, and Inclusion (ADEI) in Practice

Competency 4: Engage in Practice-Informed Research and Research-Informed Practice

Competency 5: Engage in Policy Practice

Competency 6: Engage with Individuals, Families, Groups, Organizations, and Communities

Competency 7: Assess Individuals, Families, Groups, Organizations, and Communities

Competency 8: Intervene with Individuals, Families, Groups, Organizations, and Communities

Competency 9: Evaluate Practice with Individuals, Families, Groups, Organizations, and Communities

SCHOOL OF SOCIAL WORK MASTER'S DEGREE PROGRAM OVERVIEW

Degree Programs

The Master's Program prepares students for entry into advanced social work practice. The curriculum emphasizes promoting social and economic justice, particularly for populations at risk; practicing with diverse populations; and evaluating practice outcomes.

Columbia University's Master of Science in Social Work is [accredited](#) by the Council on Social Work Education's (CSWE) Board of Accreditation. The Master of Science (M.S.) degree from Columbia School of Social Work is earned by completing a progressive sequence of courses designed in accordance with the standards of CSWE. All students are required by the CSWE to take courses in human behavior and the social environment, social welfare policy and services, research, social work practice, and social work practicum. For a complete description of courses, review the CSSW Course List available at <https://socialwork.columbia.edu/content/student-enrollment-and-registration>.

The specific requirements and format for each of the School's master's degree pathways – the Two-Year and 16-Month programs, Five-Term International program, One-Year Residency and Part-Time to Full-Time programs, Advanced Standing program, Transfer program, and Part-Time program – can be found below.

Master of Science in Social Work Requirements

The MSSW at Columbia requires successful completion of 60 credits, which includes Social Work Practicum. To qualify for the degree, students must have a grade point average (GPA) of at least 3.0 (a B average). **All requirements for the degree must be completed within four (4) years of the date of matriculation.**

The following foundational generalist courses are required of all M.S. students:

- T6010 Generalist Social Work Practicum
- T0008 Motivational Interviewing Lab
- T6011 Reduced Residency Seminar (*One-Year Residency for Working Professionals only*)
- T660A Human Behavior and the Social Environment I (HBSE I)
- T660B/C Human Behavior and the Social Environment II (HBSE II)
- T6501 Social Work Research
- T6505 Introduction to Statistics
- T6801 Social Welfare Policy
- T7100 Foundations of Social Work Practice: Decolonizing Social Work
- T7102 Direct Practice with Individuals, Families, and Groups

- T7103 Advocacy in Social Work Practice: Decolonizing Mezzo- and Macro-Practice in Social Work

Based on a student's selected specialization (see "Areas of Specialized Practice" below), they take the following courses in their final, specialized year:

- At least two additional practice courses in the student's chosen area of specialized practice
- A required course in a specified field of practice and an advanced research course, taken in the third term
- T6020 Specialized Social Work Practicum
- Remaining electives (as necessary)

Areas of Specialized Practice

Prior to entering the specialized/second year, students select an area of specialized practice. All four specializations are available to students in both Online and Residential options. The student's choice of specialization determines the type of second-year practicum placement they will have, and the series of second-year courses for which they will register. The School's four specializations are:

Advanced Clinical Social Work Practice (ACP) emphasizes assessment, intervention, and evaluation within a field of practice, using evidence-based individual, family, group, and case management strategies; clinical application of risk and resilience theories and research to at-risk populations; and clinical issues with specific client populations.

Integrated Practice and Programming (IPP) (formerly titled Advanced Generalist Practice and Programming (AGPP)) focuses on direct practice with individuals, families, and groups as well as collaboration with stakeholders on assets and needs assessments, program design, grant writing, community building, advocacy, policy development, and program evaluation.

Leadership, Management, and Entrepreneurship for Social Justice (LME) (formerly titled Social Enterprise Administration (SEA)) builds knowledge, skills, and values in administering social service programs including social planning and program development, program evaluation, financial management, staff development and training, human resource management and supervision, and management information systems.

Policy Practice (POL) explores policy analysis and policy advocacy, including the development of knowledge, values, and skills needed to define policy issues from a social work perspective, collect and analyze relevant data, develop policy options, prepare testimony, and present recommendations.

Fields of Practice

In addition to selecting a practice specialization, students select a field of practice that will define, in part, the population and/or substantive focus of the student's specialized year practicum placement. All seven fields of practice are available to students in both Online and Residential options.

Aging focuses on the role, status, and social problems of the elderly; sociology of the family; age stratification; policies providing financial support, health, and social care for the elderly; and social service provisions for the aged.

Contemporary Social Issues explores emerging social problems, their etiology, epidemiology, and interconnections; relevant policies, programs, and practices; and coordination or lack thereof among service systems that seek to address these problems. CSI, via advocacy and a forensic approach, addresses the impact of issues and problems in the criminal justice system, homelessness, domestic violence/violence, and substance abuse and their impact on individuals, groups, couples, families, communities, and society.

Family, Youth, and Children's Services addresses the economic and social status and service needs of families, youth, and children; laws, funding, and service organizations; family support and child care services; preventive and protective services; school-related and/or school-based services; and adolescent issues.

Health, Mental Health, and Disabilities identifies health factors and social stressors that affect clients; program development and evaluation; fiscal, legal, and organizational sanctions and influences, including managed care; assessment of system entry credits for client care and advocacy.

International Social Welfare and Services to Immigrants and Refugees examines global social problems; international trends in social policies and programs, including response to disasters; needs of immigrants and refugees; community development; and activities of major international organizations and voluntary agencies working internationally.

School-based and School-linked Services explores practice issues in education; problems of school failure; design, administration, financing, delivery, and evaluation of school-based or school-linked child and family services; and interdisciplinary collaboration.

World of Work focuses on the composition, status, and needs of the labor force; conditions interfering with work roles; services for clients as workers and for their dependents; collective bargaining; discrimination and unequal opportunity; interdisciplinary initiatives; and legislation related to work and social welfare.

ACADEMIC CALENDAR

CSSW's Academic Calendar: <https://socialwork.columbia.edu/about/academic-calendar/>

Please note that the calendar is subject to change.

Religious Holidays

It is the policy of the University to respect its members' religious beliefs. In compliance with New York State law, each student who is absent from school because of their religious beliefs will be given an equivalent opportunity to register for classes or make up any examination, study, or work requirements that they may have missed because of such absence on any particular day or days. No student will be penalized for absence due to religious beliefs, and alternative means will be sought for satisfying the academic requirements involved.

Officers of administration and of instruction responsible for scheduling academic activities or essential services are expected to avoid conflict with religious holidays as much as possible. If a suitable arrangement cannot be worked out between the student and the instructor involved, they should consult the appropriate dean or director. If an additional appeal is needed, it may be taken to the Provost.

PATHWAYS TO THE MSSW AT COLUMBIA

Pathways are determined upon submission of your application to Columbia School of Social Work.

Part-Time to Full-Time program and Part-Time program students may be permitted to apply to change their pathway to the One-Year Residency program. The application for this change must be submitted by January prior to the start of the intended fall semester and may include additional admission essays and supervisor recommendation. The change cannot take place mid-semester or mid-year. You must meet with the Office of Advising to discuss your plan prior to submitting the application form.

2-Year program and 16-Month program students may request to change their pathway to the Part-Time to Full-Time program or the Part-Time program prior to the end of the Add/Drop period of their first semester.

Students are permitted to request to change from the Residential option to the Online option and vice versa. The change cannot take place mid-semester or mid-year. This change request must typically be submitted by February 1 prior to the start of the intended fall semester; students are notified of the exact deadline annually.

Two-Year

This is the traditional path to the MSSW degree and is designed for students who can commit to full-time academic study and practicum. The period of study is four semesters: fall-spring-fall-spring, including 1,200 hours of practicum (3 days, 21 hours per week). Study during the summer is not required. Students spend two semesters in each of two different agencies, which are selected from among the more than 800 social service agencies throughout the metropolitan area and more than 300 across the country that are affiliated with the School.

16-Month

An accelerated path to the MSSW degree, the 16-Month option is identical to the Two-Year pathway in the sequence of courses. Students begin study in the spring semester and complete the program in four consecutive semesters, including a summer term. The period of study is spring-summer-fall-spring, with two 600-hour practicum placements.

One-Year Residency for Working Professionals (Reduced Residency)

The One-Year Residency program offers students who are currently employed in approved human services programs the opportunity to earn the M.S. degree while counting a portion of their employment toward the social work practicum requirement. Students in this program fulfill the same 60-credit degree requirement as other students enrolled in the School, and earn their

Master of Science in Social Work degree through a combination of part-time and full-time study over a period of up to 4 years. In place of a generalist year practicum placement, students enroll in a practicum seminar in which they integrate classroom learning with their employment experiences. In their final year, while typically still in their place of employment, students complete a 28-hour per week practicum placement of which 14 hours of their usual employment activities may be counted. Most students complete their practicum requirement in a four-day per week schedule.

Though every attempt will be made to arrange an appropriate practicum placement at a student's place of employment, the School is not able to guarantee it. If this is not possible, the School will work with students to have a placement from its pool of partnering agencies.

Please note, while the School does offer select classes in the evening (and even more seldom weekends), it is not possible to complete all program requirements by only taking evening or weekend classes.

Part-Time to Full-Time (Extended)

The Part-Time to Full-Time Program offers students the opportunity to pursue the M.S. degree beginning as a part-time student and eventually moving to full-time status in their final year. Part-Time to Full-Time Program students meet the same course and practicum credit requirements as Two-Year Program students, except they may complete the program in three to four years. Students may elect to enroll in the summer term in order to reduce their course load in the fall and spring terms. Once a Part-Time to Full-Time student begins practicum, they must plan to be at their placement site three days per week (21 hours). Weekend or evening only placements are not available.

Please note, while the School does offer select classes in the evening (and even more seldom weekends), it is not possible to complete all program requirements by only taking evening or weekend classes.

Advanced Standing Program

This accelerated route to the MSSW degree is available to graduates of CSWE-accredited undergraduate social work programs. Study is nearly, but not exactly, identical to the specialized final year of the Two-Year pathway. The period of study consists of an intensive during the summer term (late July to August) followed by two semesters: fall-spring, including 600 hours of practicum at one practicum placement.

Advanced Standing students receive up to 27 transfer credits (having earned a B or better in their BSW courses). Advanced Standing students complete a minimum of 33 credits at CSSW which includes 12 in practicum. Under extenuating circumstances, a generalist year MSSW requirement that has not been fulfilled may be taken prior to graduation at Columbia School of Social Work. Students may not transfer credits once matriculated.

BSW graduates from Canadian institutions will not receive credit for T6801 Social Welfare Policy.

Advanced Standing students may not pursue a dual degree.

Current employment may not be utilized to satisfy the CSSW practicum requirement.

Transfer Program

Students who have completed a full year of practicum and coursework at another CSWE-accredited graduate school of social work may apply to CSSW's Transfer Program.

A maximum of 30 credits, earned while a full-time degree candidate, may be granted toward the M.S. degree.

Students who are accepted into the Transfer Program will complete their degree in one academic year, beginning the program as students in their final year.

Transfer students may not pursue a dual degree.

Current employment cannot be used to satisfy the CSSW practicum requirement.

Under extenuating circumstances, a generalist year MSSW requirement that has not been fulfilled may be taken prior to graduation at Columbia School of Social Work. Students may not transfer credits once matriculated.

Five-Term International Program

During the first term that international students are in this program, instead of beginning practicum, students participate in an Immersion Seminar in which students will be acclimated to the School of Social Work and the broader community in which they will serve. Following this preparation, students will begin practicum in the subsequent spring term. The program then continues into the following summer, fall, and spring terms.

All international registrants in non-immigrant classifications F or J and full-time registrants in other nonresidential classifications are charged an International Service Charge of \$170 per term.

Part-Time Program

The Part-Time Program offers students the opportunity to pursue the M.S. degree as a part-time student throughout the program. Students in this program fulfill the same 60-credit degree course and 1,200-hour practicum requirements as Two-Year Program students, and earn their Master of Science in Social Work degree through part-time study over a period of up to 4 years. In the first year of study, students enroll in 2 semesters of coursework. During the second and third years,

students enroll fall-spring-summer in coursework and practicum. The fourth year can be utilized to complete any remaining coursework, such as electives. Students in this program can and must complete all degree requirements within 4 calendar years from the point of matriculation.

Dual Degree Programs

Applicants seeking admission to dual-degree studies must apply separately to each of the two collaborating schools and must meet the admissions requirements of both. Once both schools grant admission to the individual degree programs, the student may begin an integrated dual-degree program. Students considering dual-degree programs are strongly encouraged to apply to both schools as early as possible. Advanced Standing and Transfer students are not permitted to pursue dual degrees. Online option students are able to pursue dual degrees and minor programs if they're able to attend courses in NYC at the partner school or find eligible course offerings via an online option.

- Detailed information about the specific requirements of these programs is available via the [Dual Degree Guide](#)). Dual degree partner school requirements should be secured from the admissions office or dual degree coordinator of the other participating program.
- Students who elect to withdraw from the dual degree program and remain in CSSW as a Two-Year MS student, must meet with staff in the Office of Advising to discuss a revised course plan.

*The M.S. in Social Work degree is conferred only when all requirements for **both** programs are completed. Both partner schools must confer each degree concurrently.*

- Social Work and Columbia Business School (MSSW/MBA)
- Social Work and Mailman School of Public Health (MSSW/MPH)
- Social Work and Jewish Theological Seminary (MSSW/MA)
- Social Work and Columbia Law School (MSSW/JD)
- Social Work and Union Theological Seminary (MSSW/M.Div.)
- Social Work and Graduate School of Architecture, Planning and Preservation (MSSW/MS)
- Social Work and School of International and Public Affairs (SIPA) (MSSW/MPA; MSSW/MIA)
- Social Work and School of Professional Studies (SPS) (MSW/MS Bioethics)
- Social Work and Bank Street College of Education (MSSW/MSEd)

Minors

Students may enhance their plan of study by choosing to add a 9-credit minor in Advocacy in the Criminal Legal System, International Social Welfare, Social Welfare Policy, Psychedelic-Assisted Therapy, or Dialectical Behavior Therapy.

To complete a minor, students take related courses as electives. Some minors may be completed by selecting from a list of approved courses, while others require specific courses or a prescribed course sequence. CSSW-offered courses that may fulfill each 9-credit minor are listed below; students may additionally pursue related courses at other Columbia schools where permitted. To cross-register for courses outside of CSSW, students MUST submit the [Cross-Registration Course Approval Form](#). CSSW cannot guarantee entry into any non-CSSW course even if it is approved. Students must abide by the cross-registration procedures of the school to which the course belongs.

Students are responsible for planning minor coursework in a way that fits their pathway, specialization, degree requirements, course sequencing, and graduation timeline. Not all minor courses are offered every term, and completion of a minor is not guaranteed if a student is unable to register for the required or approved courses.

Students completing a minor must notify the Office of Student Affairs by submitting the online [Minor Declaration Form](#) upon completion of the required credits. Students should also declare their minor when applying for graduation.

Advocacy in the Criminal Legal System (9 credits)

- T6720 Race and Representation in the Criminal Justice System
- T6722 Forensic Social Work
- T6724 Restorative Justice
- T7901 Legal Foundations I (fall semester only)
- T7902 Legal Foundations II (spring semester only)

International Social Welfare (9 credits)

- T6009 Global Social Policy
- T6009 Social Work Practice with Refugees
- T6009 Psychosocial Support for Survivors of Persecution and Forced Displacement
- T6925 International Social Welfare
- T7306 Refugee Resettlement
- T7308 Seminar on US Immigration
- T8404 Comparative Social Policy

Social Welfare Policy (9 credits)

- T7310 Harm Reduction
- T6910 Healthcare System
- T7803 Homelessness
- T7805 Federal Policy
- T7806 Mental Health Policy
- T7807 Long-Term Care Services and Support
- T7808 Child Welfare Practice and Policy
- T8404 Comparative Social Policy
- T8506 Inequality, Poverty and Public Society

Psychedelic-Assisted Therapy (9 credits)

The Psychedelic-Assisted Therapy minor is distinct from the Psychedelic Therapy Training Program described in the Special Programs section; students interested in the full training program should review those requirements separately.

Students completing the Psychedelic-Assisted Therapy minor must complete all three courses below:

- T6009 Psychedelic-Assisted Therapy I
- T6009 Psychedelic-Assisted Therapy II
- T6009 Clinical Foundations in Psychedelic-Assisted Therapy

Dialectical Behavior Therapy (9 credits)

The Dialectical Behavior Therapy minor is open to Advanced Clinical Practice students in the Residential and Online options. Students completing the minor must complete all three courses below:

- T7600 Introduction to DBT
- T7601 Introduction to DBT Skills
- T7604 Assessment & Treatment of Suicidal Behavior

T7604 Assessment & Treatment of Suicidal Behavior requires T7113 as a prerequisite

Curriculum Study Plans

Curriculum study plans can be found on the Advising webpage:

<https://socialwork.columbia.edu/content/study-plans>

For information regarding course descriptions, please visit the Registration Information website (*CSSW Course List* within section *Useful Course Information*):

<https://socialwork.columbia.edu/content/student-enrollment-and-registration>

SOCIAL WORK PRACTICUM

Social Work Practicum is designed to prepare students for their place in social work whether they are planning to do clinical, programmatic, policy or administrative work in the future. It will prepare them for their place on the international, national or local stage, wherever they initially plan to practice. This is accomplished through the design of our curriculum and the implementation of the skills taught in that curriculum in practicum. The success of that implementation is due to the commitment of the practicum instructors, education coordinators, and advisors connected to CSSW.

The Social Work Practicum Manual has the description of the necessary skills for each social work student's second/specialized year specifically spelled out as Learning Objectives. Practicum instructors will fill out Student Evaluation forms with questions connected to competency behaviors at the end of each term. This material provides great specificity regarding students' learning of core practice skills during their educational experience.

CSSW Practicum Manual: <https://socialwork.columbia.edu/content/practicum-learning-manual>

SPECIAL PROGRAMS

Accelerated Policy Practice

Students within the Accelerated Policy Practice Program begin taking courses in the Policy Practice specialization in their first year, which allows them to take advanced and varied courses their second year.

Soon after being admitted to the School, students will be invited to apply for this specialization. The Policy faculty seek students who are certain they want to complete the Policy Practice specialization and who have an outstanding undergraduate record as well as prior paid social work or social welfare experience.

Evidence-Based Practice (EBP) Project for Persons with Mental Health Conditions

The EBP Project is a collaboration between CSSW and the New York State Office of Mental Health (OMH) to prepare social work professionals to work effectively with individuals with persistent mental health conditions and is open to both Advanced Clinical Practice (ACP) and Integrated Practice and Programming (IPP) students. Students will complete all generalist curriculum requirements and apply to this focused specialization for entry in the specialized year. Students in this program are required to take a special one-term course, T7340 Evidence-Based Practice for Persons with Serious Mental Health Conditions, and participate in a series of colloquia for students, faculty, and practicum instructors that focus on recovery-oriented and strengths-based interventions for persons with mental health conditions. Concurrent to coursework, students complete a unique evidence-based practicum placement with one of nine agency partners in which they will provide community-based interventions that include assertive community treatment (ACT), family psycho-education, supported employment, or wellness management. Interested students should identify themselves to Professor Amy Kapadia and/or the Director of Practicum Learning at the time of the specialization selection process.

Psychedelic Therapy Training Program

CSSW's psychedelic-assisted therapy training program prepares graduating students to enter the psychedelic-assisted therapy (PAT) field with four courses, totaling 112 hours of classroom learning and 50+ hours of asynchronous learning related to psychedelic-specific curriculum, and a relevant 600-hour practicum placement.

This program is available to students in the Advanced Clinical Practice (ACP) specialization, and courses are taught in-person. Students will have the opportunity to attend an informational session in December during their generalist year of study. The admissions process will take place in December and January, followed by the practicum site placement process taking place in February

through May of their generalist year. Participation in the program will take place during their specialized year. For further information, please visit <https://pttp.socialwork.columbia.edu/>.

ACADEMIC POLICIES AND GUIDELINES

Degree Requirements

The Master of Science in Social Work Program requires successful completion of a 60-credit curriculum which includes practicum. To qualify for the MSSW degree, students must have a grade point average of at least 3.0 (corresponding to a B average).

Students have a total of 4 years from the point of matriculation to complete all degree requirements. Each student has the responsibility to ensure that they meet the degree requirements.

Stellic Degree Audit Tool: CSSW utilizes a degree audit tool for you and your advisors to organize your upcoming semesters and keep track of your degree progress. You may access [this brief guide](#) to get started. Additionally, Stellic's Quickstart guide for students is available [here](#).

Additional Requirements:

- Students are responsible for the removal of any account holds that may prevent a student from registering.
- Students are responsible for registering for required classes in the correct sequence.
- Students must complete all generalist courses, including Generalist Social Work Practicum, prior to enrolling in final year courses.

Audit Policy

Students may audit one (1) elective course per term. Auditors must meet course prerequisites. Audit requests are approved only if there is space in the course and will not be allowed for any course with a waitlist. If students want to audit a course, they need to complete an [Audit Request Form](#) prior to the beginning of the term for which they are requesting the audit. Students who are approved to audit an elective will be added to the course's Canvas site. Students who audit courses are expected to attend each class session and participate actively.

NOTE: When a student audits a course at the School of Social Work, they:

- Are not registered for the course
- Do not receive credit for the course
- Are not charged for the course

Students who wish to audit a course in another school of the University must consult the audit policies of the school in which the course is housed.

Transfer Credit Policies

This transfer credit policy is distinct from the CSSW Transfer Program, which refers to students officially transferring into CSSW from another graduate school of social work.

Students who have completed graduate-level coursework in social work or related disciplines may be eligible to transfer up to nine (9) credit hours toward their Columbia School of Social Work (CSSW) degree, subject to the following conditions:

Eligibility Criteria

- Minimum Grade: A minimum grade of B or higher is required.
- Post-Matriculation Restriction: Courses taken at other institutions after matriculating at CSSW are not eligible for transfer credit.

Credit Limits

- Up to nine (9) credits may be transferred from CSWE-accredited **graduate** social work programs:
 - Up to six (6) of these may be applied toward elective credits.
 - Remaining credits may only substitute for certain CSSW required courses:
 - T660A Human Behavior and Social Environment I
 - T660B/C Human Behavior and Social Environment II
 - T6501 Social Work Research
 - T6801 Social Welfare Policy
- Up to six (6) elective credits may be transferred from graduate coursework in related disciplines (e.g., public health, education, psychology), subject to alignment with degree requirements.
- Transfer credits may not be used to satisfy certain specialization-specific requirements, including (but not limited to) the Leadership, Management, and Entrepreneurship for Social Justice track.

Application Process

It is the responsibility of the admitted student to submit the [Transfer Credit Request Form](#) to the Office of Student Affairs by the final day of the add/drop period in the student's matriculation term.

All requests are reviewed by the Office of Student Affairs to determine:

- Course relevance to social work practice and CSSW learning objectives,
- Applicability to elective or required coursework, and
- Timeframe and grading standards.

International Coursework

CSSW does not grant transfer credit for graduate-level coursework completed at international universities.

Columbia University School of Social Work does not give academic credit for life experience or previous work experience, in whole or in part, in lieu of the field/practicum practice or of courses.

Waiver Exams

The following courses may be waived by successfully passing an examination:

- T6505 Intro to Statistics
- T6501 Social Work Research
- T6801 Social Welfare Policy

Waiver exams may only be taken prior to matriculation.

Students may sit for each waiver exam only once. If T6501 Social Work Research or T6801 Social Welfare Policy are waived by examination, an elective for the same number of credits must be taken.

Cross-Registration Policy

Students may take graduate-level courses in other Columbia University schools to count toward their CSSW degree, provided the course is approved through CSSW's internal review process and aligns with the student's academic goals.

Approval Process

To count a non-CSSW course toward your degree, you must submit the [Cross-Registration Course Approval Form](#) to the Office of Student Affairs. CSSW broadly supports interdisciplinary learning and welcomes diverse course interests, and all external courses must be reviewed to ensure they meet general standards of academic rigor and relevance to your professional development.

- Approval by CSSW **does not guarantee enrollment** in the course.
- Students must meet all eligibility and prerequisite requirements set by the host school.
- You are responsible for securing registration permissions, following the host school's cross-registration policies, and managing all Add/Drop procedures.

Important: The ability to cross-register is governed by the **school in which the course is housed**, not by CSSW.

Tuition and Billing

- Courses taken at **Teachers College (TC)** are billed separately and **not covered** under CSSW's flat-rate tuition. TC charges per credit, and these courses will appear as additional tuition charges.
- Courses taken at **other Columbia partner schools** are covered under the CSSW flat-rate tuition, up to a total of 19.5 credits per semester. Credits beyond this may incur additional tuition charges.

Independent Study

A tutorial or independent study offers students an opportunity to study content not offered within the School of Social Work. Students wishing to register for a tutorial (independent study) make arrangements with a full-time faculty member who agrees to serve as the instructor for the tutorial. The faculty member and the student's advisor must sign an [Independent Study/Tutorial Form](#). The form is then submitted to the Office of Academic Affairs for approval.

A description of the proposed tutorial, including the content, objectives, time frame, assignments and plan for evaluation must accompany the form. Once the tutorial is approved, the Office of Academic Affairs sends a copy of the form to the Office of Student Affairs for processing. Independent studies cannot be developed and completed in lieu of program requirements.

Creating an independent study that may count toward LCSW education requirement

Occasionally a student will create an independent study with a clinical focus and would like this course to contribute toward the 12 educational credits required for LCSW licensure. In these cases, it is important to take the following steps:

1. Make sure the tutorial has a title that clearly describes the clinical focus of the content.
2. Make sure a syllabus is developed that clearly outlines the clinical content. The most important sections are:
 - a) description
 - b) learning outcomes
 - c) reading list
3. Make sure a copy of this syllabus is uploaded to the Canvas page that is created for the tutorial and submitted to swcourses@columbia.edu.

ATTENDANCE POLICY

At Columbia School of Social Work, active class attendance, participation, and engagement are integral to education. The thoughtful exchange of experiences and viewpoints enriches the environment for all students. Accordingly, class attendance and participation are expected.

If needed (e.g., late enrollment, illness, religious holidays, emergencies, self-care), students may access up to a total of:

- a) 2 absences from 14-, 12-, or 10-session courses; and
 - b) 1 absence from 5- or 7-session mini-courses.
1. No explanation will be required. However, students should inform instructors of their absence either before the class, or within 24 hours of the class that they will miss.
 2. While expected to make up work missed in class, no students should be penalized (e.g., required to submit additional work in lieu of attendance on that day, or graded down for participation).
 3. Expectations about assignments, and keeping up with course material (readings, other) in order to effectively continue to engage in the curriculum, remain in place.
 4. **Individual instructors will have full discretion to determine how more than these allowed absences may impact a student's grade and should indicate their expectations in their syllabi.**
 5. An absence in excess of those allowed should also initiate 1) a review of the student's progress in the course, and 2) a notice to the Offices of Advising (swadvising@columbia.edu) and Academic Affairs (swoaa@columbia.edu).

Students who do not attend a majority of class sessions may be unable to earn a passing grade, regardless of performance on coursework (e.g., assignments, exams, presentations).

Instructors can consult Columbia University's [Blue Folder](#) for supporting student well-being and referring students to appropriate resources.

Online Course Participation and Camera Use

Instructors will state expectations for real-time participation in the syllabus and during the first class. Camera use may be encouraged to support engagement. Students are not required to keep cameras on when this conflicts with an approved accommodation or presents significant privacy, caregiving, or technical barriers. Instructors will offer alternative ways to participate, such as chat,

polls, brief written reflections, or audio participation. Students seeking disability accommodations should contact Disability Services.

Visitors and Minors in Class

Class sessions are reserved for enrolled students. Guests or lecturers may attend when invited and approved by the instructor. Children and other visitors are not ordinarily permitted while class is in session; brief, unavoidable exceptions may be made at the instructor's discretion when safety, confidentiality, and learning can be maintained. Pregnancy- and parenting-related needs and disability accommodations should be coordinated with the Title IX Office and Disability Services.

REGISTRATION AND ENROLLMENT

Registration

Registration is the systematic process that reserves seats in particular classes for eligible students. It is accomplished by following the procedures announced by the student's school in advance of each semester's registration period.

The purpose of registration is to ensure students are making timely progress toward their degree. While students are encouraged to work with advisors to plan balanced schedules, students enrolled in full-time programs should expect to attend courses throughout the day, including mornings, afternoons, and evenings. Scheduling flexibility may be limited, and course times are not guaranteed to accommodate individual work, caregiving, or other personal commitments.

CSSW recognizes that students have diverse life circumstances. Those seeking more schedule flexibility due to employment, family responsibilities, health needs, or other reasons are encouraged to consider one of CSSW's part-time pathways, which:

- Allow students to enroll in up to nine (9) credits per term
- Delay the start of the practicum to a later semester
- Provide greater flexibility in managing academic and non-academic responsibilities

Requests for disability-related accommodations must be directed to Disability Services, and will be evaluated consistent with institutional policy and applicable federal law.

Enrollment

Enrollment is the completion of the registration process and affords the full rights and privileges of student status. Enrollment is accomplished by the payment or other satisfaction of tuition and fees and the completion of other obligations to the University.

Students are considered enrolled only when they are registered.

If a student has not registered by the end of the Change of Program period and has not secured an approved leave of absence, they may be administratively withdrawn from the University. Students who wish to resume studies must follow the applicable return, reentry, or reinstatement process as determined by CSSW and University policy

Reminder: Being present in classes, participating in practicum, or using student services without completing registration does not constitute enrollment.

Concurrent Enrollment Policy: No student registered in any school/college of the University shall at the same time be registered in any other school/college, either of Columbia University or of any other institution, unless there is an existing registration agreement between the two schools. Violations of this policy may result in rescission of admission or dismissal from the program.

Section Capacity, Waitlists, and Permissions

Course capacities and waitlists are managed by the Office of Student Affairs, in collaboration with the Office of Academic Affairs. Faculty do not have the authority to override section caps, admit students from a waitlist, or grant seats. All movement from waitlists follows the official process managed in Vergil. Enrollment is confirmed only when registration is successful in Vergil/SSOL. Instructor approvals or email exchanges do not constitute enrollment.

COURSE WITHDRAWAL

Students may withdraw from an individual course under the conditions outlined below. Course withdrawal applies when a student remains enrolled at CSSW but removes one or more courses from their schedule. It is different from a Leave of Absence or Program Withdrawal, which applies when a student is no longer continuing enrollment for the term.

Students considering course withdrawal should consult their advisor and review possible effects on degree progress, course sequencing, practicum eligibility, billing, and financial aid. Students receiving financial aid should contact the Office of Financial Aid before withdrawing from a course.

Course Drops During Add/Drop

During the [published Add/Drop period](#), also known as the Change of Program period, students may drop an individual course through Vergil/SSOL.

Courses dropped during Add/Drop:

- Are removed from the student's academic record;
- Do not receive a "W" grade;
- Do not incur tuition charges for the dropped course;
- Are not counted as attempted credits for the course;
- May affect financial aid, full-time status, degree progress, and eligibility for other courses or practicum.

Students should not assume that dropping a course is academically or financially neutral. Dropping a required course may delay degree progress or affect eligibility for practicum, specialization coursework, graduation, or financial aid.

Course Withdrawal After Add/Drop

After the Add/Drop period and through the published CSSW course withdrawal deadline, students may request to withdraw from an individual course through the official course withdrawal process.

Courses withdrawn after Add/Drop but by the published CSSW course withdrawal deadline:

- Are charged at full tuition;
- Do not appear on the student's transcript;
- May affect academic progress, SAP, degree sequencing, financial aid eligibility, and time to degree.

The course withdrawal deadline is set by CSSW and published on the CSSW Academic Calendar. Deadlines may differ for full-semester, A-term, B-term, summer, intensive, and mini-courses. Students are responsible for reviewing the applicable deadline for each course and term.

After the Published Course Withdrawal Deadline

After the published course withdrawal deadline, students may not withdraw from an individual full-semester course. Students must remain in the course and accept the grade earned.

Stopping attendance, notifying an instructor, or failing to submit coursework does not constitute withdrawal. Students who stop attending a course without completing the official withdrawal process may receive a UW, or Unofficial Withdrawal, and remain financially responsible for the course.

Withdrawing from Required Courses

Students who withdraw from a required course may be unable to continue in the expected course sequence. A withdrawal from a required course may delay practicum, specialization coursework, graduation, or future registration. Students should consult the Office of Advising before withdrawing from a required course.

Withdrawing from Social Work Practicum and Co-Requisite Practice Courses

Students may not withdraw from Social Work Practicum or the corresponding practice course without prior written approval from both:

- The Office of Advising; and
- The Office of Practicum Learning.

Practicum and its corresponding practice course must be taken concurrently. Approval to withdraw from either component will result in withdrawal from both components unless an exception is approved by the School.

Students should refer to the [Social Work Practicum Manual](#) for additional policies and procedures.

Dropping to Zero Credits

Dropping or withdrawing from all courses is not treated as an ordinary course withdrawal. A student who intends to stop enrollment for the term must follow the Leave of Absence or Program Withdrawal process. Students who do not register by the end of the Change of Program period and do not have an approved leave may be administratively withdrawn from the University.

New Incoming Students

For newly admitted students, enrollment status is determined by registration, attendance, and the timing of any request to defer or discontinue enrollment.

A deposited student who never registers is not considered to have taken a Leave of Absence or Program Withdrawal. The student may work with Admissions to request a deferral, if eligible under admissions deferral policy.

A deposited student who registers and then indicates that they do not plan to continue may be reviewed by Student Affairs to determine whether the student attended class or otherwise began enrollment. If the student attended class or otherwise began the term, the student may need to complete the Leave of Absence or Program Withdrawal process. If the student did not attend class or begin enrollment, the student's record may be closed through the appropriate admissions and student record process, and the student may work with Admissions regarding possible deferral eligibility.

PROGRAM WITHDRAWALS, LEAVES, DEFERRALS AND RETURN

This section explains the difference between deferral, Leave of Absence, Program Withdrawal, returning from an approved leave, and reentry after separation from CSSW.

A Leave of Absence or Program Withdrawal applies when a student is no longer continuing enrollment for the term or is separating from the MSSW program. This is different from withdrawing from an individual course while remaining enrolled.

Students considering a Leave of Absence or Program Withdrawal should consult the Office of Advising, Student Affairs, and Financial Aid before submitting a request. These actions may affect course sequencing, practicum, degree progress, billing, financial aid, SAP, health insurance, visa status, and time to degree.

New Incoming Students: Deferral, Non-Enrollment, and Withdrawal

For newly admitted students, CSSW determines student status based on registration, attendance, and the timing of any request to defer or discontinue enrollment.

A deposited student who never registers is not considered to have taken a Leave of Absence or Program Withdrawal. The student may work with Admissions to request a deferral, if eligible under admissions deferral policy.

A deposited student who registers and then indicates that they do not plan to continue may be reviewed by Student Affairs to determine whether the student attended class or otherwise began enrollment.

If the student attended class or otherwise began the term, the student may need to complete the Leave of Absence or Program Withdrawal process.

If the student did not attend class or otherwise begin enrollment, the student's record may be closed through the appropriate admissions and student record process, and the student may work with Admissions regarding possible deferral eligibility.

Leave of Absence

A Leave of Absence, or LOA, is a temporary break in enrollment with the expectation that the student will return in a future term. A leave is typically limited to one academic year, or two terms, and may be extended only with approval.

Students may request a leave before or during a term. If a leave is requested after the term begins, the effective date and academic record impact will be determined through the University process based on the student's last date of attendance, participation, or practicum engagement, as applicable.

Types of Leave

Voluntary Personal Leave

A voluntary personal leave may be requested for personal reasons that prevent the student from continuing enrollment for the term. The request must include a personal statement describing the reason for the leave and the student's intent to return.

Medical Leave

A medical leave may be requested when a health condition prevents the student from continuing enrollment. Medical leave requests require documentation from a licensed medical provider. Students returning from medical leave may be required to provide updated documentation and may be reviewed by Columbia Health or another appropriate University office before return.

Military Leave

A military leave may be requested when a student is called to active duty or has other qualifying military obligations. Official military orders are required.

Involuntary Leave

An involuntary leave may be enacted due to academic, disciplinary, serious health, safety, or programmatic concerns, as determined by the School or University. Conditions for return will be stated in the notice of leave or related University communication.

Academic Record and Financial Impact

The academic record and financial impact of a Leave of Absence or Program Withdrawal depend on the effective date, the University refund schedule, the student's registration, and the timing of the request.

Students who take a Leave of Absence or Program Withdrawal after the Add/Drop period may be responsible for some or all tuition and fees according to the University Refund Schedule. A University administrative withdrawal fee may apply.

Students should consult Financial Aid before submitting a request. A Leave of Absence or Program Withdrawal may affect federal aid, institutional aid, loan disbursement, loan repayment, SAP, health insurance, student account balances, and future eligibility.

Program Withdrawal

A Program Withdrawal is a permanent separation from the MSSW program. Students who withdraw from the program are no longer active CSSW students.

Students who wish to withdraw must complete the CSSW LOA/Withdrawal Request Form. Notifying instructors, stopping attendance, dropping courses, or ceasing participation in practicum does not constitute official withdrawal from the University.

If submitted during the term, the withdrawal may be effective as of the last date of attendance, participation, or practicum engagement, as applicable.

Students who withdraw and later wish to return must follow the Return and Reentry to the MSSW policy. Readmission is not guaranteed.

Students who withdrew in good academic and disciplinary standing may be considered under the voluntary withdrawal reentry process. Students who were academically dismissed, separated for conduct reasons, or separated for academic integrity violations are subject to the Return and Reentry to the MSSW policy and may be ineligible to return.

Request Process for Leave of Absence or Program Withdrawal

Students requesting a Leave of Absence or Program Withdrawal must:

1. Submit the CSSW LOA/Withdrawal Request Form online.
2. Attach required documentation, as applicable:
 - a. Personal statement for voluntary personal leave;
 - b. Medical documentation for medical leave;
 - c. Military orders for military leave.
3. Meet with or consult the Office of Advising, as appropriate.
4. Consult Financial Aid if receiving aid or loans.
5. Await review by the Office of Student Affairs.
6. If approved, CSSW will submit the official request to the University Registrar.
7. Confirmation will be provided after the request has been reviewed and processed.

Students should not assume a Leave of Absence or Program Withdrawal is final until they receive confirmation. Students remain responsible for registration, tuition, practicum, and academic obligations until the request is approved and processed.

Returning from Leave

Returning from an approved Leave of Absence is not the same as readmission. Students approved for an LOA remain connected to the program but must complete the required return process before resuming enrollment.

Students must submit a Return from Leave of Absence Form by the following deadlines:

- Spring return: November 1
- Fall return: February 15
- Summer return: By exception only

Return Requirements

Students returning from leave must satisfy any conditions stated at the time the leave was approved.

Students returning from medical leave may be required to provide updated documentation and may be reviewed by Columbia Health or another appropriate University office.

Students returning from academic or administrative leave may be required to meet with Student Affairs, Advising, Academic Affairs, Practicum Learning, or Financial Aid before enrollment is approved.

Students must address any financial, academic, conduct, immunization, or administrative holds before they may register, enroll, or resume practicum.

Students return with the same academic standing held when the leave began, unless otherwise determined by the School or University. This may include good standing, Academic Warning, Academic Probation, CAP, or another status.

Incomplete Work

If a student takes a leave while holding Incomplete grades, all outstanding work must be resolved by the deadline established by the instructor, the Office of Academic Affairs, or the School. Unresolved work may convert to the contingency grade or an F, consistent with the grading policy.

Failure to Return

Students who do not submit the Return from Leave of Absence Form by the applicable deadline, do not meet conditions for return, or do not register by the end of Add/Drop after being approved to return may be placed on another leave or administratively withdrawn from the program.

Medical Insurance Continuation

Students enrolled in the Columbia insurance plan may request extended coverage during medical leave for up to two semesters, subject to University Insurance Office approval. Fees apply.

Return and Reentry to the MSSW

This section applies to former students who withdrew from CSSW or were dismissed from the MSSW program. It does not apply to students returning from an approved Leave of Absence (LOA). Students on LOA should follow the Returning from Leave process and do not submit a new admissions application.

Former CSSW students who wish to return to the MSSW program must submit a new application through the Office of Admissions for the desired term of entry. Admission is not guaranteed. Any financial, conduct, academic, or administrative holds must be resolved before a student may enroll.

Applicants must disclose any prior enrollment at CSSW as part of the application process. When prior CSSW enrollment is identified, the application may be referred for additional review by the appropriate School offices before an admission decision is made. This review may include Admissions, Student Affairs, Academic Affairs, Advising, Practicum Learning, and Financial Aid, as appropriate.

Admissions coordinates the application process, but prior enrollment, prior academic standing, prior coursework, practicum history, conduct history, and degree applicability may require review by other School offices. This review may consider the applicant's prior academic record, academic standing at the time of departure, conduct history, practicum history, time away from the program, readiness to return, current curriculum requirements, accreditation standards, and any outstanding University obligations.

Any review of previously completed CSSW credits is part of the reentry review process. Prior CSSW coursework does not automatically apply toward current degree requirements. If an applicant is admitted, CSSW will determine which previously completed credits, if any, may be applied toward the degree based on the current catalog, current curriculum, accreditation requirements, course equivalency, prior grades, time elapsed, and the student's approved academic plan. A student may be required to repeat coursework or complete additional coursework even if similar coursework was previously completed at CSSW.

Readmission After Voluntary Withdrawal (Good Standing)

Eligibility

The student withdrew in good academic and disciplinary standing. This generally means the student had a cumulative GPA at or above 3.0, had no failing grades in the final term, was making appropriate progress toward degree completion, and was in compliance with University and School policies at the time of withdrawal.

What to submit

The following materials must be included with the admissions application:

- A Statement of Readiness explaining why the applicant is seeking to return now and how they plan to complete the degree;
- Any additional documentation the School requests to assess readiness, prior academic performance, practicum history, degree applicability, and program fit.

Review and decision

Applications from former students who withdrew in good standing are reviewed through the admissions process and may include consultation with Student Affairs, Academic Affairs, Advising, Practicum Learning, and Financial Aid, as appropriate. Admission is not guaranteed.

If admitted

- The student is held to the current catalog and degree requirements in effect at the time of return.
- Previously completed CSSW credits may be applied at the School's discretion if they align with the current curriculum, accreditation requirements, and the student's approved academic plan.
- If course content, policies, professional standards, or accreditation expectations have materially changed, the student must complete the current CSSW course; prior credit will not apply.
- Practicum planning and sequencing are set by the Office of Practicum Learning and the Office of Advising.
- Financial aid eligibility is determined under current federal, University, and School rules.

Admission After Academic Dismissal

Students who were academically dismissed may seek admission to begin the MSSW program anew after time away. This is not an appeal of the dismissal decision.

Eligibility

- The student may apply after three (3) academic years away from CSSW.

What to submit

The following materials must be included with the admissions application:

- A Statement of Readiness that:
 - Explains the factors that led to dismissal;
 - Describes sustained change since leaving, such as recent graduate coursework from an accredited institution with strong grades, relevant professional performance

- with positive evaluations, completion of recommended supports, or other evidence of readiness; and
 - Outlines a clear plan for academic success and time management if admitted.
- Any additional documentation the School requests to assess readiness, prior academic performance, practicum history, degree applicability, and program fit.

Review and decision

Applications from students who were academically dismissed require additional School review. Admissions will coordinate the application process and may consult with Student Affairs, Academic Affairs, Advising, Practicum Learning, and Financial Aid, as appropriate.

Admission is not guaranteed. The School may deny admission if the applicant does not demonstrate sufficient readiness to return, if prior academic or practicum performance raises unresolved concerns, if current degree requirements cannot reasonably be completed, or if other academic, professional, conduct, financial, or administrative concerns remain unresolved.

If admitted

- The student is held to the current catalog and degree requirements in effect at the time of return.
- Previously completed CSSW credits may be applied at the School's discretion if they align with the current curriculum, accreditation requirements, and the student's approved academic plan.
- If course content, policies, professional standards, or accreditation expectations have materially changed, the student must complete the current CSSW course; prior credit will not apply.
- The first term may begin on Academic Probation with a Corrective Action Plan (CAP).
- Financial aid and SAP eligibility are determined under current federal, University, and School rules. Aggregate loan limits still apply. All SAP standards apply going forward.
- Practicum onboarding and sequencing are managed by the Office of Practicum Learning and the Office of Advising.

Dismissal for Academic Integrity or Behavioral Misconduct

Students separated from CSSW for academic integrity violations or serious behavioral misconduct are ordinarily not eligible to reapply. Any exception requires approval by the Senior Associate Dean of Student Affairs and Dean of Students and must comply with University policy and any sanctions in effect.

Note: Prior withdrawals, dismissals, disciplinary actions, and academic records remain part of the student's University record. A new admission decision does not alter the prior action.

Returning from Leave of Absence

Returning from Leave is not readmission. Students approved for an LOA return by submitting the Return from Leave of Absence Form by the published deadlines. A new admissions application is not required for a return from LOA. Students who withdrew or were dismissed must follow the Return and Reentry to the MSSW process above.

GRADING

The School of Social Work's grading system is as follows: A, B, C, F. Plus and minus letter grades are also used. **All required (generalist or specialization-related) courses must be taken for a letter grade.** Introduction to Statistics, Motivational Interviewing Lab, Child Abuse Reporting Education (CARE), social work practicum courses, Professional Immersion Seminar, and the One-Year Residency practicum education seminars receive a grade of Pass or Fail. Students are also allowed to take up to 3 credits per semester (limit: 6 credits total over the course of their degree) of elective coursework offered by CSSW as Pass/Fail. The numerical equivalent for each grade is as follows:

A	4.0	B	3.0	C	2.0
A-	3.67	B-	2.67	C-	1.67
B+	3.33	C+	2.33	F	0

Note: Students may only retake/repeat a *failed* course, in order to complete the degree requirement. It is not permitted to retake a course in which a passing grade was received in order to attempt a higher grade.

Credit Pending (CP)

The mark of CP implies satisfactory progress. It is differentiated from IN (Incomplete) in that it is given only for Social Work Practicum (e.g., T6010, T6020) in those rare situations in which the required hours or assignments unavoidably and predictably continue beyond the end of the term. Furthermore, students may not request a CP as it is only assigned by the instructor/advisor in consultation with the offices of Advising and Practicum Learning. Upon completion, the final grade is assigned and credit allowed.

Deadlines for courses with the mark of CP follow the deadlines for courses with the mark of IN.

Fail (F)

Students who receive the grade of F in any required/practice course must retake the entire course the next time it is offered and obtain a satisfactory grade. The F grade remains on the student's transcript even after the course is retaken for a passing grade (C- or higher). Moreover, both grades will be counted in their official Columbia University GPA. The School of Social Work will conduct an informal manual GPA calculation for the purpose of determining Satisfactory Academic Progress (SAP) and graduation eligibility.

Repeating a course may require a student to take additional credits beyond what is allowed under the flat-rate tuition. Alternatively, a student may need to retake the failed course in an additional semester. Costs associated with these circumstances are the responsibility of the student.

Grades earned in courses outside of the School of Social Work will follow CSSW's grading scheme. Any grades received below C- will be converted to an F.

Note: Students who earn more than one F grade, whether in a single semester or across multiple semesters, may be terminated from their degree program.

Incomplete (IN)

At the instructor's discretion, **extensions** may be granted up until the grading deadline. If more time is agreed upon, an instructor may assign a grade of Incomplete (IN) but *must also establish a specific, and reasonable, deadline for completion*. An Incomplete is only permitted when the majority of the course requirements and assignments have been successfully completed, and when the student is unable to complete remaining assignments due to highly extenuating circumstances.

Students may not arrange unofficial Incompletes or extended deadlines past the grade deadline with their instructors; any Incomplete must be officially approved by the instructor and in conjunction with the Office of Academic Affairs.

Students who are granted an IN are assigned a deadline for completion of the incomplete paper or project or a date by which a deferred examination must be taken. Those who fail to meet the assigned deadline or who miss the deferred examination will receive the contingency grade indicated by the instructor. All other marks of IN that remain unresolved by the end of one calendar year will be converted to the contingency grade.

NOTE: A student who receives an IN is at risk of delayed disbursement of their federal aid until the IN is resolved and their GPA can be evaluated.

Unofficial Withdrawal (UW)

The mark of UW is assigned to a student whose name appears on the roster but has never formally requested to withdraw from the course. A UW is also assigned to those students who have discontinued participation prior to the due date of substantive work. Participation includes regular attendance and completion of readings and assignments.

Grade Appeals

CSSW recognizes that faculty members have both the right to determine grading policies for their classes, and the expertise to evaluate their student's work. A grade appeal requires objective evidence of a substantive breach in grading policy. Students wishing to appeal a final grade should first contact the instructor to attempt to resolve the dispute informally. If after speaking with the instructor the student feels the grade appeal remains unresolved, they may appeal grades of B or lower to the Office of Academic Affairs using the following form (<http://bit.ly/CSSWGradeAppeal>)

no later than three weeks after grades for a given course are posted. Instructors will be given the opportunity to respond to the students' grade appeals.

The grounds for changing a disputed grade are limited to when there is compelling evidence that the faculty member acted out of bias or discrimination, or if there were errors in the calculation of the grade. In the absence of such evidence, the Office of Academic Affairs will defer to the judgment of the instructor.

Note: Grade changes are not allowed after a student has graduated and the degree has been conferred.

ACADEMIC PROGRESS

The Columbia School of Social Work (CSSW) monitors student academic progress at the end of each term to determine whether students are meeting standards for academic standing, administrative compliance, and continued progress toward the MSSW degree.

Academic Progress is related to, but distinct from, Satisfactory Academic Progress (SAP). Academic Progress refers to a student's standing in the MSSW program and ability to continue toward degree completion. SAP refers to standards used to determine federal financial aid eligibility and may also inform academic standing when a student's progress toward the degree is insufficient.

Students who fall below academic expectations may be placed on Academic Warning, Academic Probation, or may be subject to Academic Dismissal.

Good Standing

Students are considered in good academic standing when they:

- Maintain a cumulative GPA of 3.0 or higher;
- Do not earn more than one grade of Incomplete (IN) or Fail (F) in any given term;
- Continue making meaningful progress toward completion of all degree requirements;
- Remain in compliance with applicable academic, administrative, practicum, and University requirements.

Students are also expected to remain in good administrative standing by meeting registration and tuition deadlines, resolving holds, maintaining required health and immunization compliance, and upholding the expectations of the CSSW academic and practicum learning communities.

Academic Warning

Students may be placed on Academic Warning if they:

- Earn a term GPA below 3.0;
- Receive a grade of F;
- Accumulate more than one Incomplete (IN) in a single term;
- Show early signs of difficulty making timely progress toward degree completion.

Academic Warning is an early alert and an opportunity for proactive planning. Students placed on Academic Warning are expected to meet with the Office of Advising to discuss available supports and strategies for academic recovery.

Academic Probation

Students may be placed on Academic Probation if they:

- Have a cumulative GPA below 3.0 at the end of any term;
- Were previously placed on Academic Warning and do not demonstrate sufficient academic improvement;
- Fail to resolve academic concerns within the expected timeframe;
- Fall out of compliance with SAP standards in a way that also affects academic progress;
- Fail to make meaningful progress toward degree completion.

Students placed on Academic Probation are required to meet with the Office of Advising to develop a Corrective Action Plan (CAP). The CAP outlines specific goals, conditions, and timelines intended to support the student's return to good academic standing.

Failure to initiate or comply with the CAP process may result in an Academic Progress Hold, which prevents future registration and may result in administrative withdrawal or dismissal from the program.

Return to Good Standing

Students return to good academic standing when they:

- Raise their cumulative GPA to 3.0 or above;
- Resolve outstanding Incomplete grades, if required;
- Avoid further failing grades;
- Satisfy the terms outlined in their Corrective Action Plan;
- Resume meaningful progress toward degree completion.

Students will be formally notified when they have returned to good standing.

Academic Dismissal

Students may be dismissed from the program if they:

- Do not meet the terms of Academic Probation or a Corrective Action Plan;
- Exhibit continued patterns of academic difficulty across multiple terms;
- Fail to make meaningful progress toward degree completion;
- Are unable to complete degree requirements within the required timeframe;
- Demonstrate academic performance that reflects an inability to meet degree requirements.

In rare circumstances, a student may be subject to dismissal without a prior probationary period if academic performance reflects a clear and immediate inability to meet degree requirements. Dismissal decisions are reviewed and communicated by the Office of the Dean of Students, and students may request a final review of their case by that office.

SATISFACTORY ACADEMIC PROGRESS

In accordance with federal law and institutional policy, students must meet Satisfactory Academic Progress (SAP) standards toward completion of the Master of Science in Social Work (MSSW) degree. SAP is used to determine eligibility for federal financial aid and may also inform academic standing when a student is not making sufficient progress toward degree completion.

SAP is evaluated at the end of each academic term. At each evaluation point, students must meet all SAP standards, including cumulative GPA, pace of completion, and maximum timeframe.

SAP Evaluation Criteria

To meet SAP, students must satisfy all of the following standards:

1. Grade Point Average (GPA)

Students must maintain a minimum cumulative GPA of 3.0.

2. Pace of Completion

Students must successfully complete at least 67% of all cumulative attempted credits.

Courses that are withdrawn after Add/Drop, Incomplete (IN), Unofficial Withdrawal (UW), or Fail (F) count as attempted but not completed credits although the withdrawal may remain part of internal records for billing, financial aid, SAP, and academic planning purposes.

For example, if a student has attempted 15 cumulative credits by the end of a term, the student must have successfully completed at least 10 credits to meet the 67% pace requirement.

3. Maximum Timeframe

Students must complete all degree requirements within the maximum timeframe established by CSSW for the student's degree pathway and approved academic plan.

For students required to complete the full 60-credit MSSW curriculum, the maximum timeframe is 90 attempted credits.

For students admitted with advanced standing, transfer credit, or other approved adjustments, maximum timeframe is determined according to the student's approved CSSW degree plan and applicable federal, University, and School SAP rules

Attempted credits include CSSW coursework, accepted transfer credits when applicable, and repeated courses. Students become ineligible under the maximum timeframe standard when it is no longer mathematically possible to complete the degree within the applicable maximum timeframe.

Students must also complete all degree requirements within CSSW's time-to-degree limit, which is four (4) years from the date of matriculation unless an exception is approved by the School.

Courses Counted Toward SAP

The following are included in SAP calculations:

- Attempted credits: Any course that remains on the student's record after the Add/Drop deadline;
- Completed credits: Courses completed with passing grades, including "P" for pass/fail courses;
- Transfer credits accepted toward the degree: Count as attempted and completed when applicable;
- Withdrawals, Incompletes, Unofficial Withdrawals, and Failures: Count as attempted but not completed;
- Repeated courses: Each attempt counts as attempted credits, but only successfully completed credits count toward completion.

SAP Status Notifications

Students who do not meet SAP standards will be notified of their SAP status and any required next steps.

SAP Warning

Students who fall below any SAP standard for the first time may be placed on SAP Warning for one term.

Students remain eligible for federal financial aid during the SAP Warning term. Students on SAP Warning are expected to meet with the Office of Advising to develop or update a Corrective Action Plan.

Financial Aid Suspension

If SAP is not restored after the SAP Warning term, the student may be placed on Financial Aid Suspension and lose eligibility for federal financial aid.

A student on Financial Aid Suspension may still be permitted to enroll if they remain academically eligible, but they must self-fund their studies or obtain alternate financial support unless an SAP appeal is approved.

SAP Appeals and Financial Aid Probation

Students may appeal Financial Aid Suspension if they experienced documented extenuating circumstances that affected their academic progress.

To appeal, students must:

1. Submit the SAP Appeal Form;
2. Provide supporting documentation;
3. Meet with the Office of Advising to revise or update their Corrective Action Plan.

If the appeal is approved, the student enters Financial Aid Probation and regains federal financial aid eligibility for one term. The student must meet SAP standards or satisfy the terms of the approved academic plan by the end of the probation term to continue receiving federal financial aid.

Relationship to Academic Standing

SAP status and academic standing are related but not identical. A student may be in good academic standing but fail to meet SAP for financial aid purposes. A student may also meet SAP standards but still be subject to academic action if their academic performance, practicum performance, or progress toward degree completion raises concerns under CSSW policy.

Students not receiving federal financial aid are still expected to make satisfactory progress toward the MSSW degree and may be subject to academic action if progress is insufficient.

SAP Adjustments During Emergency Circumstances

In the event of University-wide emergency conditions or temporary grading policy changes:

- “P” grades count as completed credits but are excluded from GPA;
- “F” grades count as attempted credits and negatively affect GPA;
- “W” or “UW” grades count as attempted but not completed credits;
- Any temporary SAP adjustments will be applied only as permitted by federal, University, and School policy.

APPLICATION FOR DEGREE

In order to graduate and receive a diploma, students must submit an Application for Degree through Student Services Online (SSOL). Students should submit the application early in the final academic year in which all course, practicum, and degree requirements will be completed.

The application form, deadlines, and related instructions are available on the [University Registrar's website](#).

All eligible graduates must submit the University Registrar's online Application for Degree directly within SSOL under the Degree Application Status tab.

Upon submission of the Registrar's form, the student's Degree Application Status will change to "Submitted." This status means that the application has been received. It does not mean that the student has been certified for graduation or that the degree has been awarded.

Students should check their Degree Application Status before submitting another application. If the status says "Submitted," the student does not need to apply again for the same conferral date.

Selecting the Correct Conferral Date

The Application for Degree includes multiple graduation dates. While the application may default to the next available conferral date, students must select the correct conferral date for their program and expected completion term from the dropdown menu.

Students are responsible for confirming that the selected conferral date matches the term in which all degree requirements will be completed.

Students in pathways that complete degree requirements during the summer, including the Part-Time Program, should consult CSSW guidance to confirm the appropriate degree application and conferral date. Summer completion timelines may differ from spring degree conferral timelines.

Degree Certification and Completion of Requirements

Submitting the Application for Degree is required, but it does not guarantee degree conferral. CSSW certifies students for degree conferral only after confirming that all degree requirements have been completed.

To be certified for the degree, students must complete all applicable requirements by the relevant deadline, including:

- All required coursework;

- All required practicum requirements and hours;
- Required zero-credit requirements, including Child Abuse Reporting Education when applicable;
- Any approved minor requirements, if applicable;
- Any unresolved Incomplete, Credit Pending, or missing grades;
- Minimum cumulative GPA requirement of 3.0;
- Any remaining degree-audit or academic requirements.

Students with a cumulative GPA below 3.0 will not be certified for degree conferral.

Students are responsible for reviewing their degree progress, including their Stellar degree audit and academic plan, and for consulting Advising or Student Affairs if they have questions about remaining requirements.

Failure to Complete Requirements by the Intended Conferral Date

Students must reapply for a later conferral date if they do not complete all course, practicum, grade, and degree requirements by the conferral date for which they applied.

For example, a student who applies for a May degree but does not complete one or more courses, grades, practicum requirements, or other degree requirements until the summer must reapply for the next available conferral date.

Minors

Students who completed a minor should declare the minor when submitting the Application for Degree and must also complete the Minor Declaration Form required by CSSW.

Diplomas

The University issues diplomas after the degree has been conferred. Students are responsible for reviewing and maintaining diploma information in SSOL, including the diploma address and name information, by the deadlines set by the University Registrar.

TRANSCRIPTS AND OTHER RECORDS

Transcripts and Certification

The amended Family Educational Rights and Privacy Act (FERPA) of 1974 prohibits release of educational records without the written consent of the student (for certain exceptions and further restrictions, consult [Policy on Access to Student Records \(FERPA\)](#) in the [University Policies catalog](#)).

Information regarding transcript requests can be found at <https://registrar.columbia.edu/content/transcripts>.

Please allow 3-5 days to process email and paper transcript request(s) ordered via SSOL. Actual processing times may be considerably shorter. If any urgent requests are needed, please email ssc@columbia.edu with the linked transcript request document: <https://ssc.columbia.edu/sites/default/files/content/forms/transcript-request.pdf>

Current and former students who attended after 2001 must request transcripts online using [Student Services Online \(SSOL\)](#). If you know your UNI, but have forgotten your password, please reset your password.

The following services are available:

- [Transcripts](#)
- [Certifications](#)
- [Release of Academic Information for Deceased Students](#)
- [Information for Parents](#)

Students may also order certifications of enrollment and degrees via the [CSSW Letter Request form](#). This form can also be used by students requiring letters certifying their student status for a summons to jury duty, membership in a professional organization, insurance or similar reason.

Enrollment Verification

In the Spring of 1997, Columbia University contracted the National Student Loan Clearinghouse to simplify the enrollment verification process. Students no longer need to bring in their deferment form(s) every term to the Information Center. However, students will still need to bring in deferment forms for Perkins and private loans.

Three times a term, the University sends the Clearinghouse a file of all registered students. The Clearinghouse acts as the school's agent for purposes of confirming enrollment information for student financial aid recipients. Once this information is received, the Clearinghouse will distribute this information electronically to Clearinghouse members (guarantors/lenders).

For more information on the Clearinghouse, National Student Loan Data System visit their web site at <https://nsldsfa.gov/> or visit the Information Center at 205 Kent Hall.

Veteran Education Benefits

The Office of the Registrar provides certifications to the Veterans Administration: 209 Philosophy, 212-854-2515. You may review veteran education benefits on the [University's Military Benefits website](#).

Replacement Diplomas

The Office of the Registrar will order replacement diplomas if the original has been damaged or lost or if there has been a change of name. Students must provide proof if their name has been changed by filing a Name Change Affidavit. Replacement diplomas display the signatures of the current Columbia President and Dean of the School but show the original date of the award.

Replacement diplomas can be requested online at

<https://www.registrar.columbia.edu/content/application-replacement-diploma>.

Student Access to Records

This section explains the University's interpretation of access to student records under the Federal Family Educational Right and Privacy Act (FERPA) of 1974. It is important to note that the Office of the Registrar is more rigorous in protecting the privacy of the student data entrusted to it than the law requires.

Directory Information

Items that the Office of the Registrar considers "directory information" include: student name; local and permanent address; email; phone number; date of birth; dates of attendance; school or division; major; degrees and honors, and the dates they were awarded.

This is information that the Office of the Registrar will release without written consent except as specified in the full set of University guidelines. (See the [University Policies Catalog](#) for the full set of guidelines and statement of policy.)

A student in attendance who does not want to have their directory information released should inquire at the Office of the Registrar, 205 Kent Hall, as to the procedures to be followed. Additional information can be found at <https://registrar.columbia.edu/content/withhold-or-reverse-withholding-directory-information-form>. It is important to note that such requests must be made within the first 90 days of any term.

Please note that if such a petition is filed, the Office of the Registrar will not be able to confirm attendance or degrees should a potential employer inquire about them without the student's consent.

To rescind a request to block release of directory information, a student may fill out the Request to Withhold or Reverse Withholding of Directory Information Form available at <https://registrar.columbia.edu/content/withhold-or-reverse-withholding-directory-information-form>.

Change of Address

Students whose residence and/or billing address has changed since applying to or enrolling at CSSW must update their address information in [Vergil](#). This University system allows a student to keep multiple addresses on file (e.g., permanent, local, CU real estate).

Change of Name

Students whose name has changed since applying to, or enrolling at CSSW, who want the change reflected in the University records, must file a notarized [Name Change Affidavit](#) with the University.

LICENSING AND CERTIFICATION

Social Work is a regulated profession whose laws, rules, and regulations are defined by each state. As written by the [Association of Social Work Boards](#) (ASWB), “Social work licensing protects the public by setting and enforcing standards for the practice of social work. To practice as a licensed social worker, candidates need to demonstrate that they have met the qualifications outlined by the state or province where they intend to practice.”

As a [CSWE-accredited program](#), Columbia School of Social Work’s Master of Science in Social Work (MSSW) program provides you with the requisite degree to be eligible for licensure in states that require degrees from CSWE-accredited program.

To prepare for licensure, you must:

Maintain records throughout your education at CSSW and beyond. Keep a log of your master’s coursework syllabi, practicum evaluations, post-graduate clinical experience, hours of supervision, and continuing education credits/certifications. While employed, keep your clinical supervisors’ full names, license numbers, dates of licensure, and up-to-date contact information at all times.

IMPORTANT NOTICE: The content shared may not reflect the latest regulations and requirements, as they are subject to change from year to year. It is the responsibility of the professional seeking licensure to ensure that they stay abreast of any licensure and regulatory requirements by reviewing the respective licensing board websites regularly.

For detailed information on licensing in the tri-state area, licensing in New York, licensing in other states, licensing exams and resources (including free resources available via CLIO), and who to email with licensing questions, please visit <https://socialwork.columbia.edu/licensing/>

FINANCIAL AID TOOLKIT

Billing and Payments

Columbia University bills students for tuition, fees, and other charges at the beginning of each term. Payment is due by the date listed on the Student Account statement, which is available via Student Services Online (SSOL). In general, payment for each term is due before the end of the University's official Change of Program period (the first two weeks of the term).

You may consult these [Student Financial Services \(SFS\)](#) resources for complete information regarding [billing and payment](#):

- [E-billing Overview](#)
- [Payment Options](#)
- [Refunds](#)
- [Stipends](#)

Note: No paper bills will be mailed by the University.

Cost of Attendance

When making your financial plans, it is necessary to consider tuition and fees as well as living expenses in estimating the overall cost of attendance (COA). Follow the links below for the estimated COA for the current academic year.

Estimated Cost of Attendance for Residential and Online Options can be found here:

<https://socialwork.columbia.edu/content/cost-attendance>

Columbia Health and Related Services Fee: The fee is charged to all full-time students by paying the Columbia Health and Related Services Fee (HRSF), students can access the programs and services provided through Columbia Health's five departments, including 24/7 support from Counseling & Psychological Services, Medical Services, and Sexual Violence Response. A small portion of the HRSF supports the University Gender-Based Misconduct Office (GBM), so that GBM staff may fully collaborate with CH staff in providing necessary resources and support to students who have experienced sexual assault. For additional Health Service and Medical Insurance information, please visit the Health Service Enrollment Office or call the office at 212-854-7210.

Withdrawal Adjustment Schedule

Students who withdraw or take a leave of absence from the program after the add/drop period has ended, will be responsible for paying the tuition owed according to the [University's Refund Schedule](#). In addition, a \$75 withdrawal fee is charged to all students who withdraw. This is a

University Administrative Fee and no exceptions are made. Dropping down to zero (0) credits does not constitute a withdrawal from the University.

Based on the week of withdrawal, the refund percentage is as follows:

Week	Refund
Week 1 & 2	Through the end of Change of Program Period: 100% tuition and fees (except transcript fee) refunded
Week 3	90% tuition refunded, no fees refunded
Week 4	80% tuition refunded, no fees refunded
Week 5	70% tuition refunded, no fees refunded
Week 6	60% tuition refunded, no fees refunded
Week 7	50% tuition refunded, no fees refunded
Week 8	40% tuition refunded, no fees refunded
After 8th week	0% -- no refund

VETERANS BENEFITS AND TRANSITION ACT

In accordance with Title 38 US Code 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. This school will not:

- Prevent nor delay the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources available to other students who have satisfied their tuition and fee bills to the institution, including but not limited to access to classes, libraries, or other institutional facilities.

However, to qualify for this provision, such students may be required to:

- Produce the Certificate of Eligibility by the first day of class;
- Provide written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies.

For additional information, please visit [Military Benefits](#) on the Student Financial Services website.

COLUMBIA IMMUNIZATION REQUIREMENTS AND INSURANCE

Columbia University Immunization Compliance

Columbia School of Social Work expects all students to meet the MMR and Meningitis immunization requirements detailed at the link below, as well as any additional University immunization requirements (e.g., seasonal influenza vaccine, COVID-19 vaccine).

<https://www.health.columbia.edu/immunization-compliance-office>

Covid-19 Policies and Procedures

The page linked below was developed to help students, faculty, and staff stay safe on campus. Please visit this website for the most up-to-date University Public Health Protocols:

<https://news.columbia.edu/news/update-covid-19-university-guidance>

University Health Insurance

Having insurance is key to helping ensure predictable health care costs and to support students in the achievement of their personal and academic goals. In an effort to reinforce this aim, Columbia requires most students to have comprehensive health insurance as part of enrollment in the University.

Each academic year, **all registered full-time students must make an insurance selection**. They must either: confirm enrollment in the [Columbia Plan](#) (Columbia University Student Health Insurance Plan), or request a waiver from mandatory enrollment in the Columbia Plan (domestic students only).

Full-time students will be enrolled in the [Columbia Plan](#) if they do not make an enrollment selection or if no waiver request has been submitted by the open enrollment deadline. **Columbia University also requires all [international students](#) to enroll in the Columbia Plan.**

Information regarding the Columbia Health Insurance plan can be found here:

<https://health.columbia.edu/content/about-columbia-university-student-health-insurance-plan>

COLUMBIA DISABILITY SERVICES

Disability Services facilitates equal access for students with disabilities by coordinating accommodations and support services. The office supports all types of conditions including physical and learning disabilities, temporary injuries and chronic illnesses.

Students seeking reasonable accommodations (academic, housing) or support services from Disability Services (DS) are required to actively register with the office.

Registering with Disability Services

Registration does not occur automatically upon enrollment at Columbia University. Services received in high school or at other universities do not automatically transfer to Columbia University.

It is recommended that students joining the University contact the office immediately to initiate the registration process, but no later than 3 weeks prior to the start of classes. However, registrations are accepted throughout the year.

You can read detailed information and register for Disability Services at the following link:
<https://www.health.columbia.edu/services/register-disability-services>

Animals in Academic Buildings

Pets are not permitted in CSSW classrooms or academic spaces. Service animals, as defined by law and University policy, are permitted. Assistance animals (ESAs) are approved for University housing only and are not permitted in academic buildings unless specifically authorized by University policy. Questions should be directed to Disability Services.

You can read the University Service and Assistance Animals guidelines at the following link:
<https://www.health.columbia.edu/services/service-and-assistance-animals>

CAMPUS SAFETY AND SECURITY

The University is required by federal law to publish an annual security report containing information about campus security policies and statistics on the incidence of certain crimes on and around our campuses. This information is available on the University's [Department of Public Safety website](#), or by requesting a copy of the report from:

Campus Crime Report
Department of Security
Columbia University
111 Low Library, Mail Code 4301
535 West 116th Street
New York, NY 10027

A few resources offered by Public Safety are [intercampus shuttles](#), [safety escorts](#), [device engraving](#), and a free on-demand [evening shuttle](#) near campus. For additional resources and to learn more about the services Public Safety provides, visit the [Public Safety website](#).

THE FEDERAL FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The University abides by the provisions of the Federal Family Educational Rights and Privacy Act of 1974. This act ensures a wide range of rights, including but not limited to: information about student records that the University maintains, who maintains them, who has access to them, and for what purposes access is granted. The act also permits the University to release “directory information” without a student’s consent. In addition, the act guarantees students access to their records and restricts the access of others.

Students who wish to restrict access to their directory information may do so at the Registrar’s Office, 205 Kent. This same office can provide a set of guidelines and a policy statement. The guidelines are available online in the [catalog of University Policies](#). Questions about the interpretation of the guidelines should be referred to the University’s General Counsel, 412 Low Library.

<https://universitypolicies.columbia.edu/content/federal-family-educational-rights-and-privacy-act-ferpa>

COLUMBIA UNIVERSITY NON-DISCRIMINATION STATEMENT AND POLICY

Columbia University is committed to providing a learning, living, and working environment free from unlawful discrimination and harassment and to fostering a nurturing and vibrant community founded upon the fundamental dignity and worth of all of its members.

Consistent with this commitment, and with all applicable laws, it is the policy of the University not to tolerate unlawful discrimination or harassment in any form and to provide those who feel that they are victims of discrimination with mechanisms for seeking redress.

Also consistent with this commitment, Columbia University prohibits any form of discrimination against any person on the basis of race, color, religion, sex, gender, gender identity, pregnancy, age, national origin, disability, sexual orientation, marital status, status as a victim of domestic violence, citizenship or immigration status, creed, genetic predisposition or carrier status, unemployment status, partnership status, military status, or any other applicable legally protected status in the administration of its educational policies, admissions policies, employment, scholarship and loan programs, and athletic and other University-administered programs and functions.

Nothing in this policy shall abridge academic freedom or the University's educational mission. Prohibitions against discrimination and discriminatory harassment do not extend to actions, statements or written materials that are relevant and appropriately related to course subject matter or academic debate.

This policy governs the conduct of all Columbia University students, faculty, staff and visitors that occurs on the University's campuses or in connection with University-sponsored programs. This policy also governs conduct by Columbia University students, faculty, staff and visitors that creates, contributes to, or continues a hostile work, educational, or living environment for a member or members of the University community.

Complaints of discrimination or sexual harassment may be lodged through the [Office of Institutional Equity](#), the [Ombuds Office](#), or the dean of the school of the person against whom the student has a complaint (if that person is a student).

If the complainant believes the matter involves criminal activity, the complainant should contact the [Department of Public Safety](#).

COMMUNITY STANDARDS AND CODE OF CONDUCT: POLICIES AND PROCEDURES

As members of the Columbia University community, all School of Social Work students are expected to uphold the highest standards of integrity, civility, and respect. These core values are key components of the Columbia University experience and reflect the community's expectations of its students. All university faculty, students, and staff are responsible for compliance with the Rules of University Conduct, the full text of which is available here:

<https://universitylife.columbia.edu/guide-rules-university-conduct>. A complete list of current University-wide policies can be found [here](#).

In all aspects of school activities, students are expected to adhere to the [National Association of Social Workers Code of Ethics](#). It is the responsibility of the student to become acquainted with the Code.

Conduct as a student-employee, student-leader, or when completing practicum:

Additionally, the highest level of professionalism is expected when students are in the role of employee or intern (e.g., teaching assistant, graduate assistant, student casual) or student leader (e.g., Student Union, Caucus and/or Orientation Leader). A student must be in good academic and disciplinary standing while upholding good conduct as described above to hold these roles.

Student Grievances

Please view student grievance procedures here: <https://socialwork.columbia.edu/policy-and-privacy-statements/>

Columbia University Anti-Bullying Initiative and AWARE

Columbia University has established the Columbia University Alliance for Wellbeing, Accountability, & Respectful Engagement (AWARE) to provide a centralized, coordinated approach to preventing and addressing bullying and abusive conduct in workplace, supervisory, research, mentoring, training, and other professional University contexts.

AWARE is intended to support respectful engagement, accountability, and healthy working and learning environments. It does not replace established academic, grading, classroom, student conduct, grievance, discrimination, harassment, or other University or School processes. Concerns that fall within another established process may be referred to the appropriate office.

Reports and concerns related to bullying or abusive conduct should be submitted through the University's [designated AWARE reporting process](#). Students may also contact the Office of Student Affairs for guidance on appropriate routing when they are unsure which process applies.

Confidentiality

In general, under University policy and federal law, information about Dean's Disciplinary proceedings against a student is confidential and may not be disclosed to others.

A full description of faculty obligations and rights may be found in the [Faculty Handbook](#).

In certain cases, CSSW's disciplinary procedures are superseded by the Rules of University Conduct, which cover alcohol and drug use, sexual assault, equal opportunity and nondiscriminatory conduct, and such activities as demonstrations, rallies, picketing, and the circulation of petitions.

The Rules of Conduct also ensure that all members of our community are allowed to engage in free expression and open debate. All members of the community have the right to do so, within an atmosphere of tolerance and civility, and in an environment that is open to divergent views.

Complaints Regarding Distance Education

Students enrolled in both the Online and NYC-based options follow the same policies and procedures for addressing student grievances, should any such issues or concerns arise while studying at Columbia. Information on how to file grievances, either academic or non-academic, can be found in the Student Grievances section of this handbook and the linked CSSW grievance procedures.

Additional information on Distance Education Complaints can be found on the [Columbia University Office of the Vice Provost for Teaching, Learning, and Innovation website](#).

Student consumer complaints against an institution operating under the [State Authorization Reciprocity Agreement \(SARA\)](#) must first go through the institution's own procedures for resolution of grievances. Students should first address complaints to the school within Columbia where they are registered.

Student consumer complaints regarding programs at Columbia School of Social Work should be directed to swstudentaffairs@columbia.edu.

Complaints regarding student grades or student conduct violations are governed entirely by institutional policy and the laws of New York State.

If a person bringing a complaint is not satisfied with the outcome of the institutional process for handling complaints, the complaint, except for complaints about grades or student conduct violations, may be appealed, within two years of the incident about which the complaint is made, to the SARA Portal Entity in the home state of the institution against which the complaint has been lodged.

Andrea Richards

Supervisor, Higher Education Programs
New York State Education Department
89 Washington Avenue
Albany, NY 12234
518.474.1551
IHEauthorize@nysed.gov

Additional information about complaint procedures can be found through [NC-SARA](#) and the [NYSED SARA Student Complaint Process](#).

Reporting and Disciplinary Procedures

AVENUES FOR REPORTING

Students are strongly encouraged to resolve conflicts directly with the staff or faculty member(s) with whom they may have a concern. If the student is uncomfortable doing so or if an informal resolution is not achieved, students may elect to file a formal grievance in writing to the appropriate Dean who manages the individual's department. (See Council of Deans list for the appropriate contact: <https://socialwork.columbia.edu/node/94>)

If the alleged misconduct involves discrimination, sexual harassment, or gender-based misconduct a student should file a complaint with the Office of Institutional Equity, which is available at <https://institutionalequity.columbia.edu/>.

Complaints against the School's faculty that allege scientific or scholarly misconduct are also evaluated using other procedures, which are available at <https://research.columbia.edu/research-misconduct>.

Student Conduct

This section summarizes the procedures available to support or adjudicate alleged violations of the University's Code of Conduct.

As part of the process of educating students about the potential impacts of their actions on their individual lives and the University community at-large, Columbia School of Social Work has partnered with Columbia University's [Center for Student Success and Intervention](#) (CSSI).

CSSI supports the Columbia community with the maintenance of a safe, honest, and responsible campus environment. The office may contact students if it is alleged that they have engaged in behavior that is inconsistent with University, affiliated school, program policies and/or federal, state, or local laws, and/or those at a practicum site. Lack of awareness or understanding of

University Policies does not excuse a violation. When such an allegation is made, students may be referred to the Dean's Discipline process at CSSI.

Students, faculty, and staff may [file a report directly to CSSI](#) for any incident involving a member of the Columbia University community.

When conflict occurs within the CSSW community, it will be addressed by resolution options described in the Standards and Discipline PDF: <https://cssi.columbia.edu/content/learn-about-policies>

All community members have the right to file a complaint when it is believed that another person has committed a social or academic infraction. However, wherever possible, it is recommended that conflicts be resolved informally (with the help of a mediator if necessary).

The misconduct violations outlined below are divided into two categories: *Behavioral* and *Academic*.

Behavioral Violations

Behavioral Violations of University policy have been identified to maintain a safe and healthy educational environment and are detailed [here](#). Prohibited conduct includes, but is not limited to:

- a. Access/Egress, Unauthorized Gaining
- b. Alcohol Policy, Violation of
- c. Collusion
- d. Columbia University Identification Card, Prohibited use of
- e. Columbia Identity (or affiliated organizations), Unauthorized Use of
- f. Copying and/or Distribution, Unauthorized
- g. Disruptive Behavior
- h. Endangerment
- i. Endangerment of Animals
- j. Failure to Comply
- k. Falsification
- l. Fire Safety Policies, Violation of
- m. Harassment
- n. Hazing
- o. Illegal Drugs Policy, Violation of
- p. Information Technology Policies, Violation of
- q. Laws, Violation of the
- r. Retaliation
- s. Sales and Solicitation
- t. Smoking Policy, Violation of University
- u. Surveillance/Photography, Unauthorized
- v. Theft
- w. University Policies, Violation of

- x. Vandalism/Damage to Property
- y. Weapons

Academic Integrity Violations

Academic misconduct violates the principle of intellectual integrity that is the foundation of our institution and violations are detailed [here](#). To violate that principle is one of the most serious offenses a student can commit. Faculty and instructors should list specific expectations on a course syllabus and examples of academic misconduct. These expectations apply to all academic activities and work that students conduct during their time at the University, graded or ungraded. Every attempt is made to resolve alleged infractions informally and at the classroom level.

Violations of academic integrity include, but are not limited to, the following:

- a. Academic Dishonesty, Facilitation of
- b. Assistance, Unauthorized
- c. Bribery
- d. Cheating
- e. Collaboration, Unauthorized
- f. Dishonesty
- g. Ethics, Honor Codes, and Professional Standards, Violation of
- h. Failing to Safeguard Work
- i. Giving or Taking Academic Materials, Unauthorized
- j. Obtaining Advance Knowledge Unauthorized
- k. Plagiarism
- l. Sabotage
- m. Self-Plagiarism
- n. Test Conditions, Violations of
- o. Use of Artificial Intelligence Tools, Unauthorized

Disciplinary Hearing

A disciplinary hearing is held to discuss the allegations with the student, and when necessary, to determine appropriate sanctions. Present at the hearing are the charged student, a member of CSSI, and a representative from Columbia School of Social Work. On the strength of the evidence and the student's response, the CSSI representative and the representative from CSSW will reach a determination based on the preponderance of the evidence standard (i.e., what is more likely than not). The student will be notified of the decision within 10 business days after the hearing has concluded.

Sanction Options

If a student is found responsible for a policy violation, sanctions will be issued in consideration of the specific circumstances of the case, institutional precedent, disciplinary history, aggravating

circumstances and community impact.

CSSW, in partnership with CSSI, may impose one or more of the following sanctions on a student determined to have violated any CSSW or University policy:

- Disciplinary Warning: Notice in writing that continuation or repetition of conduct found wrongful may be cause for more severe action. The student remains in good standing.
- Disciplinary Probation: Suspension of specified privileges for a definite period (e.g., student caucus leadership, Student Union, Orientation Leader, committee membership status). The student is no longer in good disciplinary standing for a specific time. The student is permitted to continue academic progress.
- Disciplinary Suspension: The student is placed on an administrative leave of absence. The conditions of re-admission are stated in the written report. Upon return from their leave, the student remains on Disciplinary Probation.
- Expulsion: The student is withdrawn from the School.
- Other sanctions: In some instances, information provided during a hearing will lend itself to special sanctioning consideration. As the disciplinary process is also an educational one, students may be referred to resources and campus support services or asked to complete additional projects. The committee may recommend other sanctions that they determine appropriate for the particular case (e.g., restitution, compensatory services, requiring additional course credits or assignments, service).

Appeals

An appeal may be submitted electronically to the Dean of Students within ten (10) business days of receipt of notification of the sanctions imposed, clearly stating the grounds for appeal.

There are three grounds upon which a request for an appeal may be considered:

- A procedural error was affecting the determination or sanction.
 - An appeal based on procedural error(s) must identify specifically each alleged error(s) within the review process and how the specified error(s) substantially affected the decision.
- New information that was not available at the time of the investigation or hearing may change the determination or sanction.
 - An appeal based on new information must explain why it was not available or provided to the Hearing Committee. It must also identify how this information

would substantially alter the decision rendered by the Hearing Committee.

- Excessiveness/Inappropriateness of the sanction:
 - An appeal based on the imposed sanction must explain why a sanction is inappropriate based on the weight of the information provided during the review process.

The Dean of Students shall review the record with the members of the Dean's Discipline Committee, but shall not consider new evidence. Ordinarily, the determination of an appeal will be based on procedural grounds rather than a re-examination of the facts. If the Dean finds that there is new evidence that the committees did not consider, the Dean should ask the committee to reconvene to consider the new evidence. The decision of the Dean is final. Both the complainant and student are informed of the outcome of any appeal in writing, as are members of the committees.

Student Policies and Procedures on Discrimination, Harassment, Gender-Based and Sexual Misconduct and Consensual romantic and sexual relationships

Columbia University is committed to fostering an environment that is free from gender-based discrimination and harassment, including sexual assault and all other forms of gender-based misconduct.

[The Gender-Based Misconduct and Interim Title IX Policies and Procedures for Students](#) are one part of the University's multifaceted approach to eliminate gender-based misconduct from our community, which also includes educational programs; services and resources for those affected by gender-based misconduct; accessible, prompt, and fair methods of investigation and resolution of reports of misconduct; and protections designed to prevent against recurrence.

Gender-Based Misconduct

Found in [Gender-Based Misconduct and Interim Title IX Policies and Procedures pp 10-14](#).

Gender-based misconduct includes a broad range of behaviors focused on sex and/or gender that may or may not be sexual in nature.

Interim Title IX Policy Violations

Found in [Gender-Based Misconduct and Interim Title IX Policies and Procedures pp 15-17](#).

Behaviors that meet the definition of prohibited conduct under the Interim Title IX Policy must be investigated, adjudicated and reviewed under the Interim Title IX Policy, even if those behaviors also violate the Gender-Based Misconduct Policy.

[Click here](#) for a list of Frequently Asked Questions about Columbia’s Interim Title IX Policy and Gender-Based Misconduct Policy for Students.

If you have experienced or witnessed a violation of these policies [CLICK HERE](#).

The [Office of Institutional Equity](#) is responsible for managing Columbia University’s Student Policies and Procedures on Discrimination and Harassment and for coordinating compliance activities under these policies and the applicable federal, state and local laws. It has been designated as the University’s Compliance Office for Title IX, Section 504 of the Rehabilitation Act, and other equal opportunity, nondiscrimination and affirmative action laws. Students, faculty, and staff may contact the OIE to inquire about their rights under University policies, request assistance, seek information about filing a complaint, or report conduct or behavior that may violate these policies.

Complaints against students for gender-based misconduct are processed in accord with the Gender-Based Misconduct Policy for Students at <http://sexualrespect.columbia.edu>. The use of the term “gender-based misconduct” under these policies and procedures includes sexual assault, sexual harassment, gender-based harassment, stalking, and intimate partner violence. Students who attend Barnard College and Teachers College as well as Columbia University are covered by the Gender-Based Misconduct Policy for Students.

Complaints by students against students for other forms of discrimination and harassment are processed in accord with the Student Policies and Procedures on Discrimination and Harassment at <https://institutionalequity.columbia.edu/content/policies> and should be filed with the Dean of the school in which the respondent student is enrolled. Complaints against students are investigated under the appropriate Dean’s Discipline procedure of the respondent student’s school.

Complaints by students against employees and third parties doing business with the University for discrimination and harassment are processed in accord with the Employment Policies and Procedures on Discrimination and Harassment at <https://institutionalequity.columbia.edu/content/policies>. The use of the term “discrimination and harassment” under these policies and procedures includes discrimination, discriminatory harassment, gender-based harassment, sexual harassment, and sexual assault.

You may review and download copies of the complete policies on the [OIE website](#).

The Associate Provost heads the Office of Institutional Equity and has been designated as the University’s Title IX Coordinator, Compliance Officer for Section 504 of the Rehabilitation Act, and other equal opportunity, nondiscrimination and affirmative action laws.

For further information and assistance, contact:

Office of Institutional Equity: <https://institutionalequity.columbia.edu/content/policies>
103 Low Library, MC 4333
(212) 854-5511

institutionalequity@columbia.edu

Students, faculty, and administrators with general questions about Gender-based and Sexual Misconduct Policies or individuals interested in submitting a report alleging gender-based misconduct can find contact information for the appropriate University officials they may notify here: <https://sexualrespect.columbia.edu/how-to-get-help>

Columbia offers a number of confidential resources to students who believe they were subjected to discrimination, harassment or gender-based or sexual misconduct:

Ombuds Office

Morningside
660 Schermerhorn Extension
(1200 Amsterdam Avenue. Between 118th & 119th)
(212) 854-1234 - phone

CUIMC
154 Haven Avenue Room 412
(212) 304-7026 - phone

Counseling Services

Columbia Morningside (212) 854-2878
CUMC (212) 496-8191

Employee Assistance Program

(888) 673-1153
(800) 256-1603 (TTY)

Health-Related Services

Columbia Morningside (212) 854-2284
Columbia Morningside clinician-on-call (212) 854-9797
CUMC (212) 305-3400
CUMC clinician-on-call (212) 305-3400

Rape Crisis/Anti-Violence Support Center

(212) 854-HELP

Office of the University Chaplain

(212) 854-1493

INCLUSION AND IDENTITY SUPPORT

CSSW is committed to an inclusive learning environment that affirms sexual orientation, gender identity, and gender expression. Students have the right to learn, teach, and practice in settings that are respectful, safe, and free from discrimination and harassment.

Student rights

- Use chosen names and pronouns in classrooms, practicum, and University systems.
- Use restrooms and facilities that align with your gender identity.
- Access supportive measures and reporting options for discrimination, harassment, or gender-based misconduct.
- Request reasonable accommodations for a disability through Disability Services.

Names and pronouns

- Set your chosen name and pronouns in University systems where available. If your information is not displaying correctly on rosters, CourseWorks, or practicum paperwork, follow the Registrar's steps to update records:
<https://registrar.columbia.edu/content/student-names>
- Practicum sites are expected to use students' chosen names and pronouns on all site documents and communications.

Health, care navigation, and facilities

- Columbia Health offers services for transgender and gender-expansive students. Student Affairs can help coordinate care if it affects academic or practicum timelines.
- Gender-inclusive restrooms are available campus-wide. Students may use any restroom consistent with their gender identity.

Resources

- Start here: **University Life — Supporting LGBTQIA+ Communities**. This hub centralizes pronoun guidance, gender-inclusive restroom maps, mental health and gender-affirming care pathways, student programming, and bias-reporting options:
<https://universitylife.columbia.edu/content/supporting-lgbtqia-communities>

For coordination and advocacy, contact the [Office of Diversity, Equity and Inclusion](#) or the [Office of Student Affairs](#); for disability accommodations, contact [Disability Services](#); for practicum issues, contact the [Office of Practicum Learning](#).

COMMITTEES AT THE SCHOOL OF SOCIAL WORK

Curriculum Committee

The membership of this committee includes four elected and four appointed faculty members, several ex-officio school administrators (e.g., Associate Dean of Academic Affairs, Associate Dean of Practicum Learning), and two (2) M.S. student representatives. The Curriculum Committee is the major body providing oversight of the school's M.S. educational program, including curriculum policy, design and content. It is the final authority except in those matters that are the explicit responsibility of other committees or are reserved to the Dean by University statute.

Diversity, Equity and Inclusion (DEI) Advisory Committee

This committee is charged with working with other school committees to enhance the systematic attention given to diversity, equity and inclusion as it is related to the curriculum, faculty, advisors, the development of practicum instructors, the recruitment and retention of a diverse student population and faculty, and extracurricular activities. This committee will be annually tasked with reviewing and assessing the school's progress on the suffusion of the power, race, oppression and privilege (PROP) lens across the curricula and in administrative practices. In addition to faculty and administrators, there are student members. The student coordinators for the Professional Development and Self-Awareness (PDSA) initiative serve on the Diversity Committee, and an additional 2-6 MSW and PhD students are selected via an application process each fall.

Curriculum Area Concentration Committees

Committees are established in subdivisions of the curriculum as needed. Students have representation on each Curriculum Area Concentration Committee, including these: Curriculum Committee, AGPP/IPP, Generalist Curriculum, Policy Practice Area, LME/SEA Area, HBSE Teachers, and Research Teachers. These Committees are responsible for reviewing and making recommendations regarding educational and administrative policies within the concentration. In curriculum matters, they act as subcommittees of the Curriculum Committee and they advise the Dean in carrying out educational and administrative policies.

CSSW RESOURCES AND SERVICES FOR STUDENTS

Office of Academic and Faculty Affairs

The **Office of Academic and Faculty Affairs** oversees and manages CSSW's curriculum, development of new courses, faculty recruitment and development, grievances related to classroom or faculty issues, exceptions to academic policy, continuing education, and much more...

Have questions on topics such as Evaluation Methods or Grievances? [Find answers here.](#)

QUESTIONS? CONTACT US:

E-mail: swoaa@columbia.edu

Advising

The [Office of Advising](#) supports students' educational development and professional success in the Master of Science in Social Work Program. The Advisor is the primary educational support resource to students in the MS Program, serving as the student's academic and practicum advisor. The Advisor approaches the student's education from a holistic perspective.

Throughout their generalist and specialized years, students will have guidance from their Advisor, who is a seasoned social worker. In both years, Advisors will visit the practicum site, have one-to-one meetings to discuss practicum and academic challenges and successes, be available for email/phone/Zoom contact as needed, and facilitate mandatory advising seminars.

In both generalist and specialized years, professional advising is a mandated key component of the advisors' practicum learning advising, which is an imperative component of the work of advisors. In the specialized year particularly, advisors are tasked with supporting the advisees' professional development and advancement/transition from the role of student to the role of social work professional.

APPOINTMENT WITH ADVISING STAFF:

[Go to the online appointment system.](#)

QUESTIONS? CONTACT US:

E-mail: swadvising@columbia.edu

Career and Leadership Management

The [Office of Career and Leadership Management](#) provides tailored guidance, resources, and opportunities to build skills, expand networks, and make informed career decisions in pursuit of meaningful work in the social sector.

Specifically, we offer:

- 1:1 career coaching
- Resume and cover letter reviews
- Job search guidance
- Interview and negotiation preparation
- Career and job search strategy webinars
- Alumni and employer networking opportunities
- Exclusive job board and career planning tools
- Career newsletter

Students can schedule appointments by logging into [Career Connect](#) (powered by GradLeaders) using their UNI and password.

QUESTIONS? CONTACT US:

E-mail: swcareer@columbia.edu

Columbia Social Work Library

As a student at CSSW, you have access to the [Social Work Library](#), one of the world's premiere collections in social work and social services, as well as to the collections and services of the other 21 libraries that make up Columbia's library system—one of the top five research libraries in North America.

Comprehensive information about the Social Work Library's collections and services can be found on the [Social Work Library Web site](#), a micro-site of Columbia University Libraries.

Library hours: [Go to calendar](#)

Research Consultation: By appointment only. [Go to the online appointment system](#)

Location: Social Work Building, 2nd floor

E-mail: socwk@libraries.cul.columbia.edu

Tel: 212-851-2194

Computing Services

The [Office of Computing and Instructional Technology \(OCIT\)](#) manages the School's computer, printer and AV equipment and provides user support for online resources. We are here to assist you with access to CSSW's computers, printers and A/V equipment, as well as to address questions you may have about CU-sponsored online resources such as CourseWorks (Canvas), Mediathread, and Turnitin.

HELPFUL INSTRUCTIONS

- [Brief Computing and Instructional Technology Information Sheet](#) (PDF: 1 pg)
- [Computer Configuration and Related Recommendations](#) (PDF: 1 pg)
- [Encryption Instructions](#) (PDF: 1 pg)

QUESTIONS? CONTACT US:

E-mail: swit@columbia.edu

Tel: 212-851-2345 (option 1 for computing; option 2 for AV)

Diversity, Equity, and Inclusion

The [Office of Diversity, Equity, and Inclusion](#) at the Columbia School of Social Work is committed to fostering diversity, equity, and inclusion practices and policies in classrooms, social spaces, offices, and all interactions between CSSW students, faculty, and staff. The Office was created as a result of a student-led initiative to demonstrate a commitment to social justice, equity, and inclusion.

The DEI Office oversees and develops programming and services that link issues of diversity, multiculturalism, inclusion, intersectionality, and social justice for students, faculty, and staff, including:

- facilitating affinity group-based supportive spaces, workshops and trainings for students, faculty and staff
- organizing school-wide heritage celebrations.
- collaborating with student caucuses; and
- providing mediation services.

The DEI team also supervises and advises the student-led [Professional Development and Self Awareness \(PDSA\)](#) initiative.

Questions? Contact us: swdei@columbia.edu

Student Affairs

The Office of Student Affairs team oversees all areas related to a student's enrollment, registration status, and student life involvement, through graduation and degree certification. The Office of Student Affairs is responsible for working with the University Registrar to certify the completion of education requirements for licensure.

Visit the [Registration Information](#) page to view registration dates and to access course descriptions, sample syllabi, information on cross-registration and more.

All Student Life activities are housed under Student Affairs. This includes oversight and management of the 25+ student caucuses and Student Union, as well as the planning and execution of major school-wide events such as orientation programs, graduation, wellness weeks, and various other celebrations throughout the year.

To get involved in a student group and other extracurricular activities at the School, visit [Student Life](#).

QUESTIONS? CONTACT US:

E-mail: swstudentaffairs@columbia.edu

Practicum Learning

Practicum is an integral part of becoming a master's level social worker. It can be the most transformational part of your education.

The **Office of Practicum Learning** works with you on your practicum placement in one of more than 600 agencies throughout New York City (including all boroughs), New Jersey, and Connecticut. We also have more than 300 placements in cities nationwide for students attending the online campus.

Areas each Associate Director manages:

- [Kristin Battista-Frazee](#): Online Option (Northeast and Southeast regions); Tristate Area (CT)
- [Tonya Ricketts De La Rosa](#): Online Option (West, Southwest, and Midwest regions); Tristate Area (NJ)
- [Jenny Crawford](#): Contemporary Social Issues
- [Marlene Santana](#): Aging; Family, Youth & Children's Services
- [Amanda Glass](#): Health, Mental Health & Disabilities: Mental Health Services
- [Stephanie Gilman](#): Health, Mental Health & Disabilities: Social Work in Healthcare
- [Ericka M. Echavarria](#): International, Immigrant, and Refugee Services; World of Work
- [Hans Bernier](#): School-based and School-linked Services

Warren Graham, Associate Dean of Practicum Learning

wkg2103@columbia.edu

James Singletary, Director of Practicum Learning

(212) 851-2251

js2864@columbia.edu

Mary Sawyer, Associate Director of Systems and Reporting

(212) 851-2341

mrs31@columbia.edu

Princess Dennis, Department Administrator

(212) 854-6572

pd2559@columbia.edu

QUESTIONS? CONTACT US:

E-mail: swpracticum@columbia.edu

Go to [Practicum Learning staff list](#).

Financial Aid

The Office of Financial Aid assists you in preparing to meet the costs of a social work education by putting together your financial aid package and providing information on scholarships, work-study funds, loans, payment schedules, refunds and much more.

COUNSELING:

By appointment only: Go to the [online appointment system](#)

QUESTIONS? CONTACT US:

E-mail: swfinaid@columbia.edu

Telephone: (212) 851-2293

Writing Center

The Writing Center provides one-on-one writing consultations, both in person and online, for MSW and PhD students. Our mission is to empower students at the Columbia School of Social Work to become stronger, more confident writers in their coursework and beyond. As a student, you should feel free to visit us with any piece of writing, at any stage, for any writing concern. Writing consultants work together with you not only to improve a given assignment or draft, but to identify and develop transferable skills—how to investigate a topic, collaborate with others, and learn—that will help in any future writing or creative projects.

MAKE AN APPOINTMENT

[Go to our appointment sign-up form.](#) We advise you to schedule up to two weeks in advance.

QUICK LINKS

- [Writing Center Sign-up Policies](#) (PDF: 2 pages)
- [How to make an online appointment at the Writing Center](#)

QUESTIONS? CONTACT US:

E-mail: swwrite@columbia.edu

Tel: (212) 851-2232

DEVELOPMENT AND ALUMNI RELATIONS

The Office of Communication Strategy, Development and Alumni Relations is charged with engaging alumni and friends who share the School's vision; promoting the visibility of the School through strategic communications; expanding connections with key stakeholders; managing existing and new fundraising initiatives, with a particular focus on scholarship support; and identifying new partners and supporters dedicated to social and racial justice. The Office is deeply committed to fostering community among the School's alumni and future alumni.

The Alumni Association provides a forum for the more than 20,000 alumni around the world to come together to exchange ideas and professional expertise. Through the monthly e-newsletter AlumniNotes, LinkedIn, website and social media channels, alumni are kept up to date on news of faculty, their classmates and colleagues, trends in the field, and current initiatives at the School. In addition, the Association promotes programs and services that provide opportunities for professional growth. All students have access to the CSSW Alumni Directory by logging on to: <https://www.alumni.columbia.edu/alumni-community>.

Students are encouraged to get involved long before graduation. Participation in sponsored programs and networking events provide opportunities for current students to connect with alumni from various fields of social work practice. Students are also invaluable partners in telling our story to donors of the School that are most often alumni themselves. There are a number of ways for students to support CSSW's efforts to increase its financial aid endowment and expand the resources available for student scholarships and we invite those who are interested to reach out to our office to learn more.

There is no fee to become a member of the Alumni Association. All students are considered members of the Alumni Association upon graduation from CSSW. There are many ways for alumni to give back to CSSW--participate in informational interviews with students, become a practicum instructor, speak on a panel, employ a graduate, post a job opening, recommend a potential student, and promote CSSW initiatives on social media. Another way alumni are encouraged to give back is by making a gift. Alumni giving supports the School's talented students and faculty. It is alumni participation in giving each year — not the size of gifts — that really counts. The legacy of generous alumni can be spotted throughout the School—named locations in the building, endowed professorships, and most importantly the financial aid received by 90 percent of current students.

CSSW Alumni website: <https://socialwork.columbia.edu/content/office-development-and-alumni-relations>

Office of Development and Alumni Relations: sswalumni-dev@columbia.edu

DOCTORAL PROGRAM

The [CSSW doctoral program](#) is widely considered the home of social work leaders – the school has educated more deans and faculty for schools of social work than any other. Most candidates in the Ph.D. program seek positions in academia, or as researchers, teachers, or senior administrators in government or nonprofit agencies.

The Doctor of Philosophy in Social Work is offered by the Graduate School of Arts and Sciences and is administered by the School of Social Work. Students choose a method of concentration – advanced practice; social policy and policy analysis; or social policy and administration. In each sequence, students do intensive work in research methodology and statistics in connection with their own career planning.

Course Requirements

The student's program is individually arranged from the CSSW advanced courses listed below and from courses available in other professional schools and graduate divisions of the University. Normally students are required to complete a minimum of 49.5 credits. At least 30 credits must be completed within the University. Of these, 18 must be taken in the School of Social Work. A typical program includes six credits in the student's social work method, nine credits in social or behavioral science courses, 21 credits in research methodology and statistics, three credits in history and philosophy of social welfare, and three credits in a substantive field of practice. Students concentrating in policy analysis must also take a minimum of two courses in microeconomics. All candidates must spend at least three consecutive terms in full-time residence (three consecutive terms during which nine or more credits are earned in each term).

Students are also required to complete a 360-hour research practicum and a dissertation seminar. On completion of all course requirements and with recommendation from the faculty advisor, students complete a written and oral comprehensive exam. On completion of all program requirements except the dissertation, students are awarded an M.Phil. degree. Dissertation topics must be approved and proposals completed one year following the comprehensive examinations. The degree is awarded after the oral defense and deposit of the dissertation. A continuing registration fee is due each term that a student is not taking courses or research instruction.

Admission Requirements

Admission requirements for the Ph.D. program include:

- a Master's degree in social work (or a related field) from an accredited U.S. or Canadian university
- an MSW degree (required) with two years post-MSW practice experience strongly preferred, for those applying to the advanced practice concentration

- a personal statement
- all graduate and undergraduate transcripts
- three letters of recommendation
- GRE scores (*suspended for the Fall 2025 application cycle*)
- For international students whose native language is not English, TOEFL scores are required unless they have earned their Master's degree at an institution in an English-speaking country.

Students with graduate degrees in other fields may be admitted to the policy or administration concentrations.

Admission Procedures

Applications for the doctoral program, including all supporting materials and the application fee (\$75 if submitted online) should be filed by December 15.

Application materials, including information on financial aid, are available in the Doctoral Office (Room 919, 1255 Amsterdam Avenue, New York, NY 10027) or online at <https://socialwork.columbia.edu/content/phd-program>. Links to the online application can be found on the above web page.

Within four weeks of the date of acceptance, an accepted applicant for the Ph.D. is required to pay a nonrefundable pre-registration fee that will be credited toward tuition.

SCHOOL OF SOCIAL WORK STUDENT UNION CONSTITUTION

Article I: Purpose

The School of Social Work Student Union (SSWSU) is the official, representative student council of Columbia University School of Social Work. The SSWSU will act as an official liaison between the School of Social Work student body and the Administration. SSWSU's mission is to enhance the educational experience of its members and contribute to the university community through fostering activities and consistent advocacy. SSWSU shall be responsible for advocating on behalf of CSSW graduate students and their collective interests.

Article II: Membership and Representation

Section 1: Membership

A. The SSWSU shall comprise fourteen (14) voting and one (1) non-voting students closely representing the general student body of Columbia University School of Social Work. In practice, the representatives shall be known as the School of Social Work Student Union or SSWSU representative/officer.

Section 2: Eligibility

- A. All social work graduate students are eligible to participate as members of the School of Social Work Student Union. In this document, said members will be referred to as the student body, School of Social Work Student Union, or SSWSU members.
- B. Each SSWSU representative must be in good Academic and Administrative standing (refer to the Columbia School of Social Work handbook) and making Satisfactory Academic Progress (SAP). Due to the summer start of the Advanced Standing program, the Advanced Standing representative will fulfill a term beginning in the summer term. Each representative will fulfill at least one (1) academic year term (two semesters).
- C. SSWSU representatives are elected to one-year terms but may serve for consecutive years if they submit new nominations.

Article III: Executive Board and Representative Positions

Section 1: President

The responsibilities of the President include, but are not limited to:

- A. Chair the SU Board Meeting and presides over all general body meetings.

- B. Represent the interests of SU to the Dean, faculty, and staff of the School of Social Work, as well as to the community at large: Columbia University or otherwise.
- C. Must be up to date on all Student Union communications and events.
- D. Assist other members of the SU with their duties as necessary.
- E. Assume responsibility for any other duties deemed relative to their position as representative or through their participation in committee or council duties.
- F. Report to the Student Body at least every semester the actions of the Student Union for the term.
- G. Serve as ex-officio for any vacant executive board positions.
- H. Ensure smooth transition between the outgoing and incoming SU representatives at the end of the year.

Section 2: Vice President

The responsibilities of the Vice President include, but are not limited to:

- A. Maintain consistent contact with the President.
- B. Be up to date on all Student Union communications and events.
- C. Work with the Office of Student Affairs to ensure that the student body is aware of School and University committees, publicizes committee vacancies, and coordinates student participation on these committees.
- D. Supervise the work of committees inside the Student Union.
- E. Assist members of the SSWSU in successfully completing their duties.
- F. Facilitate Student Union meetings in the absence of the President.
- G. Represent SU interests in conjunction with and in the absence of the President.

Section 3: Secretary

The responsibilities of the Secretary include, but are not limited to:

- A. Take minutes of the SU meetings and keep records for all official meetings, except those under the purview of specific Representatives. The minutes will be completed within 72 hours.
- B. Assist in the coordination and consistent publication of SU communication during the fall and spring semesters.
- C. Maintain records and manage online databases, including Google Drive and Canvas.
- D. Organize documents and actions pertaining to term transitions for Student Union elected officers.
- E. Prepare SU meeting agendas and other relevant materials in consultation with the President.
- F. Ensure room reservation and accessibility to meetings and events in coordination with the Office of Student Affairs and other SU members.

Section 4: Treasurer

The responsibilities of the Treasurer include, but are not limited to:

- A. Prepare the Annual Budget of the SU in accordance with the Executive and Representatives' annual plan and goals.
- B. Manage the SU's budget and provide updated budget information regularly.
- C. Work closely with Student Life and representatives to ensure financial requests are secured in a timely fashion.
- D. Maintain detailed and accurate records of SU financial transactions and account statements.
- E. Approve any expense that Officers or Representatives need to conduct.
- F. Assist with protocols and suggestions of vendors.

Section 5: Community Liaison

The responsibilities of the Community Liaison include, but are not limited to:

- A. Coordinate social and community service activities within the School, the University, and with outside groups as deemed appropriate.
- B. Maintain an active relationship with the Caucus Leaders, PAC leaders, or any student-driven organization at CSSW.
- C. Coordinate student outreach and interaction with the student body, working closely with the Office of Student Affairs.
- D. Coordinate room reservations and accessibility and help with advertising and food for any SU community event.
- E. Assists the Office of Student Affairs with school-wide events and programs.

Section 6: Communications Officer

The responsibilities of the Communications Officer include, but are not limited to:

- A. Coordinate all public communication of the Student Union, including, but not limited to, meeting agendas, meeting minutes, and events.
- B. Assist the President in all formal communication to students, administration, faculty or beyond CSSW.
- C. Manage the Student Union Social Media accounts, the Student Union Blog, and any other strategy of global communication in coordination with the Executive Board.
- D. Advertises and publicizes any events deemed important and relevant to or by the SU members.
- E. Assist in the creation of flyers and the compliance with the Student Affairs requirements.
- F. Maintain a consistent relationship with the Office of Student Affairs and the Communications Office of CSSW.
- G. Enhance the use of the SU branding (logo, proper channels of communication, etc.).
- H. Ensure that the preceding year's Communications Officer and President have access to social media account login information.

Section 7: Representatives

Representatives reflecting various CSSW cohorts:

- 1) First-Year, Residential

- 2) Second-Year, Residential
- 3) Advanced Standing
- 4) 16-Month Program
- 5) Dual-Degree
- 6) Online Option
- 7) One Year Residency and Part Time to Full Time
- 8) 5-Term International Program and International Students

The responsibilities of the Representatives include, but are not limited to:

- A. Serve as an effective advocate for their cohort's interests to the administration and SU general body.
- B. Conduct outreach through group chats, newsletters, emails, surveys, etc. to increase visibility and representation among their cohort.
- C. Report their work and participate in the General Student Union Meeting.
- D. Present a plan of activities at the beginning of each semester.
- E. Elicit feedback from the student body via formal or informal methods.
- F. Connect students to appropriate administrators.
- G. Provide administrators with student feedback and suggestions for improvement.
- H. Bring any appropriate matter to the Student Union's and Student Affairs' attention.
- I. Record and prepare to report on cohort-specific meetings, advocacy efforts, and events.

Section 8: University Senator

- A. The School of Social Work University Senator will sit in monthly SSWSU meetings but will not have a vote.
- B. Shall follow the responsibilities as set forth by the University Senate.

Article IV: General Assembly Meetings

Section 1: Meetings

- A. Executive Board meetings shall be bi-weekly, with the time and place to be determined by the Board. An administrator from the Office of Student Affairs will attend each SSWSU Board meeting.
- B. Full SSWSU meetings (Executive Board and Representatives) shall be monthly, with the time and place to be determined by the Council. An administrator from the Office of Student Affairs will attend each SSWSU meeting. Meetings and meeting minutes from these meetings should be made public.
- C. There shall be a mandatory review of the constitution with the Executive Board and the Office of Student Affairs every two years.

Section 2: General Assembly

- A. The General Assembly refers to the fourteen voting representatives of SSWSU.

- B. A meeting of the General Assembly can be called by any member of the General Assembly or by a petition of two percent (2%) of the student body.
- C. Three percent (3%) of the student body will constitute a quorum for a meeting of the General Assembly, provided that public notice of the meeting is given ten (10) business days in advance. Failing ten (10) business days public notice, ten percent (10%) of the student body will constitute quorum.
- D. All resolutions passed at a meeting of the General Assembly will be included in a special vote. The draft must be posted online at least 24 hours before the vote. For the resolution to be valid, at least 25% of the student body must participate in the vote. The resolution will pass by a simple majority vote. All resolutions passed after the vote will be binding.

Section 3: Voting Policies

- A. All officers and representatives shall have the power to initiate motions at SSWSU meetings.
- B. Each representative shall serve as a voting member of the SSWSU. Each voting member will have one vote.
- C. For all issues except amending the SSWSU constitution, a quorum shall represent one-half ($\frac{1}{2}$) of the members of the SSWSU plus one (1).
- D. To amend the SSWSU constitution, a quorum shall represent two-thirds ($\frac{2}{3}$) of the members of the SSWSU. Amendments to the constitution shall be binding immediately upon passage at the meeting. All amendments to the constitution will be made in consultation with the Office of Student Affairs.
- E. Actions requiring a vote shall take place either via email (sent to the President and the Office of Student Affairs) or at any meeting at which a quorum is present. The Secretary shall record the votes and announce the outcome.
- F. If there is a conflict of interest for a board member in any particular vote, that board member will recuse themselves from the discussion and voting process.
- G. For all issues except amendments to the SSWSU Constitution, the vote must reach at least a simple majority. For amendments to the Constitution, the vote must reach at least a $\frac{2}{3}$ majority.

Article V: Accountability, Impeachment, and Vacancies

Section 1: Fulfillment of Responsibilities & Meeting Attendance

- A. All SSWSU officers shall make it publicly known and/or have information readily available to affiliates as to who is responsible for required duties and functions at any given time, to ensure access to and accountability of their positions.
- B. Excused absences are allowed within reason as determined by the SSWSU Board. Unexcused absences are not permitted in any number. An absence is considered unexcused when the member is not present at the meeting and does not give an acceptable reason for their missed attendance in advance.
- C. Any member of the SSWSU not fulfilling their responsibilities should be reported to the President and Office of Student Affairs.

- D. If a member collects any number of unexcused absences or is not fulfilling their responsibilities, they will receive a written warning from the Office of Student Affairs and SSWSU Executive Board Committee.

Section 2: Impeachment

- A. If any member continues to miss meetings without reason and/or does not appropriately fulfill their responsibilities, a review will be conducted by the Executive Board and the Office of Student Affairs. The Executive Board and the Office of Student Affairs administrators shall decide whether to put the member up for a vote of impeachment. Prior to the vote on impeachment, the member shall be given the opportunity to make a statement, of predetermined and agreed upon length, in their own defense.
- B. Any council member may be removed from the Board by a simple majority vote of the council. The member will recuse themselves from the discussion and voting process when it is related to their impeachment.

Section 3: Vacancies

- A. In case of a Presidential vacancy, the Vice President will be appointed as the new President of the SSWSU. If the vacancy occurs during the first semester of the term, elections will be held to fill the Vice President position. If the vacancy occurs after the last day of class in the first semester of the term the SSWSU shall decide by special quorum to call for new elections or to appoint someone for the role.
- B. If there is a vacant Representative position and there are 90 days left in the term, the appointment process will be applied, as outlined in Article VII.

Article VI: Finances

Section 1: Budget

- A. At the first meeting of the academic year, the Treasurer shall present a report of the previous fiscal year's budget, revenues, and expenses.
- B. The Treasurer shall present a proposed budget by the first meeting of the academic year.
- C. The Treasurer shall provide semesterly updates on the budget.

Section 2: Expenses

- A. The Treasurer shall approve all expenditures of the SSWSU.
- B. For purchases above \$250, the Treasurer must consult with the SSWSU President and Office of Student Affairs.

Article VII: Elections and Appointments

Section 1: General Elections

A. General elections will be held by secret ballot. Any graduate student registered in the School of Social Work may vote in the board elections. This process will be overseen by the Office of Student Affairs with the guidance of the present Student Union Executive Board.

Section 2: Nominations

- A. Nominations for the Executive Board and Student Union Representative positions shall be submitted via electronic mail to the Office of Student Affairs. Nominations must be received within 14 days prior to the election. The current Executive Board and the Office of Student Affairs will determine a nomination deadline, after which time, no further nominations will be accepted for the SU elections. Persons qualified to hold a position will nominate themselves.
- B. Eligibility for candidates is outlined in Article II, Section 2.
- C. No candidate may run for more than one office at a time.
- D. Campaigning may begin on the first Monday following the nomination deadline. Candidates may not receive and/or collect monetary contributions for their campaigns. Candidates must receive a simple majority vote (50% + 1 vote) to be elected to an SSWSU office.

Article VIII: Referenda

Section 1: Process & Voting

- A. A referendum may be proposed by any member of the whole student body.
- B. A simple majority vote of the Council is required to hold a referendum. Abstentions shall not count in a tally, even if this means a simple majority cannot be attained. If abstentions make up a majority of the overall votes, there will be a re-vote until a simple majority is attained.
- C. Once approved, the referendum shall be drafted by the Secretary. A simple majority vote of the SSWSU is required to approve the wording and threshold of the referendum. The Council will then vote to confirm the thresholds for the referendum. These thresholds must be made public to the members of the whole student body before the voting period.
- D. In order for the results of the referendum to be valid, at least 25% of the student body must participate in the vote. The referendum will pass by a simple majority vote.
- E. Once the draft and the thresholds have been approved by the Council, the referendum shall be included in the next general election or in a special vote. The draft must be posted online at least 24 hours before the vote.
- F. As official conductors of the vote, SSWSU officers shall remain neutral in public during the voting period.
- G. If the referendum passes, it will be sent to the appropriate Dean at CSSW.

PROFESSIONAL SOCIAL WORK RESOURCES

National Association of Social Workers (NASW)

With chapters in all 50 states, NASW is the largest organization of professional social workers in the world. The association's primary functions include: creating and maintaining professional standards for social work practice, advancing sound public policies and programs, and providing such membership services as group insurance coverage and subscriptions to NASW News and the Journal of Social Work. NASW also administers its own certification process, the ACSW exam, permitting admission to the Academy of Certified Social Workers, a nationally recognized status. For more information about the NY State Chapter: naswnys.org (you may find information on the Nassau, Suffolk and Hudson Valley Divisions here) and for the NYC Chapter of NASW: naswnyc.org

National Association of Black Social Workers

The National Association of Black Social Workers (NABSW) was established in 1968 and advocates to address important social issues that affect the health and welfare of the black community. The organization has many chapters throughout the United States and the Caribbean 58 in addition to several affiliate groups in Africa. For more information about NABSW: National Association of Black Social Workers (NABSW), <https://www.nabsw.org/>

National Association of Puerto Rican/Hispanic Social Workers

The mission of the National Association of Puerto Rican/Hispanic Social Workers (NAPRHSW) is to organize social workers and other human service professionals to strengthen, develop, and improve the resources and services that meet the needs of Puerto Rican/Hispanic families. The association provides scholarships to deserving students attending colleges/universities affiliated with NAPRHSW on their way to becoming social workers. NAPRHSW also sponsors workshops, including hosting guest speakers at their general meetings. For more information about the NAPRHSW: <http://www.naprhs.com/>

Council on Social Work Education

Founded in 1952, the Council on Social Work Education (CSWE) is the national association representing social work education in the United States. Its members include over 750 accredited baccalaureate and master's degree social work programs, as well as individual social work educators, practitioners, and agencies dedicated to advancing quality social work education. <https://www.cswe.org/>

Grand Challenges for Social Work

The Grand Challenges for Social Work, the flagship program of the American Academy of Social Work & Social Welfare (AASWSW), is a groundbreaking initiative to champion social progress powered by science. It's a call to action for social work researchers and practitioners to:

- Harness social work's science and knowledge base;
- Collaborate with individuals, community-based organizations, and professionals from all practicum disciplines; and
- Work together to tackle some of our toughest social problems.

[About | Grand Challenges for Social Work](#)

Congressional Research Institute for Social Work and Policy

The Congressional Research Institute for Social Work and Policy (CRISP) was created in 2012 as a 501(c)4 nonprofit organization that would complement the mission and work of the Congressional Social Work Caucus founded by Congressman Edolphus “Ed” Towns in 2010 with the assistance of Dr. Charles E. Lewis, Jr., his deputy chief of staff and communications director.

[Congressional Research Institute for Social Work and Policy](#)

Influencing Social Policy

Welcome to ISP, a non-profit organization for social work educators, students, and practitioners with a passion for policy! Our goal is to prepare and motivate social workers to play an active role in shaping the social policies that impact our clients and communities.

[Influencing Social Policy - Home](#)

European Social Work Research Association

The European Social Work Research Association (**ESWRA**) was founded in 2014 to create a hub for social work research development, collaboration and exchange across Europe. Arising from overwhelming levels of engagement in the European Social Work Research Conference, the Association now has over 600 members from across more than 33 countries.

ESWRA’s vision is to take forward the development, practice and utilization of social work research to enhance knowledge about individual and social problems, and to promote just and equitable societies.

[ESWRA](#)

International Consortium for Social Development

The International Consortium for Social Development (ICSD) is an organization of practitioners, scholars and students in the human services. It was started in the 1970’s by a group of social work educators to respond to pressing human concerns from an international, interdisciplinary perspective. The organization seeks to develop conceptual frameworks and effective intervention strategies geared to influencing local, national and international systems. It is committed to creating peaceful solutions to the problems of survival at the local, national and global levels. ICSD members use a social development approach to:

- Develop capacity of individuals and communities
- Promote world peace and social justice
- Improve access to adequate health care and education
- Overcome discrimination against women and minorities
- Create sustainable income and economic structures International Consortium for Social Development

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