

STUDENT HANDBOOK 2020-2021



SCHOOL OF SOCIAL WORK

Make waves. Move mountains. Change lives.

Student Handbook

2020

1255 Amsterdam Avenue
New York, NY 10027
socialwork@columbia.edu
<http://socialwork.columbia.edu/>

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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.

COLUMBIA SCHOOL OF SCHOOL OF SOCIAL WORK MISSION STATEMENT

The mission of the Columbia School of Social Work is to develop leaders in social work practice and research whose work advances professional values, knowledge, and skills through programs and policies that enhance well-being and promote human rights and social justice at the local, national, and global level. This mission is derived from the University's goal to advance knowledge and learning at the highest level and to use that knowledge for human betterment and societal advancement. Recognizing the importance of New York as a global city, the School seeks academic relationships with many countries and regions.

To that end, the School aims to:

1. prepare graduate students for advanced social work practice and professional leadership within a diverse learning environment;
2. advance knowledge for effective social work practice and education;
3. enhance the well-being of the people and communities of New York City, the nation, and around the world; and
4. further the goals of the University and the social work profession through collaboration, consultation, and public service.

More specifically, the School's educational and research programs draw on social work values and a multi-disciplinary body of knowledge and skills in seeking to:

1. reaffirm the importance of respectful, meaningful, collaborative relationships as a core element of social work practice;
2. strengthen practices, programs, and policies that support and enhance the opportunities, resources, and capacities of people to achieve their full potential;
3. prevent and alleviate personal, interpersonal, and societal problems;
4. redress conditions that limit human development and quality of life; and
5. promote human rights, social justice, and respect for human diversity

COUMMUNITY STANDARDS AND CODE OF CONDUCT

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 in [the Essential Policies for the Columbia Community](#).

Furthermore, in preparing students for careers in social work practice, CSSW expects all students to adhere to the highest academic and professional standards, which include CSSW's Essential Attributes of a Social Worker, the NASW Code of Ethics, and the School and University policies on academic honesty, and professional comportment.

Violations of the Code is grounds for (a) failure from a course; (b) referral to the CSSW Ethics Board; (c) a mandatory leave of absence from the program; and/or (d) administrative withdrawal from the program.

Conduct as a student-employee, student-leader, or when completing fieldwork

Additionally, the highest level of professionalism is expected when students are in the role of employee (e.g., teaching assistant, graduate assistant, student casual, etc.) or student leader. A student must be in good academic standing and upholding good conduct as outlined above to hold either of these roles.

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 Equal Opportunity and Affirmative Action](#), 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](#).

Gender-Based Misconduct Policy and Procedure for Students

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 Policy for Students is 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.

For the latest information and current version of the Gender-Based Misconduct Policy and Procedures for students, please visit sexualrespect.columbia.edu.

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 their 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 his/her values, attitudes, beliefs, emotions and past experiences affect his/her thinking, behavior and relationships. The student must be willing to examine and change his/her behavior when it interferes with his/her working 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 his/her 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. He/she 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 resistant to the 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. He/she must serve in an appropriate manner all persons in need of assistance, regardless of the person's age, class, race, ethnicity, religious affiliation (or lack thereof), gender, ability, sexual orientation and value system.

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 foundation curriculum and the advanced specialization curricula.

The CSSW Office of Institutional Research and Evaluation uses a range of student-level data, including class assignments and field education scores and grades and other instructor ratings, to evaluate the extent to which the CSSW student body within the foundation and concentration 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.

Competency 1: Demonstrate Ethical and Professional Behavior

Competency 2: Engage Diversity and Difference in Practice

Competency 3: Advance Human rights and Social, Economic, and Environmental Justice

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

GUIDE TO THE SCHOOL OF SOCIAL WORK MASTER'S DEGREE PROGRAM

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.

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 the Council on Social Work Education (CSWE), the School's accrediting body. 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 field education. For a more complete description of courses, see the *Course Offerings section in this Handbook*.

The specific requirements and format for each of the School's degree programs - the full-time Two-Year and 16-Month programs, Reduced Residency and Extended programs, Advanced Standing program, and Transfer program – can be found below.

Master of Science in Social Work Requirements

The MSW at Columbia requires successful completion of 60 credits, which includes Field Education. 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 courses are required of all M.S. students:

- T6010 First-Year Field Instruction
- T6011 Reduced Residency Seminar (Reduced Residency Only)
- T660A/B Human Behavior and the Social Environment I/II (HBSEA/B)
- T6501 Social Work Research
- T6801 Social Welfare Policy
- T7100 Foundations/Decolonizing Social Work Practice
- T7102 Direct Practice with Individuals, Families & Groups
- T7103 Advocacy in Social Work Practice

Based on a student's selected method (see "Advanced Practice Methods" below), they take the following courses in their final year:

- At least two additional practice courses in the student's chosen advanced practice method.
- A required course in a specified field of practice and an advanced research course, taken in the third term.
- T6020 Field Education (two terms).
- Remaining electives (as necessary)

Advanced Practice Methods

Prior to the second year, students select an advanced practice method area. All four are available to students in both Online and Residential campuses. The student's choice of advanced method area concentration determines the type of second-year field placement they will have, and the series of second-year courses for which they will register. The School's four method area concentrations:

Advanced Clinical Social Work Practice 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 resiliency theories and research to at-risk populations; and clinical issues with specific client populations.

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.

Policy Practice 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.

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.

Fields of Practice

In addition to selecting an advanced practice specialization, students can select a field of practice course for advanced study. Fields of practice allow students to take a course(s) in a specific service sector of interest. Seven fields of practice are available to students in the residential campus; two are available to students in the online campus (Health, Mental Health, and Disabilities & Family, Youth, and Children's Services).

Aging/Gerontology 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 (CSI) 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. Preference will be given to those fluent in a second language.

School-based and School-linked Services explores practice issues in public 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

The Policy of the University is to respect its members' beliefs. No students will be penalized for absence due to religious beliefs and alternative means will be sought for satisfying the academic requirements involved.

Please note that the calendar is subject to change, particularly over the course of this 2020 academic year, due to the COVID-19 pandemic.

[CSSW Academic Calendar](#)

Download the Fall 2020 academic calendar [here](#).

Add the Academic Calendar to your LionMail Cal [here](#). To add the CSSW Academic Calendar to your own LionMail or Google Cal, click the link above and then click on the plus sign in the bottom right hand corner of the calendar.

PATHWAYS TO THE MSW AT COLUMBIA

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

Two-Year

This is the traditional path to the MSW degree and is designed for those students who can commit to full-time academic study and field work. The period of study is four semesters: fall-spring-fall-spring, including 1,200 hours of Field (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 Accelerated

An accelerated path to the MSW 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 an intensive summer term. The period of study is spring-summer-fall-spring, with two 600-hour Field placements.

Reduced Residency

The reduced 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 field education 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 foundation year field placement, students enroll in a field education 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 field placement of which 14 hours of their usual employment activities may be counted. Most students complete their field education requirement in a four-day per week schedule.

While with their current employer, Reduced Residency students in their second year are required to provide direct practice services. Students whose usual employment responsibilities do not include direct service will be required to establish a mechanism for satisfying this requirement (e.g., volunteering).

Be Advised: Though every attempt will be made to arrange an appropriate field placement at a student's place of employment, the School is not able to guarantee it. If such an arrangement is not possible, the School will arrange 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.

Students may not transfer to the Reduced Residency program.

Extended Program

The Extended 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. Extended Program students meet the same course and field education 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 an Extended student begins Field Education, 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 MSW degree is available to graduates currently within 5 years of a CSWE accredited undergraduate social work program. Study is nearly, but not exactly, identical to the specialized final year of the Two-Year pathway. The period of study consists of one 4-week intensive during the summer term (late July to August) followed by two semesters: fall-spring, including 600 hours of field work at one field 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 field education. Under extenuating circumstances, a foundation year MSW 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 cannot pursue a dual degree.

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

Transfer Program

Students who have completed a full year of field and course work at another accredited graduate school of social work within the last five years 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 Field Work Requirement

Under extenuating circumstances, a foundation year MSW 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.

5-Term International Program

The International Students Program is designed for international students who hold an F1 or J1 visa whose interest lay in the field(s) of Social Work both domestically and abroad. In the first term, instead of beginning Field work, 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, student will begin field work 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 \$90 per term.

Online Campus

The degree requirements for Online Campus students are the same as for those enrolled in the residential program.

Online Campus students are able to pursue dual degrees and minor programs, if they're able to attend courses in NYC at the partner school, or are able to find eligible course offerings via an online option. Such course offerings are very limited.

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.

- 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 drop out of 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 (MSW/MBA)
- Social Work and School of Public Health (MSW/MPH)
- Social Work and Jewish Theological Seminary (MSW/MA)
- Social Work and Columbia Law School (MSW/JD)
- Social Work and Union Theological Seminary (MSW/M.Div)
- Social Work and Graduate School of Architecture, Planning and Preservation (MSW/MS)
- Social Work and School of International and Public Affairs (SIPA) (MSW/MPA; MSW/MIA)
- SOCIAL WORK AND BANK STREET COLLEGE OF EDUCATION (MSW/MS.Ed)

Minors

Students can enhance their plan of study by choosing to add a minor in Business Administration, International Social Welfare, Law, Criminal Justice, Emerging Tech, Media and Society (EMS) or Public Policy and Administration.

In pursuing a minor, students take related courses as electives. Students MUST submit the Cross-Registration Course Approval Form prior to cross-registering for a course to confirm if the course they are interested in will count towards the Minor. CSSW cannot guarantee entry into any non-CSSW course. Students must abide by the cross-registration procedures of the school to which the course belongs.

Students who decide to pursue a minor program must notify the Office of Student Services, by completing the online [Minor Declaration Form](#).

Business Administration Minor

The Business Administration minor is open to any student who seeks to enhance his/her social work practice skills with managerial and quantitative business skills.

The minor in Business Administration requires that students complete a minimum of nine (9) credits of business-related graduate-level coursework at any Columbia school.

Criminal Justice Minor

The Criminal Justice Minor is open to students who are interested in specialized skills and expert knowledge for social work practice in criminal and juvenile justice settings, and who are interested in policies, service systems, and evidence-based interventions for populations who are disproportionately burdened by justice-system involvement. A minor in Criminal Justice requires 9 credits of approved graduate-level courses with content related to criminal and juvenile justice concerns. While not required for the minor, T6970 Contemporary Social Issues, has been approved to count toward the minor.

A partial list of other approved CSSW courses includes

- T6009 Forensic Social Work Practice
- T6720 Race and Representation in Criminal Justice
- T6970 Contemporary Social Issues
- T7614 Behavioral Health in Corrections
- T7901 & T7902 Legal Foundations for Social Workers I & II

International Social Welfare Minor

The International Social Welfare minor is open to any student who wants to increase their knowledge of international social welfare policy and practice. *Choosing International Social Welfare and Services to Immigrants and Refugees as a field of practice is different from*

minoring in International Social Welfare. The former is a determinant in a student's second-year field placement and requires Field Education Department approval; the latter allows students to use their electives to take classes that focus on international issues.

To pursue a minor in International Social Welfare, students must:

- Enroll in T6925 International Social Welfare and Services to Immigrants and Refugees, in the Fall term of the second year;
- Take 6 credits of graduate-level courses at Columbia University that focus on international issues related to social work and social justice.

These graduate-level classes may be chosen from courses and tutorials offered at CSSW or from relevant courses at any Columbia graduate school (ex. School of International and Public Affairs, the Graduate School of Arts and Sciences, or the School of Public Health).

Law Minor

The Law minor is open to students who are interested in learning how the law affects social work practice. (This minor option is not available to Advanced Standing, 16-Month or 5-Term International Students Program students.) Students who are interested in pursuing the Law Minor declare their intention by way of registering for T7901 Legal Foundations I. A student will not be able to pursue the Law Minor after the add/drop period in the Fall term of his/her first year has ended.

To pursue a minor in law, students must:

- Enroll in T7901 Legal Foundations for Social Workers I in the Fall term of their first year at CSSW;
- Enroll in T7902 Legal Foundations for Social Workers II in the Spring term of their first year at CSSW (T7901 is a prerequisite);
- Register for a minimum of six (6) credits at the Columbia University Law School in the second year of study at CSSW (some exceptions may apply).

NOTE: Law Minor students are only required to take HBSE A in the Fall; they are exempt from HBSE B in the Spring.

Law Minor students do not enroll in a field of practice course in their second year.

Public Policy and Administration Minor

The Public Policy and Administration Minor is open to any student who wants to increase his/her competency in social policy and analysis. To pursue a minor in Public Policy and Administration, students must take 9 credits of graduate-level policy-related courses offered at other Columbia graduate schools. Students should meet with staff in the Office of Student Services to get approval for selected course.

Emerging Technology, Media and Society

Students who participate in the EMS minor will examine how social work practice intersects with advancing technology, media, and society's most pressing problems (e.g. poverty, violence, racism, systemic bias, mental health, privacy, safety)

FIELD EDUCATION

Field Education 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 the Field. The success of that implementation is due to the incredible work of the field instructors, education coordinators and advisors connected to CUSSW

This Manual has the description of the necessary skills for each social work student's concentration/method specifically spelled out as Learning Objectives and, on our website; you will find corresponding Student Evaluation in Field forms for use at the end of each term. This matter provides great specificity regarding students' learning of core practice skills during their educational experience.

[Field Education Manual](#)

SPECIALIZATIONS

Accelerated Policy Practice

Students within the Accelerated Policy Practice Program begin taking courses in the Policy Practice method area in their first year, which in turn allows them to take more 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 method area 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 open to both Advanced Clinical Practice and Advanced Generalist Practice and Programming students. Students will complete all foundation curriculum requirements and apply to this focused specialization for entry in the specialization 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 field 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 field 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 Ellen Lukens and/or the Director of Field Education at the time of the specialization selection process.

Dialectical Behavioral Therapy (DBT)

DBT is a cognitive-behavioral approach designated by the American Psychiatric Association as one of the empirically demonstrated effective interventions for Borderline Personality Disorder (BPD). It has also been demonstrated as effective in randomized clinical trials with individuals who have been dually diagnosed with BPD and substance-abuse, geriatric individuals suffering

from depression, women who have a binge-eating disorder and other adults and adolescents with other mental health conditions with severity.

The program is 12 months long, from May of the first year, through graduation a year later. It is comprised of a rigorous academic curriculum, including two summer classes, paired with field-based DBT internship experiences that take place under experienced, intensively trained, and certification eligible supervisors. In addition to prescribed academic requirements, students participate in online study and on-campus preparatory classes from May through August of the first summer. Ten days of DBT Intensive Training are provided by Behavioral Tech, LLC. Five training days in August prior to the start of the academic year and five during the January holidays. A 2.5 day workshop seminar in Suicide Risk Assessment and Management is also held during fall semester.

Students interested in applying to the DBT program must attend a series of informational sessions held in January and February of their first year, and complete an application which includes a statement of personal interest. Evaluations are based on academic preparation, prior clinical experience with cognitive-behavioral interventions, and research interest. Interviews are offered in late February and students are informed of their selection into the DBT program prior to placement selection in March.

ACADEMIC POLICIES AND GUIDELINES

Degree Requirements

The MSW Program requires successful completion of 60 credit curriculum which includes Field Instruction. To qualify for the MSW 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 easily organize your upcoming semesters and keep track of your degree progress. You may access [this guide](#) to get started.

Additional Requirements:

- Students are responsible for the removal of any account holds which may prevent a student from registering.
- Registration for appropriate classes in the proper sequence.
- Students must complete all foundational courses, including Field Instruction prior to enrolling in final year courses.

Audit Policy

Students may audit one (1) elective course per academic year. 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 and 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

Students who have completed graduate-level courses in social work or in related disciplines may request, and in some cases be granted, transfer credits for eligible courses completed with a grade of B or above, within five years of the date of matriculation at CSSW. Courses taken at other institutions after a student has matriculated at CSSW are not eligible for transfer credit. Please note that this "Transfer Credit" option is not the same as the CSSW Transfer Program.

CSSW course credit will not be granted for courses used to fulfill graduation requirements for a degree that was conferred.

TRANSFER CREDIT FORM

A maximum of nine (9) credits may be transferred from CSWE-accredited schools; only six (6) of these may be for electives.

Students may receive transfer credit for the following required Columbia courses *only* if they were earned at an **accredited U.S. graduate school of social work and not as part of an undergraduate degree (unless the student is enrolling in the Advanced Standing Program)**.

- T660A-B Human Behavior and Social Environment A and B
- T6501 Social Work Research
- T6801 Social Welfare Policy

A maximum of six credits from a related discipline (i.e., other than social work) may be eligible for transfer credit as electives. Students who receive transfer credit for electives are still required to meet all degree requirements for their chosen method area. In some instances (e.g. the Social Enterprise Administration method area), transfer credits cannot be used to fulfill degree requirements.

It is the responsibility of the admitted student to request transfer credit. The [Transfer Credit Form](#) must be submitted to the Office of Enrollment and Student Services no later than the Friday of the first week of classes of the term in which the student matriculates. All requests are reviewed for relevance of the course(s) to social work, grade(s) earned, and date of completion. The Office of Enrollment and Student Services, in conjunction with the Associate Dean's office, determines whether graduate social work credit taken at another school of social work is to be transferred as "elective" credit or as the equivalent of a particular required Columbia course. Courses may be accepted as electives if the content is reasonably related to the professional and educational objectives of the Columbia School of Social Work.

Because of the difficulties in evaluating international transcripts, no transfer credits can be granted for course(s) taken 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 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 a course is waived by examination, an elective for the same number of credits must be taken.

Cross-Registration

When registering for courses in other divisions of the University, students may be required to secure approval from that division's academic department or instructor of the course using an Add/Drop Form.

[SEE CROSS-REGISTRATION GUIDE]

Note: Students who cross-register at TC will be charged the TC tuition rate per credit, which may be more than the CSSW rate. Classes taken at TC are not covered under CSSW's flat-rate tuition plan. Any student registering for a TC course will be charged separately for the cost of that course. Students who are cross-registering at all other Columbia divisions are charged the CSSW tuition rate per credit. These courses will be covered by CSSW's flat rate tuition plan, as long as the student is registering for no more than 19.5 credits.

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 Enrollment and Student Services 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. And 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.

REGISTRATION

Registration is the process whereby an eligible student reserves a seat in a particular course. It is accomplished by following the procedures announced in advance of each term's registration period.

Enrollment is the completion of the registration process and affords the full rights and privileges of student status.

Students who have not registered for any classes by the end of the change of program period will not be allowed to enroll that term and must file for a leave of absence or withdrawal.

Students who take a leave of absence or who do not register for the semester are not considered to be active Columbia Students, and will not be able to fulfill their requirements for the degree while they are not registered or on leave.

With the sole exception of approved dual degree programs, students may not pursue a degree in more than one Columbia program concurrently, and may not be registered in more than one degree program at any institution in the same semester. Enrollment in another degree program at Columbia or elsewhere while enrolled at the School of Social Work is strictly prohibited. Violation of this policy will lead to the rescission of an offer of admission, or termination dismissal from the program.

WITHDRAWAL FROM A COURSE(S)

Students can withdraw from any course with a full refund and without a W (withdrawal) grade on their record during the add/drop registration period during the first 2 weeks of the semester.

Following this period students can withdraw from a course until the 10th week of classes during the fall and spring semesters but will be held responsible for 100% of the related tuition and fees.

Students who are considering withdrawal from a course after the add/drop registration deadline may discuss this decision with their advisor. The next step is to contact the Office of Student Services to facilitate the drop of the course. Students should speak to CSSW's Financial Aid office to discuss how dropping a course can impact loans, scholarships and financial aid eligibility.

Students who wish to drop a course after the end of the add/drop period, must e-mail swstudentservices@columbia.edu. After the 10th week, all students must accept a grade for the course.

Failure to attend classes or to notify the instructor does not constitute a formal withdrawal or drop of a class. Students who cease attending but do not formally drop a class with the Office of Student Services will be financially responsible and will receive a mark of UW (Unofficial Withdrawal) for the course.

Students seeking to drop Field Education need written approval from the offices of Advising and Field Education. If a student is granted permission to drop either Field or their required practice class they will also be withdrawn from any corresponding required courses. Field and the required practice classes must be taken concurrently. For more detail, see the [Field Education Manual].

PROGRAM WITHDRAWALS, LEAVES & READMISSION

Students can request a leave of absence prior to the start of a term or during a term. When a student takes a leave of absence during a term, this action also is considered a withdrawal. Withdrawal is defined as the dropping of one's entire academic program in a given term after the first day of classes of the term. When a student requests a leave of absence, their intent is to resume their studies based on an approved timeframe. However, if a student requests to withdraw from the program, their enrollment at the School is terminated, and they must reapply via the standard admissions process should they wish to re-enroll at a later date.

Withdrawing from the School of Social Work after the start of the semester can have implications for financial aid, and students are encouraged to speak with the Office of Financial Aid about any financial consequences. Any student who wishes to withdraw from the School of Social Work must notify the Office of Advising in writing and subsequently complete the [Withdrawal Form]. Neither notification to instructors of a plan to withdraw nor failure to attend classes will constitute an official withdrawal from the school of Social Work.

It is recommended that students discuss their LOA or Withdrawal request with the [Office of Advising](#) PRIOR to submitting this form.

Students will be held responsible for related tuition and fees according to the [Registrar's Refund Schedule](#).

Withdrawal from School

Students who are considering a full withdrawal from the school should meet with the Office of Advising prior to submitting the online withdrawal form. Once this form is processed, the student will no longer be enrolled at the university and would need to reapply for admission in order to re-enroll.

Leaves of Absence

Voluntary vs. Involuntary Leaves of Absence: Most leaves and withdrawals are voluntary. Involuntary leaves and withdrawals will be used in cases of academic performance dismissal and as an option in the cases of danger to self, others or property.

Voluntary Medical Leave of Absence

A medical leave is granted to a student whose health interferes with successful completion of the MSW program. A leave can be granted for a minimum of one term (for those students who have not begun field work) or one year for those students who have been enrolled in Field Work (i.e. T6010 or T6020). In either case, a medical leave can be granted for no more than two

years. Barring any extenuating circumstances, a student will be permanently withdrawn after the maximum time period of eight semesters.

Students should consult with the Office of Advising to initiate a leave and will be required to provide medical documentation to support the request via the [Withdrawal Form]. Medical leave requests must be accompanied by an individualized assessment of students' individual healthcare needs.

While on leave, students must be actively engaged in a course of medical treatment that leads to recovery. In addition, students are still expected to check their Columbia email while on leave as this is the official means of communication used by the University.

Students returning from a medical leave must apply for readmission to the School of Social Work. Students must provide medical documentation supporting their readmission. Normally, students may only return in the fall or spring term. Only in rare circumstances will students be readmitted from medical leave and permitted to enroll in the summer term. [See Readmission from MLOA].

Readmission from Medical Leave

Students must complete all parts of the following readmission procedure by the following deadlines:

Fall term readmission: April 1

Spring term readmission: November 1

Summer term readmission: not permitted

In order to begin the readmission process, the student must complete the [Readmission Form for Medical Leaves]. The form requires students to provide the following:

1. Request for readmission: This letter should review the circumstances that led to the leave, describe in detail any activities pursued while away, explain why studies can now be successfully resumed, and outline a plan for continued support. The letter should also indicate whether or not you were receiving or will require Office of Disability Services accommodations.
2. Letter from a medical practitioner supporting readmission: the letter should describe the treatment for the student and progress made by the student, provide an evaluation of the student's readiness to return to full-time study at the School of Social Work, and outline the recommended continued care plan upon readmission.

These materials will be reviewed by a committee consisting of a member(s) from the Offices of Advising, Student Services and, if pertinent, Field Education. Review is not guaranteed when

documentation is submitted after the aforementioned deadlines. Students will receive notification regarding one of the following three outcomes of the committee's assessment of readmission request:

1. Applicants are approved for an interview by a Columbia Health practitioner for final adjudication (if deemed necessary). Students may then be officially readmitted or denied readmission and will be notified of a decision by the Office of [] by email within 7 days of submission of the form.
2. Additional information is requested
3. Readmission is denied. Students may reapply the following semester for readmission.

Once officially readmitted, students will be provided an online registration appointment in order to enroll for the coming term. Normally, students will be able to register in mid-April or early June for the fall and in mid-November and early December for the spring.

Students must address all financial or other obligations to the University that are still outstanding from when they took their leave. If holds have been placed on their registration, these holds must be cleared before they can enroll in classes or resume field work. If after being readmitted for the following semester, a student cannot register by the end of the Add/Drop period of that semester, they will be placed on another leave of absence.

Students are encouraged to meet with their advisor during the first two weeks of their return to ensure a smooth transition back to the community.

Students who are on the University Medical Insurance Plan at the time of requesting a medical leave of absence, and who had been on the Student Medical Insurance Plan for a prior year, may request to remain on the Student Medical Insurance Plan for a maximum of 2 semesters. Such requests are reviewed on a case-by-case basis by the University's Insurance Office. The cost of this extended insurance plan will be higher than the rate charged to enrolled students. That cost is determined at the time the leave is granted, but general plan information can be found [online](#). Students must inform the Office of Student Services if they wish to request this Continuation Plan.

Voluntary Personal Leave of Absence (non-medical)

A voluntary leave of absence may be granted to students who would like to temporarily withdraw from the School of Social Work for a non-medical reason. Students considering a voluntary leave may discuss this option with the Office of Advising prior to submitting the [Withdrawal Form].

A leave can be granted for a minimum of one term (for those students who have not begun field work) or one year for those students who have been enrolled in Field Work (i.e. T6010 or T6020). In either case, a leave can be granted for no more than two years. Barring any extenuating circumstances, a student will be permanently withdrawn after the maximum time period of eight semesters.

Readmission from Non-Medical Leave

In general, students seeking readmission to the School of Social Work must submit evidence that they have achieved the purposes for which they left.

Students must complete all parts of the following readmission procedure by the following deadlines:

Fall term readmission: April 1

Spring term readmission: November 1

Summer term readmission: extenuating circumstances only.

Students must address all financial or other obligations to the University that are still outstanding from when they took their leave. If holds have been placed on their registration, these holds must be cleared before they can enroll in classes or resume field work. If after being readmitted for the following semester, a student cannot register by the end of the Add/Drop period of that semester, then they will be placed on another leave of absence.

Included with the readmission form should be a letter requesting readmission. The letter should review the circumstances that led to the leave, describe in detail any activities pursued while out of school, and explain why you now feel able to resume studies successfully.

Academic Standing and Transcript Notations

Students who leave in good academic standing will return in good academic standing; students who leave while on a Corrective Action Plan (CAP) will return on the CAP. When a leave begins after the start of the term, the student's transcript will reflect the action of withdrawal and the date of withdrawal. If the date of withdrawal for a medical leave is on or before the School of Social Work withdrawal deadline (the Friday of the 10th week of the term, noted on the academic calendar) the student's transcript will not reflect the individual's courses attempted during the term. If the date of the withdrawal for a leave begins after School of Social Work withdrawal deadline, individual courses will remain on the transcript.

Ordinarily, School of Social Work students who are authorized to withdraw after the withdraw deadline will receive a mark of W for each of their courses for the term. This notation indicates an *authorized withdrawal* from the courses. In rare cases, when a student must take a leave after the withdrawal deadline, a student and the Office of Advising can work together with

faculty and the Office of Academic Affairs to determine whether an Incomplete would be a more appropriate notation on the transcript. In order to be eligible for an Incomplete, the student must have completed all work for the course except the final paper, exam, or project. The student must also obtain approval from the Office of Academic Affairs.

Students who have been approved for authorized Incompletes in the last semester before their leave must complete the work for each course upon their return to campus by the end of the Add/Drop period. If the work is not complete by the end of the Add/Drop period of the term in which the student returns, the grade may convert to a contingency grade or to an F. Due dates for incomplete work should be determined in consultation with the Office of Advising and the Office of Academic Affairs upon notification of readmission.

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.

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 courses to be credited toward the degree must be taken for a letter grade** with the exception of the child abuse reporting course, field education courses, Professional Immersion Seminar, and the Reduced Residency field education seminars in which case Pass or Fail is used instead of a letter grade. 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

Fail (F)

Students who receive the grade of F in any required/practice course must retake the entire course and obtain a satisfactory grade. The F grade remains on the student's transcript even after the course is retaken for a passing grade. Moreover, both grades will be counted in their official Columbia University GPA. The School of Social work would 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 re-take the failed course in an additional semester. Costs associated with these circumstances are the responsibility of the student.

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 provided 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.

Unofficial Withdrawal (UW)

The mark of UW is assigned to student whose name appears on the roster but have 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.

Credit Pending (CP)

The mark of CP implies satisfactory progress. It is differentiated from IN in that it is given only for Field Education (T6010 and 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 Field Education. 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.

Grade Appeals

As a matter of course, 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 no resolution results, students should submit a detailed written statement describing the disagreement to the Office of Academic Affairs using the following form (<http://bit.ly/CSSWGradeAppeal>) no later than three weeks after the end of the term in which the class was taken or, if the grade is posted on SSOL after the end of the term, no later than three weeks after receiving notice of the grade. Instructors will be given the opportunity to respond to the students' grade appeal.

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

ACADEMIC PROGRESS

At the end of each term, the School of Social Work reviews the records of all students enrolled in the school to determine student standing, and to determine whether academic action is warranted – including academic warning, academic probation, and dismissal. Students must maintain good academic standing, good administrative standing and good progress toward the degree each semester.

Good Standing

Good academic standing includes but is not limited to:

- Maintaining a cumulative GPA of at least 3.0
- The student may not earn more than one IN or F grade in a given term.
- Making progress toward completing all degree requirements

Good Administrative Standing

Students are expected to remain in compliance with all applicable administrative policies and procedures of the university including the Office of Student Conduct and Community Standards as well as the regulations described in the Essential Policies or Columbia University.

Failure to Maintain Good Standing

Consequences for failing to maintain good academic standing, good administrative standing or good academic progress may include academic or administrative warning, probation, or dismissal. In cases of evident and extreme failure to achieve progress, a student may be dismissed from the degree program without a probationary period.

Academic Warning

Reduced Residency and Extended students are placed on academic warning if their GPA falls below 3.0 in any given semester before they have attempted 12 credits. Students might receive notice of academic warning if they receive a grade of F.

Academic Probation

All other students are placed on academic probation if their GPA falls below 3.0 in any given semester. A grade of Pass (P) in a pass/fail course is not factored into the GPA.

After having attempted a minimum of 12 credits, Reduced Residency and Extended students shall be placed on Academic Probation if their GPA falls below 3.0 in any given semester.

When placed on academic probation, the student will be notified by the Office of Advising. At that time the student is instructed to schedule a meeting with a member of that office to develop a Corrective Action Plan (CAP) that should result in the student coming off of academic probation by the start of the subsequent term. If a student fails to initiate this meeting, a Dean's Hold will be placed on the student's record which will prevent registration and can ultimately result in an administrative withdrawal.

Academic Dismissal

Students who fail to improve after being on academic probation, as well as students with extremely poor records during a single term may be required to take a leave of absence from the School of Social Work for at least one year. Conditions for readmission are specified at the time of the dismissal. If a student is readmitted after having been suspended and again fails to achieve satisfactory grades or make normal progress toward the degree, the student will be permanently dismissed.

SATISFACTORY ACADEMIC PROGRESS

The requirement of maintaining satisfactory academic progress (SAP) is applicable to all students at the School of Social Work. The policy is applied equally to students irrespective of whether a student receives Federal Student Aid. Nevertheless, federal regulations require that students receiving federal aid make satisfactory academic progress in accordance with standards set by the university.

Columbia University School of Social Work (CSSW) is required by federal law to ensure that all students receiving federal financial aid are making satisfactory academic progress towards completion of their degree requirements. Per federal regulations (34 CFR sections 668.16(e), 668.32(f), and 668.34), CSSW must monitor the academic progress of students who apply for and/or receive financial assistance under Title IV Federal Student Aid programs. For CSSW students, that includes:

- Federal Direct Unsubsidized Stafford Loan
- Federal Perkins Loan
- Federal Direct Graduate PLUS Loan
- Federal Work Study

Satisfactory Academic Progress (SAP) consists of three evaluation standards:

- a student must maintain a minimum 3.0 GPA
- complete a minimum of 77% of their total attempted credits
- and must complete their degree within the maximum specified timeframe.

Grade Point Average (GPA)

- Full-time students must maintain a minimum 3.0 cumulative grade point average in order to meet the satisfactory academic progress GPA requirement at CSSW.
- After having attempted a minimum of 12 credits, Reduced Residency and Extended students shall be placed on Academic Probation if their GPA falls below 3.0 in any given semester.

NOTE: A student who receives an IN in a course will have disbursement of their federal aid suspended until the IN is resolved and their GPA can be evaluated.

Pace of Completion

Full-time students must complete a minimum of **77% of all credit hours attempted each term**. For example, a student who attempts 19.5 credits must complete at least 15 credits to meet the 77% completion requirement.

Maximum Timeframe

All CSSW students are expected to finish their program of study within a maximum time frame, which cannot exceed attempted credits of more than 130% of the program's required credits. With the exception of the school's Dual Degree Programs, all students must complete 60 credits to earn the Master of Science Degree from CSSW. To remain SAP compliant and receive federal aid, students may register for no more than 78 attempted credits while completing their required 60 credits. Attempted credits include:

- Accepted transfer credits (including Advanced Standing and Transfer Program students)
- Credit-bearing classes earning grades of F (fail) and UW (Unofficial Withdrawal). (*NOTE: Students who receive an F or UW in a required course must retake the course in the subsequent term.*)
- Credits earned through cross-registration at CU schools outside of CSSW, which do not count towards the student's degree program (e.g. non-SW electives).
- Any credit for which a student was registered if they WITHDRAW after the term begins (unless the student does not attend any classes for the term, or receives 100% refund).

Students who have met the maximum time frame without completing their program of study may appeal on the basis of extenuating circumstances that prevented completion in the maximum timeframe.

These SAP standards are as strict as or stricter than the Columbia University standards for a student enrolled in the same educational program who is not receiving Title IV federal aid.

SAP Warning and Suspension

Students who fail to meet any of the three SAP conditions will be issued a Warning and notified of this status via email. Students in a SAP Warning status are eligible to receive financial aid during the warning term; however failure to meet all aforementioned SAP standards by the end of that term will result in a Suspension status and the loss of all federal financial aid eligibility.

NOTE: Students may still enroll in and pay for courses out-of-pocket, regardless of SAP status. Doing so for one term, however, does not then make the student SAP compliant and federal aid eligible in subsequent terms. Also, certain federal loan programs are limited by maximum aggregate lifetime loan amounts.

Within one week of receiving notification of a SAP Warning, a student must meet with staff in the Office of Advising to develop an Academic Plan that details how the student will ensure they regain SAP compliance and federal aid eligibility. This will include raising the student's cumulative GPA to within the 3.0 minimum, and satisfying the SAP pace and maximum

timeframe requirements. A copy of this Academic Plan will be forwarded to the Office of Student Services and Office of Financial Aid. During term(s) of Financial Aid Suspension, a student must pay out of pocket or seek alternate funding.

Appeals

Students may appeal the suspension of federal aid eligibility based on documented extenuating circumstances. That appeal must clearly explain the student's failure to meet the above stated SAP standards. To appeal, a student must submit an online Satisfactory Academic Progress Appeal Form, which will be reviewed by the Offices of Advising, Financial Aid and Student Services. The student will then be informed of the result of the appeal within five (5) business days.

If a student's appeal is approved, they will be placed on Financial Aid Probation for the following term, and **MUST** meet **ALL** SAP policy standards to maintain eligibility for federal financial aid. The denial of a student's appeal means the student is no longer considered eligible for federal aid during their program of study.

Emergency Declarations and University-wide Changes

In the event of a national or state-wide emergency, and/or where a pass/fail grading system is implemented University-wide:

Any courses graded as pass/fail will be counted in the total number of attempted credit hours.

When a course is successfully completed and given a grade of "P", the credits are added to the total number of attempted and earned credits hours; but the Pass grade is not included in the GPA calculation.

When a course is **not** successfully completed and the student is given a grade of "F", it will be treated as a standard grade of "F" and this will negatively impact the progression and GPA of the student.

Any student who fails a SAP assessment as a result of a qualifying emergency will be allowed to submit an appeal.

The minimum GPA requirement in any corrective action plan issued during a qualifying emergency is 2.75.

The Completion Rate of 77% remains in effect.

Any and all treatment of Satisfactory Academic Progress (SAP) updates and changes will abide

by existing statutory regulation on SAP, any temporary statutory relief provided by Congress, and any temporary guidance provided by the Department of Education (ED).

APPLICATION FOR DEGREE

In order to graduate and receive a diploma, students must fill out an application for degree and indicate the month and year when all of course and field education requirements will be completed. This must be done early in the last term of enrollment in courses and/or field education. The application form is available on the [University Registrar's website](#).

General filing deadlines for the application for degree are:

- December 1:** Degrees awarded in May.
- August 1:** Degrees awarded in October.
- November 1:** Degrees awarded in February.

The following guidelines apply:

- At CSSW, students who will be awarded their degree in May and October are required to complete an application for degree when registering for Spring courses.
- Students will need to reapply for their degree if they do not complete their course and field requirements by the conferral date for which they applied. If they apply for a May degree but do not complete one or more courses or field education until the Summer, they must reapply for the degree to receive it degree in October.

Please note that it is the student's responsibility to make certain that she/he has taken and completed all requirements for the MS degree. Students with a Grade Point Average below 3.0 will not be allowed to graduate (see Academic Standing section).

University Commencement

While the University awards degrees three times a year (February, May, and October), there is only one graduation ceremony. This ceremony is held on a Wednesday in mid-May at 10:30 a.m. on College Walk with all divisions and affiliates of the University participating. Additional information can be found [online](#).

All graduates are invited to participate in commencement. Tickets are necessary for guests to attend the ceremony.

CSSW Graduation Ceremony

The School of Social Work generally holds its graduation ceremony in the afternoon following the University Commencement Exercises. Each graduate is called to the podium where he or she formally receives his/her diploma case.

The University issues diplomas electronically, usually within two to four weeks.

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 \(FERPA\)](#) on [Essential Policies for the Columbia Community](#)).

Due to a high volume of transcript requests, you may experience longer processing times than normal. 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 attached transcript request document.

<https://ssc.columbia.edu/sites/default/files/content/forms/transcript-request.pdf> Please refrain from submitting duplicate transcript orders if you are experiencing a delay. Duplicate orders are contributing to the volume backlog.

Current and former students who attended after 2001 must request transcripts online using [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 [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 of 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://nslds.ed.gov/> or visit the Information Center at 205 Kent Hall.

Veterans' Educational Benefits

The Registrar's Office provides certifications to the Veterans Administration: 209 Philosophy, 212-854-2515. You may review veteran's educational benefits on the [University's Military and Veterans Affairs 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 on-line at [Application for Replacement of Diploma](#) (PDF) **Important:** This form cannot be submitted electronically. Please type in the required information, print and sign the form and have it notarized.

Enclose with the form a \$100 check payable to Columbia University, as well as copies of two (2) ID proofs from the following choices: passport; birth certificate; driver's license or social security card. In addition, verification of your signature by a Notary Public is required. Replacement diplomas display the signatures of the current Columbia President and Dean of your school but show the original date of the award.

Submit the signed, notarized form to:

Diploma Division

205 Kent Hall
MC 9202, 1140 Amsterdam Ave.
New York, NY 10027

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

The only items that the Office of the Registrar considers “directory information” are: the full name of the student as it appears on the official record; a student’s dates of attendance; a student’s school or division; a student’s major; a student’s degrees and honors, and the dates they were awarded.

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

A student in attendance who does not want to have his/her directory information released should inquire at the Office of the Registrar, 205 Kent Hall, as to the procedures to be followed. 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 go to the Registrar’s Office (205 Kent) or may write to the office making the request. The request should include the student’s name, social security number, dates of attendance, school attended and signature.

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 [Student Services Online \(SSOL\)](#). This University system allows a student to keep multiple addresses on file (e.g. permanent, local, CU real estate, etc.)

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

IMPORTANT NOTICE: The content shared below 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.

Social Work Licensure

Social Work is a regulated profession whose laws, rules, and regulations are defined by each state. As a CSWE-accredited institution, Columbia School of Social Work's Master of Science in Social Work (MSW) program provides you with the necessary qualifications to be eligible for licensure as a master-level social worker upon graduation.

In [New York](#), there are two types of licensure requiring different qualifications: Licensed Master Social Worker and Licensed Clinical Social Worker.

To practice "licensed master social work" or "licensed clinical social work", an individual must be licensed, hold a [limited permit](#), or be in an [exempt setting](#).

Licensed Master Social Worker (LMSW)

(<http://www.op.nysed.gov/prof/sw/lmsw.htm>)

The LMSW is an entry level license for individuals entering the social work profession at the master's level. Requirements include*:

receiving your MSW degree
completing coursework or training in the identification and reporting of child abuse (included in the program; no need to complete this separately)
passing the [ASWB Masters exam](#)

Licensed Clinical Social Worker (LCSW)

(<http://www.op.nysed.gov/prof/sw/lcsw.htm>)

The LCSW is the clinical license that allows the licensee to make a clinical social work diagnosis and provide psychotherapy and related services. There is no direct route to licensure as an LCSW. Requirements include*:

completing at least [36 months of lawful, supervised, post-graduate experience](#) in diagnosis, psychotherapy and assessment-based treatment planning as an LMSW
2,000 client contact hours

100 hours of in-person individual or group clinical supervision
completing at least 12 semester hours of clinical coursework acceptable to the Department ([list of CSSW courses](#) that meet these LCSW course requirements)
passing the [ASWB Clinical exam](#)

*Read the full details on the scope of practice and requirements for each license on the respective websites.

To review the specific types and requirements for licensure for states outside of New York, visit the respective Social Work Board page or the [Association of Social Work Boards' \(ASWB\) social work regulation database](#), which provides links to other jurisdictions. Note that the license titles vary across states, and a few do not require a license at the entry-level for master-level social workers.

When to Apply

Graduating students may apply for licensure as a LMSW with the New York State Education Department, Office of the Professions, any time prior to graduation by submitting the application for licensure and fee (\$294) using the [online application](#) (<https://eservices.nysed.gov/professions/>) for “Licensed Master Social Worker”.

When the Department has approved both the application for licensure and MSW education, as verified by the school after graduation, you will be eligible to take the [Association of Social Work Board's \(ASWB\) Masters exam](#).

The Department will notify the exam vendor, [Pearson VUE](#), and send you a letter with instructions on how to register. You may not take the exam for licensure in New York without approval by the Department. Once you receive approval, you can register and pay the fee (\$230) to take the exam. See [full instructions on applying](#) below.

For tips on the application process, go to the [LMSW Application Forms](#) page (<http://www.op.nysed.gov/prof/sw/lmswforms.htm>) or [How to Apply for Licensure](#) page (<http://www.op.nysed.gov/prof/sw/applysw.html>).

Education Verification for LMSW Licensure

The University Registrar will send a list of all graduates (Form 20) directly to the Department to certify that you have graduated from a licensure-qualifying MSW program.

If you graduated before May 2019, complete page 1 of the Certification of Professional Education ([Form 2](#)) and submit it to Betty Gee in Student Services via email at

byg3@columbia.edu. She will request the transcript on your behalf and send it along with Form 2 to New York State. Note that the state will not accept Form 2 from you directly.

For general requests for transcripts, you can submit the request online via your [SSOL account](#). If you attended before 2001, reach out to the [Registrar's Office](#) as directed on their website.

Limited Permit

(<http://www.op.nysed.gov/prof/sw/lmsw.htm#lim>)

A limited permit allows an individual who has met all requirements for licensure as an LMSW except the Masters Exam to practice as an LMSW, provided that the individual is under the general supervision of an LMSW or a LCSW.

This option applies only to those who have graduated and are employed (or received offers of employment). To apply, you must submit and pay the fee (\$70) for the Application for the Limited Permit ([Form 5](#)), which also needs to be filled out by the proposed supervisor, at the same time as or any time after submitting the Application for Licensure.

Licensing Exams

(<https://www.aswb.org/exam-candidates/about-the-exams>)

The [Masters Exam](#) covers knowledge, skills, and abilities in:

Human Development, Diversity, and Behavior in the Environment
Assessment and Intervention Planning
Interventions with Clients/Client Systems
Professional Relationships, Values, and Ethics

You can take the exam at any [Pearson VUE Center](#) available regardless of the state in which you are seeking licensure. Note that not every state uses the Masters exam. Make sure to check with the respective state board to verify the exam requirements.

Go to the [ASWB site](#) to learn more about the Clinical exam.

Licensing in the Tri-State Area

New York, New Jersey, and Connecticut use the Masters and Clinical categories. You can learn more about state-specific licensure requirements on the following sites:

[New York](#): [LMSW](#) (Masters) | [LCSW](#) (Clinical)

[New Jersey](#)*: [LSW](#) (Masters) | [LCSW](#) (Clinical)

[Connecticut](#): [LMSW](#) (Masters) | [LCSW](#) (Clinical)

NOTE: New Jersey allows you to take the Masters exam during your final semester of enrollment. However, both New York and Connecticut will not allow you to do so until after you have graduated.

Licensing in Other States

If you plan to get your license outside of New York, make sure to check the individual state boards to find out which exams are appropriate for the jurisdiction in which you are seeking licensure, and what supervised work experience and educational requirements are needed to qualify.

An overview of social work regulations and licensure requirements throughout the U.S. and in Canadian jurisdictions can be found on [ASWB's website](https://www.aswb.org/licensees/about-licensing-and-regulation/social-work-regulation/).
(<https://www.aswb.org/licensees/about-licensing-and-regulation/social-work-regulation/>)

Questions about Licensing

Specific questions regarding requirements and application procedures should be directed to the respective state's licensing boards. For New York, contact the Office of the Professions by phone at (518) 474-3817 x450 or via their [Contact Us page](#).

For questions regarding **coursework required for clinical licensure**, contact the Office of Advising at swadvising@columbia.edu.

For requests for **certification of clinical hours** completed during school, please complete the [Letter Request Form](#) and follow up with Student Services at swstudentservices@columbia.edu. For **transcripts**, submit the request online via your [SSOL account](#). If you attended before 2001, reach out to the [Registrar's Office](#) as directed on their website.

For requests of descriptions of some of your CSSW courses or other general questions that are not answered by the State Licensing Boards and other sources mentioned, please reach out to Betty Gee at byg@columbia.edu.

General Tips

At the start of your social work education, research the licensing requirements in any state or province in which you think you might want to consider practicing social work. Links to license statutes and regulations are available on [ASWB's Social Work Regulation page](#). Get comfortable with contacting the respective Social Work Boards directly. As the regulatory body of the social work profession for each jurisdiction, they are *the* source for the most up-to-date rules, regulations, and requirements for getting licensed.

Licensure costs money. Plan and save up for all potential fees, including for the license/application, exam, score transfers (if applicable), and continuing education. You can expect to pay an upwards of \$600+ to get licensed in New York State.

If you are already licensed and plan to move, contact the Social Work Licensing Board in the state that you are planning to move to and review their application to learn about any additional requirements you need to fulfill, including state-specific coursework or training. These applications for out-of-state candidates may be called “Application By Endorsement” or “Application from Out of State Licensee”.

Maintain good records. It will ultimately be your responsibility to keep a log of your post-graduate clinical experience, hours of supervision, and continuing education credits/certifications. Make sure to have your clinical supervisors’ full names, license numbers, dates of licensure, and up-to-date contact information at all times.

SCHOOL OF SOCIAL WORK STUDENT UNION

SSWSU CONSTITUTION

Article I. Purpose

Section 1: The School of Social Work Student Union 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.

Section 2: SSWSU's mission is to enhance the educational experience of its members and contribute to the university community as a whole through fostering activities and consistent advocacy.

Section 3: SSWSU shall be responsible for advocating on behalf of CSSW graduate students and their collective interests.

Article II. Membership and Representation

Section 1: 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.

Section 2: The SSWSU shall be comprised of thirteen 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 3: Each SSWSU representative must be in good academic standing 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).

Article III. Officers and Positions

A. Executive Board Officers:

Section 1: President

1. Chairs the SSWSU Board Meeting and presides over all general body meetings.
2. Represents the interests of SSWSU to the Dean, faculty, and staff of the School of Social Work, as well as to the community at large: Columbia University or otherwise.

3. Informs the student body of School and University committees, publicizes committee vacancies, and coordinates student participation on these committees.
4. Assists other members of the SSWSU with their duties as necessary
5. Assume responsibility for any other duties deemed relative to their position as representative or through their participation in committee or council duties.

Section 2: Secretary

1. Takes minutes of the SSWSU meetings and keep records for each meeting. The minutes will be sent to all Council officers within 48 hours.
2. Assists in the coordination and consistent publication of the SSWSU newsletter during the fall and spring semesters.
3. Maintains records, manages Google Drive, prepares for transitions
4. Creates agendas in consultation with the President at least 24 hours prior to each meeting.

Section 3: Treasurer

1. Prepares the annual budget of the SSWSU.
2. Manages the SSWSU's budget and provides updated budget information for every meeting.
3. Maintains detailed and accurate records of SSWSU financial transactions and account statements.

Section 4: Community Liaison

1. Coordinates social and community service activities within the School, the University, and with outside groups as deemed appropriate.
2. Works closely with the Office of Student Services around student outreach and interaction.
3. Assists the Office of Student Services with school-wide events and programs.

Section 5: Communications

1. In conjunction with the Secretary, coordinates regular reviews and updates the SSWSU newsletter and the Student Services blog.
2. Advertises and publicizes any SSWSU events deemed important and relevant to the SSWSU members.
3. Creates flyers, manages social media, and generates content for the blog (pictures, videos, etc...)

B. Representatives:

Section 1: There are eight (8) representatives, in order to reflect the various cohorts within the School of Social Work:

- (1) Advanced Standing (the Advanced Standing representative election will take place during the summer term)
- (1) First-year
- (1) Second-year
- (1) Dual Degree
- (1) Online Campus
- (1) Part-time (Extended or Reduced Residency)
- (1) 5-Term International Program
- (1) Special Programs: Accelerated Policy, Dialectical Behavioral Therapy (DBT), Management Fellows Program (MFP)

Section 2: Representative duties include:

- Conducting outreach to increase visibility and representation among their cohort.
- Planning at least one town hall meeting per semester.
- Connecting students to appropriate administrators.
- Providing administrators with student feedback and suggestions for improvement
- Eliciting feedback from the student body via formal or informal methods to guide programming and events (surveys, personal outreach, etc.)
- Bringing any appropriate matter to student government and Student Service’s attention

Section 3: The School of Social Work University Senator will sit in full SSWSU meetings (Executive Board and Representatives), but will not have a vote.

C. Meetings

Section 1: Executive Board meetings shall be weekly, with the time and place to be determined by the Board. An administrator from the Office of Student Services will attend each SSWSU Board meeting.

Section 2: 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 Services will attend each SSWSU meeting.

Section 3: There shall be a mandatory review of the constitution with the Executive Board and the Office of Student Services every two years.

D. General Assembly

Section 1: The General Assembly refers to the eight representatives as listed on Article III, B.

Section 2: 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.

Section 3: 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.

Section 4: 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. In order 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.

E. Voting Policies

Section 1: All officers and representatives shall have the power to initiate motions at SSWSU meetings.

Section 2: Each representative shall serve as a voting member of the SSWSU. Each voting member will have one vote.

Section 3: 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).

Section 4: 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 Student Services.

Section 5: Actions requiring a vote shall take place either via e-mail (sent to the President and the Office of Student Services) or at any meeting at which a quorum is present. The Secretary shall record the votes and announce the outcome.

Section 6: 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.

F. Referenda

Section 1: A referendum may be proposed by any member of the whole student body.

Section 2: 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.

Section 3: 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.

Section 4: 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.

Section 5: 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.

Section 6: As official conductors of the vote, SSWSU officers shall remain neutral in public during the voting period.

Section 7: If the referendum passes, it will be sent to the appropriate Dean at CSSW.

G. Accountability of Officers

Section 1: All SSWSU officers shall make it publicly known and/or have information readily available to affiliates as to whom is responsible for required duties and functions at any given time, to ensure access to and accountability of their positions.

Section 2: 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. In addition, any member of the SSWSU not fulfilling their responsibilities should be reported to the President and Office of Student Services.

Section 3: 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 Services and SSWSU Executive Board Committee.

Section 4: If the 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 Services. The Executive Board and the Office of Student Services 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. 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 5: If there is a vacancy on the Executive Board, the SSWSU will hold an election if there are 90 days left in the term. The election will follow the same procedure as that of the end of term election.

Section 6: 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 IV, Section 4.

Article IV. Elections and Appointments

Section 1: Elections for Executive Board positions will take place near the end of the Spring semester. General elections will be held by secret ballot. Any graduate student registered in the School of Social Work may vote in the Executive Board elections. This process will be overseen by the Office of Student Services.

Section 2: Nominations for the SSWSU Executive Board positions shall be submitted via electronic mail to the Office of Student Services. Nominations must be received at least 14 days prior to the election. The current Executive Board and the Office of Student Services will determine a nomination deadline, after which time, no further nominations will be accepted for the SSWSU elections. Persons qualified to hold Executive Board positions will nominate themselves.

Section 3: No candidate may run for more than one office at a time. 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 to be elected to an SSWSU office.

Section 4: Representatives will undergo an appointment process. Representatives will be required to submit a 300-to-500-word statement detailing their interest in serving as a SSWSU representative. Statements will be reviewed by the Council and the Office of Student Services. The process will be overseen by the Office of Student Services.

Article VII. Finances

Section 1: At the first meeting of the academic year, the Treasurer shall present a report of the previous fiscal year's budget, revenues, and expenses. The Treasurer will also provide semesterly updates on the budget.

Section 2: For purchases above \$250, the Treasurer must consult with the Office of Student Services.

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](#)
- [Video: How to Pay Your Bill](#)
- [Reading Your Account Statement](#)
- [Refunds](#)
- [Withdrawals](#)
- [Tuition Refund Insurance](#)

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 Campus can be found here:

<https://socialwork.columbia.edu/admissions/tuition-financial-aid/cost-attendance-new-york-city-campus/>

- Estimated Cost of Attendance for the Online Campus can be found here:

<https://socialwork.columbia.edu/admissions/tuition-financial-aid/cost-attendance-online-campus/>

It is the policy of the University to withhold diplomas, certificates, and transcripts until all financial obligations have been met. Candidates for graduation are urged to pay their bills in full at least one month prior to graduation.

In the event a diploma, certificate, or transcript is withheld because of an unpaid bill, a student will be required to use a certified check, money order, or cash to release any of the documents.

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 the Veterans & Service Members FAQ](#) of the Student Financial Services website.

UNIVERSITY HEALTH SERVICES & HEALTH INSURANCE

The most up-to-date information regarding Columbia Health Services and the university student health insurance plan can be found on the [Columbia Health website](#).

COLUMBIA IMMUNIZATION REQUIREMENTS & INSURANCE

Columbia University Immunization Compliance

<https://health.columbia.edu/content/immunization-requirements>

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.

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

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

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

For additional resources or 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 also available online in the *Essential Policies for the Columbia Community*, under [“Policy on Access to Student Records.”](#) Questions about the interpretation of the guidelines should be referred to the University’s General Counsel, 412 Low Library.

Scope of the Act

General: The Federal Family Educational Rights and Privacy Act of 1974 affords to persons who are currently, or were formerly, in attendance at the University as registered students a right of access to their “education records” which contain information directly related to such persons. Persons who unsuccessfully applied for admission to the University are not covered by the Act. An unsuccessful applicant for admission to one of the schools or divisions of the University is not considered to be a “student” of that school or division even if the applicant is in attendance at another school or division of the University.

The Act also restricts the persons to whom the University may disclose a student’s education records without the student’s written permission.

Records Covered: “Education Records” of a student include records, files, documents and other materials regularly maintained by the University which contain information directly related to a student, and which are maintained in connection with the student’s attendance at the University.

Records Excluded: There are a number of types of records which are specifically excluded from the scope of the Act. For example, a student is not entitled to examine the following:

- (a) Records maintained personally by faculty members which are not available to others.
- (b) Records which are created or maintained by a physician, psychologist or other recognized professional or paraprofessional which are created, maintained or used only in connection with the provision of treatment to the student and are not available to anyone other than persons

providing such treatment. Thus, for example, a student does not have the right to inspect records maintained by the University Health Services. Such records, however, can be personally reviewed by a physician or other appropriate professional of the student's choice. Records (such as those which might be maintained by the University's legal counsel), the confidentiality of which are protected by law.

(d) Records containing financial information about his or her parents, such as information submitted in connection with an application for financial aid.

Access Rights of Students

Students may obtain access to their education records by making an application to the Information Center of the Office of Academic Records and Registration. The University is required to grant the request within 45 days. The Registrar will forward copies of the request to the appropriate offices holding the requested files. These offices will then contact the student and inviting him/her to inspect them.

Confidential Letters of Recommendation

In general, students may have access to confidential letters and statements of recommendation which are part of their education records. This right, however, does not apply to such letters and statements placed in a student's education record prior to January 1, 1975, if such letters and statements are not used for purposes other than those for which they were specifically intended.

Students may, by signing a written waiver, relinquish their right to inspect confidential recommendations placed in their student education record on or after January 1, 1975 respecting (1) admission to any educational institution; (2) an application for employment; or (3) the receipt of an honor or honorary recognition.

In no case will any student be required by the University to waive his or her rights to access of confidential recommendations. A student may find it appropriate to do so for a number of reasons. For example, the student may feel that his or her professors will write more candid and helpful letters of recommendation if the letters are not made available to the student.

Copying

Students will ordinarily not be provided with copies of any part of their record other than their transcript unless the inability to obtain copies would effectively prevent them from exercising the right to inspect and review their education records. In cases where copies will be provided, the department or office of the University maintaining the record in question may impose a charge for making such copies at such uniform rates as it shall determine. In general, the charges imposed will not exceed \$0.10 per page.

Other Rights

(a) A student also has the right to be provided with a list of the types of education records which are maintained by the University related to students. The University Registrar has compiled such a list and will, upon request, make copies of this list available to any student to assist such student in determining those records to which he or she may want access. Generally, education records of a student will be maintained by the Office of the Registrar, and the office of the school or department, in which the student is enrolled. In addition, the University Health Service maintains records relating to students who have utilized its facilities. If a student has utilized a placement office of the University, such office may also maintain records relating to the student.

(b) A student may request that his/her records be amended to eliminate any information contained therein which he/she believes is inaccurate, misleading, or violates her or his privacy or other rights.

(c) If the University decides to refuse to amend the records of a student, the student is entitled to a hearing to challenge the content of her/his education records in order to insure that such records are not inaccurate, misleading, or otherwise in violation of her/his privacy or other rights. Normally an informal hearing will suffice with an officer of the University who has authority to make changes in a student's records. If a student is dissatisfied with the results of such a hearing, the student should be referred to the General Counsel of the University.

(d) If, after a hearing, the University decides that the student's records are not inaccurate, misleading or otherwise in violation of her/his privacy or other rights, the student has the right to place in her/his records a statement commenting upon the information and/or setting forth any reasons for disagreeing with the decision of the University.

Access By or Release to Others

General: The University will generally not permit access to or release education records or personally identifiable information contained therein to any party without the written consent of the student. The University may, however, as provided in the Act, release such data to certain persons including:

- (a) Officials of the University who have a legitimate educational interest in obtaining access to the records. Such access will be granted to officers of the University who are determined by the custodian of the records to require access for a purpose which is directly related to, and in furtherance of, the educational program at the University or the student's participation therein.
- (b) Persons who require access in connection with the student's application for, and receipt of, financial aid.

(c) Parents of a student, provided the student is a “dependent” of the parents for Federal income tax purposes. In general, the University does not make education records available to a student’s parents. Where the University believes that it is in a dependent student’s interest, information from the student’s education records may be released to the parents of such a dependent student.

(d) The University may release such information in compliance with a judicial order or pursuant to any lawfully issued subpoena. Before any information is so released, the University will first notify the student at the student’s most recent address as shown in the records maintained by the Office of the Registrar.

(e) In connection with an emergency, the University may release information from education records to appropriate persons if the knowledge of such information is necessary to protect health or safety of a student or other persons.

Release with the Student’s Consent: Upon written consent or request by a student, the University will release information from the student’s education records to third parties. The student should make a request for such release to the department or office having custody of the record involved. The University may impose a charge for copying of a student’s records in connection with such release.

Transfer of Information to Third Parties: It shall be a condition of the release by the University of any personal information on a student to a third party, that the party to which the information is released will not permit any other party to have access to such information without the written consent of the student. An institution to which such information is released may permit its officers, employees, and agents to use such information but only for the purposes for which the disclosure was made.

UNIVERSITY & SCHOOL POLICIES & PROCEDURES

University Regulations

According to University regulations, each person whose registration has been completed will be considered a student of the University during the term for which he or she is registered unless the student's connection with the University is officially severed by withdrawal or otherwise. No student registered in any school or college of the University shall at the same time be registered in any other school or college, either of Columbia University or of any other institution, without the specific authorization of the Dean or Director of the school or college of the University in which he or she is first registered.

The privileges of the University are not available to any student until he or she has completed registration. A student who is not officially registered for a University course may not attend the course unless granted auditing privileges. No student may register after the stated period unless he or she obtains the written consent of the appropriate Dean or Director.

The University reserves the right to withhold the privilege of registration or any other University privilege from any person with an unpaid debt to the University.

Rules of University Conduct

The Rules of University Conduct (Chapter XLI of the Statutes of the University) provide special disciplinary rules applicable to demonstrations, rallies, picketing, and the circulation of petitions. These rules are designed to protect the rights of free expression through peaceful demonstration while at the same time ensuring the proper functioning of the University and the protection of the rights of those who may be affected by such demonstrations.

The Rules of University Conduct are University-wide and supersede all other rules of any school or division. Minor violations of the Rules of Conduct are referred to the normal disciplinary procedures of each school or division ("Dean's Discipline"). A student who is charged with a serious violation of the Rules has the option of choosing Dean's Discipline or a more formal hearing procedure provided in the Rules.

All University faculty, students, and staff are responsible for compliance with the Rules of University Conduct. Copies of the full text are available in the [Essential Policies for the Columbia Community](#).

Columbia University School of Social Work Student Grievance Procedures

Columbia School of Social Work believes that students, administrators and faculty have the right to express their views freely, within an atmosphere of tolerance and civility, and in an environment that is open to divergent views. Faculty and administrators must also, of course, treat students with civility and respect.

The following procedures specify how student complaints about faculty behaviors or language in the classroom, within the School, or at School-related events are to be addressed. The behaviors of concern are those that may appear to go beyond established bounds of academic decorum and that may appear to threaten or dismiss either an individual or a collective group or undermine basic understandings and recognized standards of conduct within our community.

I. MEDIATION

- A. Students are strongly encouraged to seek resolution to their complaints by talking directly with their professors. In general, the School seeks to resolve issues in a timely manner and on an informal basis. Students reluctant to communicate a complaint directly because of a reasonable fear of reprisal have the following alternative avenues:
 - i. Students who believe that a faculty member has engaged in improper behavior in an instructional setting, as defined in section II C of this statement, may report the incident to the Associate Dean for Academic Affairs. Doctoral Students may also report an incident to the Chair of the Doctoral Program.
 - ii. For concerns about a field instructor or field education issues, the student may speak first to the Assistant or Associate Director of Field Education with whom she or he planned her or his field placement. If the student does not feel that the complaint has been adequately addressed, she or he may present the issue to the Assistant Dean for Field Education. The Associate Dean for Academic Affairs is another possible resource for the pursuit of a resolution, if neither the Associate Director nor the Assistant Dean for Field Education has been able to bring the matter to resolution with the student.
 - iii. Matters related to general student life at the School of Social Work that nonetheless relate to a particular member of the faculty may be taken to the Associate Dean for Enrollment and Student Services who will work with the Associate Dean for Academic Affairs to resolve the matter.
- B. After meeting with the student and gathering pertinent information about the complaint, the administrator will then seek to resolve the issue through a discussion with the faculty member involved. With all these options, the strictest confidence is to be maintained at all times, among both students and concerned faculty and among intermediaries such as student representatives, faculty mentors, or members of the administrative team.

- C. Students may also take their problems to the University's Ombuds Officer, who serves as an informal, confidential resource for assisting members of the University with conflict resolution. The Ombuds Officer provides information, counseling and referrals to appropriate University offices. The Officer will also mediate conflicts if both parties are agreeable. The Officer does not have the authority to adjudicate disputes and does not participate in any formal University grievance proceedings. **Further information on the Ombuds Office may be found at <http://www.columbia.edu/cu/ombuds/>.**

II. FORMAL PROCEDURES

- A. Students are encouraged, but not required to seek an informal resolution to their complaints. They may elect, instead, to file a formal grievance. They may also file a formal grievance if informal mediation fails.
- B. If the faculty member holds an appointment in the School of Social Work, students may use the procedures described herein to address the issues listed below. If the faculty member belongs to another school, its procedures are applicable. Students may, however, ask for help from officials of the School in identifying and understanding relevant procedures.
- C. Issues that may be grieved under these procedures include:
- i. Alleged failure to show appropriate respect in an instructional setting for the rights of others to hold opinions differing from their own;
 - ii. Alleged misuse of faculty authority in an instructional setting to pressure students to support a political or social cause; and
 - iii. Any other conduct in the classroom or another instructional setting that adversely affects the learning environment when that conduct displays an intolerance for different views or a lack of civility.
- D. These procedures may not be substituted for extant grievance procedures that address disputes over grades, academic dishonesty, or behavioral concerns as they relate to student conduct. Students should also use alternative procedures in the following situations:
- i. If the alleged misconduct involves discrimination and sexual harassment, a student should file a complaint with the Associate Provost for Equal Opportunity and Affirmative Action, which is available at <https://eoaa.columbia.edu/students>
 - ii. Complaints against the School's faculty that allege scientific or scholarly misconduct are also evaluated using other procedures, which is available at <https://research.columbia.edu/content/research-misconduct>

- E. Any student currently enrolled in the University and directly affected by the behavior of a faculty member of the School may file a formal grievance under the procedures in this statement.
- F. A student initiates the formal grievance procedure by submitting a written statement to the Dean documenting the grievance. The request must be submitted no later than 30 days after the end of the term within which the misconduct was supposed to have occurred.
- G. The Dean serves as the final resource for complaints within the School if all other avenues fail or if a student believes that his or her concern cannot be pursued via any other avenue. The Dean may seek the advice of appropriate faculty, generally relying first, unless otherwise appropriate, upon the Committee of Academic Appointments for their counsel.
- H. The Dean will review the complaint to determine if there are sufficient grounds to proceed or if the issues raised by the student can be resolved in another manner. If the Dean determines that a formal investigation is warranted, he or she will appoint an *ad hoc* committee to operate as a fact-finding body and report back on whether the complaint is justified.
- I. The Dean will appoint three members to serve on the *ad hoc* committee. The composition of such a committee cannot be determined before the event. The Dean may seek the advice of appropriate faculty in determining the composition of the committee and for their expertise related to the issues raised. The membership will normally consist of faculty members, and, at the discretion of the Dean, could include a student and/or senior administrator.
- J. The faculty member is given the student's letter of complaint and invited to provide the *ad hoc* committee with a written response. The committee reviews both statements and is provided access to any other written documents relevant to the complaint. The committee will normally interview both the grievant and the faculty member and may, at its discretion, ask others to provide testimony.
- K. The Committee ordinarily convenes within 10 working days of being appointed by the Dean and ordinarily completes its investigation and sends the Dean its written report within 30 working days of convening. When appropriate, the committee may also recommend remedies to the student's complaint and disciplinary action against the faculty member. Such remedies may include an agreement to terminate the specific behavior, a letter to the personnel file, or withdrawal of the complaint.
- L. The investigative committee serves in an advisory capacity to the Dean of the School. The Dean may accept or reject its findings and recommendations in whole or in part.

- M. The Dean normally issues his or her decision within 30 working days of receiving the committee's report. The Dean will inform both the student and the faculty member in writing of the decision rendered. The faculty member and the student will also have access to the committee's report.
- N. The Dean may discipline faculty members who are found to have committed professional misconduct. Any sanctions will be imposed in a manner that is consistent with the University's policies and procedures on faculty discipline. In particular, if the Dean believes that the offense is sufficiently serious to merit dismissal, he or she will initiate the procedures in Section 75 of the University Statutes for terminating tenured appointments, and non-tenured appointments before the end of their stated term, for cause.
- O. The lodging of a complaint is not in itself evidence of guilty behavior. A complaint shall not be taken into account during re-appointment, tenure, promotion, merit, or other evaluation or review unless and until the grievance process is completed, including any appeals, and unless the faculty member is found to have committed the offense charged.

III. APPEAL

- A. Either the student or the faculty member may appeal the decision of the Dean to the Provost. Findings of fact, remedies granted the student and penalties imposed on the faculty member are all subject to appeal. A written appeal must be submitted to the Provost within 15 working days of the date of the letter informing them of the Dean's decision.
- B. Normally, the Provost will take no longer than 30 working days to evaluate an appeal. The Provost usually confines his or her review to the written record but reserves the right to collect information in any manner that will help to make his or her decision on the appeal.
- C. The Provost will inform both the student and the faculty member of his or her decision in writing. If the Provost decides that the faculty member should be dismissed for cause, the case is subject to further review according to the procedures in Section 75 of the University Statutes, as noted above. Otherwise, the decision of the Provost is final and not subject to further appeal.

IV. CONFIDENTIALITY

All aspects of investigations of a student grievance are confidential. The proceedings of the grievance committee are not open to the public. Only the student grievant and the faculty

member accused of misconduct receive copies of the decisions of the Dean and the Provost. All participants in the grievance process, including the complainant and the faculty member, witnesses, mediators, members of the administrative team, and members of the *ad hoc* grievance committee, shall respect the confidentiality of the proceeding. Participants are authorized to discuss the case only with those persons who have a genuine need to know.

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

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 his or her religious beliefs will be given an equivalent opportunity to register for classes or make up any examination, study, or work requirements that he or she 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.

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

The Office of Equal Opportunity and Affirmative Action (EOAA) 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. <http://eoaa.columbia.edu/>. Students, faculty, and staff may contact the EOAA Office 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://eoaa.columbia.edu/students> 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://eoaa.columbia.edu/students>. 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 download copies of the complete policies here: <https://eoaa.columbia.edu/students>

The Associate Provost heads the Office of Equal Opportunity and Affirmative Action 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 Equal Opportunity and Affirmative Action: <http://eoaa.columbia.edu>

103 Low Library, MC 4333

212-854-5511

eoaa@columbia.edu

Marjory D. Fisher, Title IX Coordinator and Section 504 Compliance Officer

212-853-1276, mdf2166@columbia.edu

Jazmin Taylor, Director of Investigations, Deputy Title IX Coordinator for Faculty and Staff Concerns

212-851-2730, jt2903@columbia.edu

Jeri Henry, Deputy Title IX Coordinator for Student Concerns

212-854-1717, jh3079@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: <http://sexualrespect.columbia.edu/i-need-help-where-do-i-go>

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

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, Assistant Dean of Enrollment and Student Services, and Assistant Dean of Field Education), 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 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 field 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, Foundational Curriculum, Policy Practice Area, 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.

Ethics Board

The Ethics Board is a standing committee of faculty and students. The charge of the Ethics Board is to determine whether an ethical violation has indeed occurred when a complaint is brought forth with regard to a student and if so, to determine how it will be addressed. As a professional school bound by the NASW Code of Ethics, it is also important that CSSW have a mechanism to address breaches of the Code, academic dishonesty and forms of personal misconduct. (See Ethics Board above).

Other Committees of the School

Students also participate on the following committees: Admissions, Recruitment & Financial Aid; Diversity; School Coordinating; and Field Education Policy.

NOTE: Each Fall, students are emailed an invitation to apply to be a representative on various School Committees. These applications are reviewed by the Office of Student Services and students are appointed to committees accordingly.

CSSW RESOURCES AND SERVICES FOR STUDENTS

Academic Affairs

The **Office of Academic Affairs** oversees and manages the CSSW's curriculum, development of new courses, faculty recruitment and development, grievances related to classroom or faculty issues, exceptions to academic policy, [Professional Development and Self Awareness \(PDSA\)](#) activities, continuing education, and much more...

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

QUESTIONS? CONTACT US:

E-mail: mmj2106@columbia.edu

[Advising](#)

The Office of Advising supports students' educational development and success in the Master of Social Work Program. The Advisor approaches the student's education from a holistic perspective, considering academics, field education and any life issues that may impact the student's graduate school performance.

Students can expect mentorship from a seasoned practitioner, a visit to the field site, one-to-one meetings to discuss field and academic challenges and successes, and email/phone contact as needed. Incoming direct practice students meet with their assigned advisors during CSSW's Orientation Week. Over the first year, students will attend mandatory advising seminars with their cohort for professional social work practice development and create a bond with a supportive group of fellow students. Mandatory advising seminars meet twice per year, focusing on preparing to begin your social work career.

APPOINTMENT WITH ADVISING STAFF :

[Go to online appointment system.](#)

QUESTIONS? CONTACT US:

E-mail: swadvising@columbia.edu

[Career Services & Leadership Management](#)

The Office of Career Services and Leadership Management helps students and alumni lead meaningful and impactful careers in the social sector by providing tailored guidance and support at every stage of their professional journey.

Director: Tomomi C. Uetani,

Assistant Director: Rawlisha Peña

COUNSELING

By online appointment: 10:00 a.m. – 4:00 p.m.

[ONLINE SCHEDULING FOR STUDENTS](#)

[ONLINE SCHEDULING FOR ALUMNI](#)

QUICK LINKS

[ASWB LICENSURE EXAM PASS RATE](#)

[MSW EMPLOYMENT OUTCOMES DATA](#)

QUESTIONS? CONTACT US:

Email: 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 online appointment system.](#)

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

Tel: 212-851-2194

Location: Social Work Building, 2nd floor

[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.

Visit the homepage for more information: <https://socialwork.columbia.edu/about/dei/>

Assistant Dean, Diversity, Equity and Inclusion: Karma Lowe (KNL3@columbia.edu),
Program Coordinator: Chris Won (CW3264@columbia.edu)

[Enrollment and Student Services](#)

The Enrollment and Student Services team oversees all areas related to a student's enrollment, registration status, and student life involvement, through graduation and degree certification. The Office of Enrollment and Student Services is responsible for managing class scheduling and all matters related to registration each term.

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 Enrollment & Student Services. 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 three orientation programs, graduation, Self-Care Day, Community Day, and various other celebrations throughout the year.

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

QUESTIONS? CONTACT US:

E-mail: swstudentservices@columbia.edu

[Field Education](#)

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

The **Field Education Department** works with you on your field 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/Assistant Director manages:

- [Cindy Bautista-Thomas](#): Aging; Schools and School-Based Services
- [Jenny Crawford](#): Contemporary Social Issues
- [Ericka M. Echavarría](#): Aging and International, Immigrant, and Refugee Services
- [Amanda Glass](#): Health, Mental Health & Disabilities
- [James Singletary](#): Aging, World of Work, Tristate Area
- [Atavia Whitfield](#): Online Campus
- [Ovita Williams](#): Family, Youth & Children's Services
- [Kristin Battista-Frazer](#): Online Campus

Sheryl Sodohoue, Department Manager

(212)-851-2314

sns14@columbia.edu

Princess Dennis, Department Administrator

(212)-854-6572

pd2559@columbia.edu

Go to [Field Education staff list](#).

QUESTIONS? CONTACT US:

E-mail: swfield_education@columbia.edu

Tel: 212-851-2307

[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:** 10:00 a.m. – 4:30 p.m., Monday, Tuesday, Thursday & Friday.
(After 5:00 p.m., appointments available by request.) [Go to 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

- [Temporary Sign-Up Policies – March 2020](#)
- [Writing Center Sign-up Policies](#) (PDF: 2 pages)
- [How to make an online appointment at the Writing Center](#)
- [How to request written feedback](#) (PDF: 4 pages)
- [Writing Center Handouts](#)

QUESTIONS? CONTACT US:

E-mail: swwrite@columbia.edu

Tel: 212-851-2232

DEVELOPMENT AND ALUMNI RELATIONS

The Office of Development and Alumni Relations fosters community among the School's alumni and future alumni and involves them in supporting the mission and goals of the School. The Alumni Association provides a forum for the more than 19,000 alumni around the world to come together to exchange ideas and professional expertise. Through our 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://alumni.columbia.edu/content/alumni-community>.

Students are encouraged to get involved with the Office of Development and Alumni Relations 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. At the same time, students are invaluable partners in the stewardship and cultivation of donors to the School. 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. These include participation in our bi-annual Thank-a-thon during which we write thank you letters, attending alumni events, meeting one-on-one with scholarship endowers, and calling donors to talk about new initiatives at the School. The Office of Development and Alumni Relations can be a valuable resource throughout a student's CSSW career and beyond. Please visit the Alumni web site at www.socialwork.columbia.edu/alumni.

There is no annual 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 field 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 (since tuition does not fully cover the cost of attend and the School receives no funding for operations or financial aid from the University). 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

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 M.S.W. degree (required) with two years post-M.S.W. 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
- 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 (\$225 for paper applications, \$65 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 <http://socialwork.columbia.edu/academics/phd-program/>. Links to the online application as well as the downloadable PDF version, 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.

CURRICULUM STUDY PLANS

See [CSSW Study Plans](#)

APPENDIX C / CSSW & UNIVERSITY INFORMATION

ADJUNCT FACULTY RM

Room 308

ADMISSIONS

212-851-2400

CSSW-admit@columbia.edu

Room 514-H

ADVISING

212-851-2469

swadvising@columbia.edu

ALUMNI

212-851-2371

sswalumni@columbia.edu

Room 629

ASSOCIATE DEAN

212-854-2264

Room 619

BOOKSTORE

212-854-4131

Lerner Hall (lower level)

115th & Broadway

BURSAR

212-854-2786

CAREER DEVELOPMENT

212-851-2321

swcareer@columbia.edu

Room 525

COMPUTER LAB

212-851-2342

Room 105

COMPUTING HELP DESK

212-851-2200

swhelp@columbia.edu

COPY CENTER

212-851-2212

Room 103

CUID

212-854-4323

204 Kent Hall

CU INFO RE CLOSINGS, ETC

212-854-1754

CU PUBLIC SAFETY

212-854-2797

Emergency: 4-5555

DEAN'S OFFICE

212-851-2288

Room 614

DISABILITY SERVICES

802 Lerner Hall

212-854-2388

disability@columbia.edu

DOCTORAL LOUNGE

212-851-2390

Room 921

DOCTORAL OFFICE

212-851-2389

FAX 212-851-2386

swphd@columbia.edu

Room 919

FIELD EDUCATION

212-851-2307

Room 511

FINANCIAL AID

212-851-2293

swfinaid@columbia.edu

Room 519

FINANCIAL MANAGEMENT

212-854-7657

5th Floor

HEALTH SERVICES

212-854-2284

John Jay Hall (3rd and 4th Floor)

Immunizations
212-854-7210
Counseling Services
8th Floor, Lerner Hall
212-854-2878

HOUSING OFFICE

212-854-9300

INSTRUCTIONAL SUPPORT SERVICES

212-851-2285

ssw-iss@columbia.edu

Room 620B

INTERNATIONAL STUDENTS

212-854-3610

524 Riverside Dr.

212-854-3587

LIBRARY

2nd Floor

CIRCULATION/RESERVES 212-851-2194

LIBRARIAN

212-851-2195

Room 213

REFERENCE

212-851-2196

MAIL ROOM

212-851-2202

FAX: 212-851-2205

Room 104

CSSW FACILITIES

212-851-2300

swassist@columbia.edu

RECEPTION

212-851-2300

REGISTRAR'S OFFICE

854-4145/854-1458

205 Kent Hall

REGISTRATION

(general program questions)

212-851-2364

Telephone registration

212-854-8282

STUDENT SERVICES

212-851-2364

sw-studentservices@columbia.edu

STUDENT UNION

212-851-2361

Room 403

TELEPHONE REPAIR & HELP

212-854-0000

TRANSCRIPTS

212-854-3056

WORK STUDY OFFICE

212-854-6231

workstudy@columbia.edu

SSWTime@columbia.edu (timesheets)

WRITING CENTER

212-851-2232

swwrite@columbia.edu

Room 413