



**RUTGERS UNIVERSITY**

**School of Social Work**

MSW

Student Handbook

2024 - 2025

MASTERS OF SOCIAL WORK DEGREE PROGRAM

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## WELCOME FROM THE DEAN



**George S. Leibowitz, Ph.D.**

Welcome to the Rutgers School of Social Work!

Our mission is to develop and disseminate knowledge through social work research, education, and training that promotes justice and strengthens individual, family, and community well-being. Deeply grounded in inclusion, intersectionality, diversity, equity, and advancement, our School presents a force for good within the community and the world at large. But our work goes far beyond that. The School is a dynamic institution that supports students like you in becoming leaders who will serve society in clinical, policy, management, community, corporate, and academic settings.

Our high rankings are directly related to the contributions you make to the School and community. We are so glad you have chosen Rutgers School of Social Work and look forward to preparing you for a rewarding career in social work. This handbook will guide you through the policies and procedures of the MSW program. We encourage you to be in touch with your advisor and our student affairs team if any questions arise or if you need support as you work through our program.

I wish you all the best in your journey ahead at Rutgers and beyond.

All my best,

George

George S. Leibowitz, Ph.D.  
Dean and Distinguished Professor  
Rutgers School of Social Work

## ABOUT THE UNIVERSITY

[Rutgers](#), The State University of New Jersey, is a leading national research university and the state of New Jersey's preeminent, comprehensive public institution of higher education.

Established in 1766 and celebrating a milestone 250th anniversary in 2016, the university is the eighth oldest higher education institution in the United States. More than 67,000 students and 22,000 faculty and staff learn, work, and serve the public at Rutgers locations across New Jersey and around the world. Rutgers comprises:

- [Rutgers University–New Brunswick](#)
- [Rutgers Biomedical and Health Sciences](#)
- [Rutgers University–Newark](#)
- [Rutgers University–Camden](#)

## MISSION OF RUTGERS UNIVERSITY

As the premier comprehensive public research university in the State's system of higher education, Rutgers, The State University of New Jersey, has the threefold mission of

- **providing for the instructional needs of New Jersey's citizens** through its undergraduate, graduate, and continuing education programs;
- **conducting the cutting-edge research** that contributes to the medical, environmental, social, and cultural well-being of the state, as well as aiding the economy and the state's businesses and industries; and
- **performing public service** in support of the needs of the citizens of the state and its local, county, and state governments.

Each component of the University's mission reinforces and supports the other two.

Rutgers is dedicated to teaching that meets the highest standards of excellence, to conducting research that breaks new ground, and to providing services, solutions, and clinical care that help individuals and the local, national, and global communities where they live.

## **MISSION OF THE SCHOOL OF SOCIAL WORK**

The mission of the School of Social Work is to develop and disseminate knowledge through social work research, education, and training that promotes social and economic justice and strengthens individual, family and community well-being in this diverse and increasingly global environment of New Jersey and beyond.

The mission of the School of Social Work is shaped by values of the profession of social work, the state of development of the profession's knowledge and skill base, and the special roles and responsibilities of a State University with its commitments to excellence in teaching, research, and public service. Its mission is further influenced by considerations of demographic trends which New Jersey, the nation, and the social work profession must address in the twenty-first century. The School's mission is to serve New Jersey's citizens through the preparation of practitioners for social work careers, through public service of the faculty and students, and through knowledge development and dissemination aimed at understanding, preventing, and ameliorating existing and emergent social problems. Special attention is given to the development of educational programs and community partnerships which respect and enhance the rich diversity of the population of New Jersey. This includes concern about the poor, the oppressed, those vulnerable to discrimination or injustice and other at-risk populations.

## **ACCREDITATION**

The School of Social Work offers an undergraduate program in social work leading to the Bachelor of Arts degree and a graduate program in social work leading to the Master of Social Work degree. The School of Social Work is fully accredited by the Council on Social Work Education (CSWE).

The CSWE is a nonprofit national association representing individual members, as well as graduate and undergraduate programs of professional social work education. Founded in 1952, this partnership of educational and professional institutions, social welfare agencies, and private citizens is recognized by the Council for Higher Education Accreditation as the sole accrediting agency for social work education in this country.



# ACADEMIC CALENDAR

Students are notified of starting and closing dates for each semester, scheduled holidays, and other important scheduling information. The Thanksgiving week schedule is rearranged to ensure consistency. *MSW classes are 15 weeks each semester.*

## ACADEMIC CALENDAR FOR MSW STUDENTS FALL 2024 – SPRING 2025

### **Fall 2024 Classes Begin on Tuesday, September 3<sup>rd</sup>**

Monday classes begin on September 9<sup>th</sup>

Tuesday classes begin on September 3<sup>rd</sup>

Wednesday classes begin on September 4<sup>th</sup>

Thursday classes begin on September 5<sup>th</sup>

Note: Thanksgiving Recess: Tuesday, November 26<sup>th</sup> – Sunday, December 1<sup>st</sup> – No Classes

### **Please note the following: There will be no classes on:**

- Monday September 2<sup>nd</sup> (Labor Day)
- Tuesday, November 26<sup>th</sup> – Sunday, December 1<sup>st</sup> (Thanksgiving Recess)

### **Fall 2024 Classes End for MSW Students**

Last day for Monday classes is December 16<sup>th</sup>

Last day for Tuesday classes is December 17<sup>th</sup>

Last day for Wednesday classes is December 18<sup>th</sup>

Last day for Thursday classes is December 19<sup>th</sup>

### **Winter Recess: 12/23/24 – 1/20/2025**

### **Start of Spring 2025 MSW Classes**

Monday classes: January 27<sup>th</sup>

Tuesday classes: January 21<sup>st</sup>

Wednesday classes: January 22<sup>nd</sup>

Thursday classes: January 23<sup>rd</sup>

**University Spring Recess: March 15 -March 23** There are no classes during Spring Recess.

### **End of Spring 2025 MSW classes**

Monday classes: May 12<sup>th</sup>

Tuesday classes: May 6<sup>th</sup>

Wednesday classes: May 7<sup>th</sup>

Thursday classes: May 8<sup>th</sup>

# COMMUNITY STANDARDS

## University Academic Integrity Policy

### [Rutgers University Academic Integrity Policy](#)

Effective September 1, 2013 (Revised June 2, 2020)

#### UNIVERSITY POLICY

##### 1. Policy Statement

This Policy defines violations of academic integrity and outlines the potential penalties for such violations and the process for adjudicating alleged violations. This Academic Integrity Policy applies to all schools and academic units of Rutgers, The State University of New Jersey.

##### 2. Reason for Policy

To inform faculty, staff, and students of the University community's standards of academic integrity and the process for adjudicating alleged violations of those standards.

##### 3. Who Should Read This Policy

All members of the Rutgers University community.

##### 4. Resources

[University Policy 10.2.11: Code of Student Conduct](#)

[Procedures for Adjudicating Alleged Academic Integrity Violations](#)

[Procedures for Adjudicating Alleged Violations of Academic Integrity for Rutgers Biomedical and Health Sciences \(RBHS\) Schools](#)

[Academic Integrity Education Recommendations](#)

##### 5. Definitions

**Academic Sabotage** - deliberately impeding the academic progress of others.

**Cheating** - the use or possession of inappropriate or prohibited materials, information, sources, or aids in any academic exercise. Cheating also includes submitting papers, research results or reports, analyses, and other textual or visual material and media as one's own work when others prepared them.

**Fabrication** - the invention or falsification of sources, citations, data, or results, and recording or reporting them in any academic exercise.

**Facilitation of Dishonesty** - deliberately or carelessly allowing one's work to be used by other students without prior approval of the instructor or otherwise aiding others in committing

violations of academic integrity.

**Plagiarism** - the use of another person's words, ideas, images, or results, no matter the form or media, without giving that person appropriate credit.

**Violations Involving Potentially Criminal Activity** - Violations in this category include theft, fraud, forgery, or distribution of illicitly obtained materials committed as part of an act of academic dishonesty.

## 6. The Policy

### I. Academic Integrity

As an academic community dedicated to the creation, dissemination, and application of knowledge, Rutgers University is committed to fostering an intellectual and ethical environment based on the principles of academic integrity. Academic integrity is essential to the success of the University's educational, research, and clinical missions, and violations of academic integrity constitute serious offenses against the entire academic community.

The principles of academic integrity require that a student:

- make sure that all work submitted in a course, academic research, or other activity is the student's own and created without the aid of impermissible technologies, materials, or collaborations.
- properly acknowledge and cite all use of the ideas, results, images, or words of others.
- properly acknowledge all contributors to a given piece of work.
- obtain all data or results by ethical means and report them accurately without suppressing any results inconsistent with the student's interpretation or conclusions.
- treat all other students ethically, respecting their integrity and right to pursue their educational goals without interference. This principle requires that a student neither facilitate academic dishonesty by others nor obstruct their academic progress.
- uphold the ethical standards and professional code of conduct in the field for which the student is preparing.

Adherence to these principles is necessary to ensure that:

- proper credit for ideas, words, images, results, and other scholarly work, no matter the form or media, is attributed to the appropriate individual(s).
- all student research and work are fairly evaluated, and no student has an inappropriate advantage over others.
- the academic and ethical development of all students is fostered.
- the reputation of the University for integrity, ethics, scholarship, and professionalism is maintained and enhanced.

Failure to uphold these principles of academic integrity threatens both the reputation of the University and the value of the degrees awarded to its students. Every member of the University community, therefore, bears a responsibility for ensuring that the highest standards of academic integrity are upheld.

To uphold these principles, the University administration is responsible for:

- working with faculty, staff, and students to foster a strong institutional culture of academic integrity,
- providing effective educational programs that create an understanding of and commitment to academic integrity, and
- establishing equitable and effective procedures to deal with allegations of violations of academic integrity.

All members of the University share the collegial responsibility for educating students about the importance and principles of academic integrity. Faculty members are expected to inform students of the particular requirements regarding academic integrity within their specific courses, to make reasonable efforts to minimize academic dishonesty, and to respond appropriately to violations of academic integrity. Additionally, faculty members are strongly encouraged to provide a statement concerning academic integrity and a link to the Academic Integrity Policy on their course syllabi.

Students are responsible for understanding the principles of academic integrity and abiding by them in all aspects of their work at the University. Students are also encouraged to help educate fellow students about academic integrity and to bring all alleged violations of academic integrity they encounter to the attention of the appropriate authorities.

To create a strong culture that promotes academic integrity, Rutgers has adopted the following honor pledge to be written and signed on examinations and major course assignments submitted for grading: ***On my honor, I have neither received nor given any unauthorized assistance on this examination (assignment).***

Some professional schools may have codes of professional conduct that impose additional requirements such as requiring students to report observed violations of academic integrity by others and to self-report such violations.

The University may require that students:

- write and sign this pledge on examinations and major assignments submitted for grading;
- take an online academic integrity tutorial and pass an online examination on academic integrity in their first semester at Rutgers; and
- affirm that they understand the Rutgers Academic Integrity Policy and will abide by it in all of their academic work.

## II. **Applicability of the Policy**

This Academic Integrity Policy applies to all schools and academic units of Rutgers, The State University of New Jersey. Also, most professional schools have codes of professional conduct that students are required to follow. The code of professional conduct for a particular professional school can be found in the student handbook or equivalent document of that school. Each professional school has the responsibility to educate its students about its code of professional conduct and the penalties for violations. Students are responsible for understanding and adhering to the requirements of this policy and the code of professional conduct for the particular professional school in which they are enrolled.

### III. Academic Integrity Violations

#### A. Types of Violations

This section describes various ways in which the principles of academic integrity can be violated. Examples of each type of violation are provided in this policy. However, neither the types of violations nor the lists of examples are exhaustive.

**Plagiarism:** Plagiarism is the use of another person's words, ideas, images, or results, no matter the form or media, without giving that person appropriate credit. To avoid plagiarism, a student must identify every direct quotation using quotation marks or appropriate indentation and cite both direct quotation and paraphrasing properly according to the accepted format for the particular discipline or as required by the instructor in a course. Some common examples of plagiarism are:

- Copying word for word (i.e. quoting directly) from an oral, printed, or electronic source without proper attribution.
- Paraphrasing without proper attribution, i.e., presenting in one's own words another person's written words or ideas as if they were one's own, regardless of the nature of the assignment.
- Incorporating into one's work graphs, drawings, photographs, diagrams, tables, spreadsheets, computer programs, or other non-textual material from other sources, regardless of format, without proper attribution.

**Cheating:** Cheating is the use or possession of inappropriate or prohibited materials, information, sources, or aids in any academic exercise. Cheating also includes submitting papers, research results or reports, analyses, and other textual or visual material and media as one's own work when others prepared them. Some common examples are:

- Prohibited collaboration: receiving research, programming, data collection, or analytical assistance from others or working with another student on an assignment where such help is not permitted.
- Copying another student's work or answers on a quiz or examination.
- Using or having access to books, notes, calculators, cell phones, technology, or other prohibited devices or materials during a quiz or examination.
- Submitting the same work or major portions thereof to satisfy the requirements of more than one course without permission from the instructors involved.
- Preprogramming a calculator or other device to contain answers, formulas, or other unauthorized information for use during a quiz or examination.
- Acquiring a copy of an examination from an unauthorized source before the examination.
- Having a substitute take an examination in one's place.
- Submitting a purchased or downloaded term paper or other materials to satisfy a course requirement.
- Submitting as one's own work a term paper or other assignment prepared, in whole or in part, by someone else.

**Fabrication:** Fabrication is the invention or falsification of sources, citations,

data, or results, and recording or reporting them in any academic exercise. Some examples include the following:

- Citing a source that does not exist.
- Making up or falsifying evidence or data or other source materials.
- Falsifying research papers, reports, or other documents by selectively omitting or altering data that do not support one's conclusions or claimed experimental precision.
- Falsifying patient or client records.
- Falsely documenting experiential and/or internship opportunities that did not occur.
- Providing falsified excuses, documents, or other information to excuse late or missed assignments, or to justify regrading.

**Facilitation of Dishonesty:** Facilitation of dishonesty is deliberately or carelessly allowing one's work to be used by other students without prior approval of the instructor or otherwise aiding others in committing violations of academic integrity. A student who deliberately facilitates a violation of academic integrity can be subject to the same sanctions as the student who receives the impermissible assistance, even if the facilitator does not benefit personally from the violation. Some examples are:

- Collaborating before a quiz or examination to develop methods of exchanging information.
- Knowingly allowing others to copy answers to complete a quiz or examination or assisting others to do so.
- Distributing an examination from an unauthorized source before the examination.
- Distributing or selling a term paper to other students.
- Taking an examination for another student.
- Allowing other students access to your work in violation of course policies.

**Academic Sabotage:** Academic sabotage is deliberately impeding the academic progress of others. Some examples are:

- Intentionally destroying or obstructing another student's work.
- Stealing or defacing books, journals, or other library or University materials.
- Altering computer files that contain data, reports, or assignments belonging to another student.
- Removing posted or reserve material or otherwise preventing other students' access to it.
- Misrepresenting the contributions of others in the group to give more credit to one particular student for one's gain.

**Violation of Research or Professional Ethics:** Violations in this category include both violations of the code of ethics specific to a particular profession and violations of more generally applicable ethical requirements for the acquisition, analysis, and reporting of research data and the preparation and submission of scholarly work for publication.

Some examples are:

- Violating a canon of the ethical code of the profession for which a student is preparing.
- Using unethical or improper means of acquiring, analyzing, or reporting data in a course research project, a senior thesis project, a master's or doctoral research project, grant-funded research, or research submitted for

publication.

- Misuse of grant or institutional funds.
- Violating professional ethics in performing one's duties as a Teaching Assistant or Graduate Assistant.

***Violations Involving Potentially Criminal Activity:*** Violations in this category include theft, fraud, forgery, or distribution of illicitly obtained materials committed as part of an act of academic dishonesty. Some examples are:

- Unauthorized acquisition of an examination from a faculty member or electronic files.
- Selling, buying, or distributing an examination.
- Forging a change-of-grade form.
- Falsifying a University transcript.

## **B. Levels of Violations**

Violations of academic integrity are generally divided into three categories: Level 1, Level 2, and Level 3.

- Level 1 violations may occur as a result of inexperience or lack of malicious intent by the person committing the violation.
- Level 2 violations include misconduct of a more serious character or misconduct that affects a major, significant, or essential portion of work done to meet course requirements. These violations demonstrate premeditation or may have posed harm to others. The student alleged to have committed the violation may have one or more previous violations.
- Level 3 violations represent the most serious breaches of conduct. They may involve a serious violation of a professional code of conduct; may include extreme cases of dishonesty and maliciousness or violations of law; and/or are likely to cause direct harm to others.

The procedures for adjudicating alleged violations of academic integrity are different for Level 1, Level 2, and Level 3 violations. The following examples of violations are not exhaustive. Classification of a given violation is heavily dependent on the exact facts and circumstances of the violation as determined by the Academic Integrity Facilitator (who is appointed in each School to investigate and adjudicate alleged academic integrity) in consultation with the campus Office of Student Conduct or equivalent.

### **1. Level 1 Violations**

Level 1 violations are less serious violations of academic integrity. They may occur because of inexperience or lack of understanding of the principles of academic integrity and are often characterized by a relatively low degree of premeditation or planning on the part of the student committing the violation. These violations are generally quite limited in extent, occur on a minor assignment or quiz, or constitute a small portion of a major assignment and/or represent a small percentage of the total course work. Below are a few examples of violations that are most often considered Level 1, at least when committed by an undergraduate student as a first-time offense.

- Plagiarism on a minor assignment or a very limited portion of a major

assignment.

- Unpremeditated cheating on a quiz or minor examination.
- Prohibited collaboration with another student on a homework assignment.
- Unauthorized sharing of course materials.
- Citing a source that does not exist or that one has not read on a minor assignment.
- Signing in for another student via attendance sheet or clicker in a course where attendance is graded.

## **2. Level 2 Violations**

Level 2 violations are serious violations of academic integrity that affect a more significant portion of the course work compared to Level 1 violations or are an alleged second violation of this policy. Level 2 violations are often characterized by substantial premeditation or planning and clearly dishonest or malicious intent on the part of the student committing the violation. Below are some examples of violations that are most often considered Level 2.

- A second violation.
- Substantial plagiarism on a major assignment.
- Copying or using unauthorized materials, devices, or collaboration on a major exam.
- Making up or falsifying evidence or data or other source materials for a major assignment, including falsification by selectively omitting or altering data that do not support one's claims or conclusions.
- Distribution of course materials for financial gain.
- Facilitating dishonesty by another student on a major exam or assignment.
- Intentionally obstructing another student's work.
- Participating in an organized cheating scheme.

## **3. Level 3 Violations**

Level 3 violations are serious breaches of conduct, may involve a serious violation of a professional code of conduct, may include extreme cases of dishonesty and maliciousness, violation of law, and/or are likely to cause direct harm to others. Below are some examples of violations that are most often considered Level 3.

- Any violation involving potentially criminal activity.
- Coordinating an organized cheating scheme.
- Having a substitute take an examination.
- Cheating and/or plagiarism on a capstone project, thesis, or dissertation.
- Intentionally destroying another student's work.
- Falsifying patient or client records.

When a student is accused of one or more Level 3 violations that include alleged violations of law or a professional code of conduct, or when it is reasonable to believe that the student is likely to cause direct harm to others, they may be removed from a course, clinical, or internship setting on an interim basis, with the approval of the dean of the school. The student shall be immediately informed in writing of any interim removal and has the right to appeal to the campus Chief Academic Integrity Officer (who is responsible for administering the Academic Integrity Policy on each campus).

## **IV. Sanctions**



Any violation of academic integrity is a serious offense subject to appropriate sanctions or penalties. Violations of academic integrity may result in academic penalties, educational sanctions, and/or disciplinary sanctions, and are not limited to the examples below.

**A. Academic Penalties**

- Requirement to re-submit the assignment or complete an alternate assignment.
- A grade reduction for assignment or course.
- A failing grade for the assignment.
- A grade of F in the course.
- A grade of XF in the course, where applicable.

**B. Educational Sanctions**

- An assigned paper or research project related to ethics or academic integrity.
- Participation in a workshop or seminar.
- Service to the University community.

**C. Disciplinary Sanctions**

- Disciplinary reprimand.
- Disciplinary probation.
- Dismissal from a departmental or school program.
- Denial of access to internships or research programs.
- Loss of appointment to academic positions.
- Loss of departmental/graduate program/school endorsements for internal and external fellowship support and employment opportunities.
- Removal of fellowship or assistantship support.
- Suspension for one or more semesters.
- Requiring a delay in the completion of a professional program.
- Dismissal from a graduate or professional program.
- Expulsion from the University with a permanent notation of disciplinary expulsion on the student's transcript.
- Degree or certificate revocation.

Note: Any of these sanctions may have an impact on financial aid, scholarship, or fellowship eligibility, or scholastic standing.

**V. Policies for Addressing Alleged Violations of Academic Integrity**

**A. Standard of Proof**

The standard of proof in academic integrity cases is by the preponderance of the evidence, which means that the person or hearing panel deciding the case finds that it is more likely than not that the accused student is responsible for the alleged violation.

**B. Reporting and Adjudicating Alleged Violations**

Procedures for adjudicating alleged violations of academic integrity are

described at [academicintegrity.rutgers.edu](https://academicintegrity.rutgers.edu).

### **C. Withdrawal and Assignment of Grades during the Disciplinary Process**

Once a student has been notified of an alleged violation of academic integrity related to a course, the student may not drop the course until the disciplinary process is completed. Students may request permission to withdraw retroactively from the course after the disciplinary process is completed unless the sanction issued includes an F or XF grade in the course, or a C grade for graduate students.

If the student wishes to withdraw from all courses while a case is pending, that request must be approved by the Dean of the school in which the student is enrolled, in consultation with the Academic Integrity Facilitator.

If a faculty member must submit a final course grade before the disciplinary process for an alleged violation of academic integrity is completed, the accused student shall be given a TZ grade or similar (e.g., Incomplete) until the disciplinary process is completed.

### **D. Removal of an XF Grade**

Requests for removal of the X from an XF grade must be submitted in writing to the appropriate Campus Appeals Committee. Such requests will not be considered until at least 18 months from the time of the violation that resulted in the XF. In order for the request to be granted, the student, at a minimum, following the original violation, must have an exemplary record with respect to academic integrity, must have completed a Rutgers academic integrity workshop or seminar, and must satisfactorily answer a required series of essay questions on why the X should be removed. The Campus Appeals Committee shall make the final decision concerning the request. If the request is denied, the student must wait another year to submit another request.

The Procedures for Adjudicating Alleged Academic Integrity Violations, the Procedures for Adjudicating Alleged Violations of Academic Integrity for RBHS Schools, and the Academic Integrity Education Recommendations can be found at <https://academicaffairs.rutgers.edu/academic-integrity-policy-and-procedures>.

## **University Code of Student Conduct**

### **10.2.11 Code of Student Conduct**

Effective July 7, 1972 (Revised October 6, 2021)

## **Family Educational Rights and Privacy Act (FERPA)**

Family Educational Rights and Privacy Act of 1974 (FERPA) FERPA is the federal law that governs the rights of students and institutional responsibilities with respect to student records. If you have

questions regarding FERPA after reading these pages, please contact the University Ethics and Compliance Director of Privacy at (973) 972-8000 or [ferparu@rutgers.edu](mailto:ferparu@rutgers.edu).

What is FERPA?

The Family Educational Rights and Privacy Act of 1974, commonly referred to as FERPA or the Buckley amendment, is a federal law designed to protect the privacy of a student's educational record. FERPA applies to all educational agencies or institutions that receive federal funding for any program administered by the Secretary of Education. FERPA also applies to private entities that contract to perform services for the University that it would otherwise undertake to perform on its own; in such cases, the private entity must observe the same FERPA protections applicable to the University.

**FERPA grants enrolled students of any age the following rights:**

- The right to inspect and review their educational records.
- The right to seek the amendment of their educational records.
- The right to consent to the disclosure of their educational records.
- The right to obtain a copy of their school's Student Records Policy.
- The right to file a complaint with the FERPA Office in Washington, D.C.

## **University Policy Prohibiting Discrimination and Harassment**

The School of Social Work also follows the standards of the Council on Social Work Education by conducting its programs without discriminating on the basis of race, religion, color, gender, age, creed, ethnic or national origin, disability, or political or sexual orientation.

### **Harassment Policy**

Policy Prohibiting Discrimination and Harassment

Rutgers, The State University of New Jersey, prohibits discrimination and harassment based upon race, religion, color, national origin, ancestry, age, sex, sexual orientation, gender identity and expression, disability, genetic information, atypical hereditary cellular or blood trait, marital status, civil union status, domestic partnership status, military service, veteran status, and any other category protected by law. Discrimination and harassment compromise the integrity of the university and unfairly interfere with the opportunity for all persons to fully participate in the academic, work, and living environment of the university.

While promoting an environment free from discrimination is everyone's responsibility, the following contact information has been provided for:

[Complaints against a Student](#)

Office of Student Conduct - 848-932-9414

### [Complaints against an Employee](#)

Office of Employment Equity, University Human Resources - 848-932-3973 or [employmentequity@hr.rutgers.edu](mailto:employmentequity@hr.rutgers.edu).

### **Title IX of the Education Amendments of 1972**

Title IX of the Education Amendments of 1972 is a federal law that prohibits sex discrimination in education. It reads:

"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

**Prohibited Sexual Misconduct at Rutgers University** includes Sexual Harassment, Gender-based Harassment, Sexual Intimidation, Sexual Exploitation, Sexual Assault and Non-Consensual Sexual Contact, Relationship Violence, Stalking, and Retaliation. While it is often thought of as a law that applies to athletics programs, Title IX is much broader than athletics and applies to all programs at Rutgers. Compliance with the law is everyone's responsibility at the university. Listed below, however, are the staff members who have primary responsibility for Title IX compliance:

### **Important Resources**

For confidential victims' services such as crisis response intervention, victims' advocate services, and counseling for survivors of gender-based violence. Contact:

### **Violence Prevention and Victim Assistance**

3 Bartlett Street  
New Brunswick, NJ 08901  
College Avenue Campus  
Rutgers University  
Email:[vpva@echo.rutgers.edu](mailto:vpva@echo.rutgers.edu)

If you or someone you know has experienced sexual assault, domestic violence, or stalking, contact The Office for Violence Prevention and Victim Assistance to speak with a confidential advocate. Advocates are available 24 hours a day, 7 days a week at 848-932-1181.

To report an incident of gender-based violence to the police, contact:

### **Rutgers University Police Department (RUPD)**

#### **Non-Emergency Numbers and Addresses**

- Rutgers University–New Brunswick: 732-932-7211  
55 Paul Robeson Boulevard, New Brunswick, NJ
- Rutgers University–Newark: 973-353-5111  
200 University Avenue, Newark

- Biomedical and Health Sciences at Newark: 973-972-4491  
5 Bruce Street, Newark
- Rutgers University–Camden: 856-225-6111  
409 North 4th Street, Camden, NJ

Emergency Number: 911

### Resources

The Rutgers University Policy Prohibiting Discrimination and Harassment can be viewed at [Policy Prohibiting Discrimination and Harassment](#); the Student Code of Conduct can be viewed at <http://judicialaffairs.rutgers.edu/university-code-of-student-conduct>. Additional information on Title IX is available at <http://compliance.rutgers.edu/Title-IX>.

### Policy against Verbal Assault, Harassment, Intimidation, Bullying, and Defamation

Intolerance, bigotry, and bullying are antithetical to the values of the university, and unacceptable within the Rutgers community. Verbal assault, harassment, intimidation, bullying, or defamation interferes with the mission of the university, and each member of this community is expected to be sufficiently tolerant of others so that all students are free to pursue their goals in an open environment, able to participate in the free exchange of ideas, and able to share equally in the benefits of our educational opportunities. Beyond that, each member of the community is encouraged to do all that they can to ensure that the university is fair, humane, and responsible to all students. The Policy against Verbal Assault, Harassment, Intimidation, Bullying, and Defamation seeks to establish certain minimum standards in order for the community to be able to fulfill its mission.

Students who believe themselves to be victims of verbal assault, intimidation, bullying, harassment, or defamation should report such incidents to the dean or the dean of students of their college, school, or campus. In addition, students may contact:

*The Office of Student Conduct:*

New Brunswick - Director of Student Conduct - 848-932-9414

Newark – Manager for Campus Activities - 973-353-5022

Camden - Associate Chancellor for Student Affairs - 856- 225-6050

Individuals who wish to discuss any matter with the police or feel they are in need of immediate police attention may contact the Rutgers University Police Department:

New Brunswick: 732-932-7211

Newark: 973-353-5111

Camden: 856-225-6111

Some complaints can be and should be resolved by informal methods, while others will require the implementation of formal procedures. All complaints are treated confidentially; complainants are encouraged to report incidents even if they do not wish to pursue the matter beyond the reporting stage.

## [Americans with Disabilities Act \(ADA\)](#)

The University [Office of Student Affairs Compliance](#) monitors compliance with the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973 (Section 504) at Rutgers University. We provide advice and support to university units to assist in achieving full compliance with these laws.

### **Students**

The community of Rutgers University is committed to providing equal educational access for individuals with disabilities in accordance with Section 504 of the Rehabilitation Act of 1973, Section 508 of the Rehabilitation Act of 1998, and the Americans with Disabilities Act Amendments (ADAA) of 2008. An individual with a disability who is qualified for admission will have the same access to programs, services, and activities as all other students. Rutgers University will make reasonable modifications to its policies, practices, and procedures unless doing so would fundamentally alter the nature of the service, program, or activity, or pose an undue administrative or financial burden. The university will provide services in a manner that promotes independence and inclusion in all aspects of university life.

For more information on accommodations and services for students with disabilities, visit <https://ods.rutgers.edu/>.

If you have questions regarding campus accessibility during public events, acquiring TTY's, the accessibility of public events, wheelchair rental or accessibility vans, the calculator advisory policy, course substitutions and waivers, or to file a complaint or grievance please contact: [The Office of Disability Services for Students](#).

## **Rutgers University School of Social Work MSW Program Policy Statement on Standards of Professional and Ethical Conduct**

### **Standards of Professional and Ethical Conduct**

As the Rutgers University MSW program seeks to prepare students for professional and ethical social work practice, MSW students are expected to maintain a high level of professional and ethical conduct and adhere as closely as possible to professional and ethical standards articulated in the *NASW Code of Ethics* and the Rutgers University School of Social Work's professional conduct standards as articulated below. The program expects students to conduct themselves in a manner concordant with a professional social work practitioner. In addition to the clearly defined academic standards specified in the [School of Social Work \(SSW\) Academics website](#), students are expected to meet the following Standards of Professional and Ethical conduct in the classroom, in the wider university community, and in their practicum settings. Failure to maintain these standards at a level appropriate to their years in the program may result in a review by the School of Social Work's Committee on Students. A temporary suspension from practicum participation may occur during the period of review by the Committee.

- **Adherence to the *NASW Code of Ethics***
- **Professional Communication:** The social work student must communicate effectively and

professionally with other students, faculty, staff, clients, practicum supervisors and other professionals. These standards include, but are not limited to, civility and respectful communication; respectful attention and responsiveness to feedback in communication; self-awareness in communication, including controlling one's emotional reactions and personal stress in communications with others; effective communication of academic and professional challenges and problem solving around these challenges with appropriate supports; and the minimization of inappropriate personal mobile communication device usage in professional and academic settings.

- **Professional Commitment and Behavior:** The social work student must demonstrate a commitment to the profession and behave in a professionally appropriate manner. Demonstration of professional commitment and behavior includes, but is not limited to, adherence to the *NASW Code of Ethics*, maintaining client confidentiality, adherence to appropriate professional boundaries in client-worker relationships, self-care and the ability to control emotional reactions and personal stress so it does not impact professional judgement and performance; appropriate professional attire in professional settings; and, refraining from impaired practice and not allowing one's own personal circumstances or issues to interfere with their professional judgment and performance. Use of alcohol and unlawful use of substances during practicum, coursework and other university events may demonstrate a failure to behave and conduct oneself in a professional manner.
- **Respect for Diversity and Commitment to Social Justice:** The social work student must appreciate the value of human diversity and demonstrate a commitment to understanding cultural difference and practicing cultural humility. The student 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 identification, ability, sexual orientation, and value system. The student should also respect cultural differences among their peers, faculty, supervisors and other professionals. The student should recognize how larger social inequalities impact the individuals and communities they serve and integrate social work methods that address the eradication of social injustice into their practice as professionally appropriate.

Students who are suspected of violating the SSW's Standards of Professional and Ethical Conduct or engage in behaviors that are harmful to clients, themselves, or the larger professional community while enrolled in the MSW program may be referred to the School of Social Work MSW Program's Committee on Students. Prior to a committee referral, the committee expects that involved parties be engaged in a problem-solving process with the support of the appropriate RU SSW offices (practicum learning, student affairs, academic affairs etc.).

## **Rutgers University School of Social Work MSW Program Technical Standards for Admission, Matriculation, Progression and Program Completion**

As the Rutgers University MSW program seeks to prepare students for professional and ethical

social work practice, MSW candidates<sup>1</sup> are expected to meet the program's academic standards, maintain a high level of professional and ethical conduct, and adhere as closely as possible to professional and ethical standards articulated in the *NASW Code of Ethics*. In addition to the clearly defined academic standards specified in the [School of Social Work \(SSW\) Academics website](#) and the School's Standards for Professional and Ethical conduct delineated in the MSW program handbook, the School has identified a set of technical standards that specify the non-academic attributes, abilities, and skills candidates must demonstrate for admission, retention, progression, and graduation from the MSW program.

Admission to the School of Social Work is conditional on the candidate's ability to achieve and meet these technical standards in conjunction with the academic standards, with or without reasonable accommodation, and depends on a process that examines and values all pertinent skills, attitudes, and attributes of each candidate on a case-by-case basis. The School of Social Work adheres to the highest ethical and professional standards of the Social Work profession. In doing so, the School of Social Work reserves the right to deny admission to candidates or to discharge candidates who, upon completion of this interactive process, cannot meet these technical and/or academic standards or who would be deemed to pose a threat to patients and others in the educational and clinical (i.e., practicum) environment. Under all circumstances, a candidate should be able to perform in an independent manner. The use of an intermediary in the clinical setting is ordinarily not permitted and may never be used as a substitute for a candidate's judgment or intellectual acumen. The use of an intermediary would be considered only when it does not alter an essential element or function of these technical and/or academic standards.

- **Professional Communication:** The social work candidate must be able to communicate effectively and professionally with other students, faculty, staff, clients, practicum supervisors and other professionals from a variety of educational and cultural backgrounds in accordance with the *NASW Code of Ethics*. Candidates must be able to communicate effectively and efficiently (in English) and must be able to clearly and accurately record information and interpret verbal, written, and nonverbal communication. Candidates must also be open to receive feedback from other social work or allied professionals as well as their peers.
- **Observation Skills:** Observation requires the use of visual, auditory, and somatic senses (or the functional equivalent) in a variety of areas related to contemporary social work practice. Candidates must have the ability to observe and evaluate in classroom settings, small group teaching exercises, one-on-one evaluation, social work settings and practice sites. Candidates must be able to observe a client accurately, particularly as related to social work assessment and intervention.
- **Motor and Sensory:** A candidate must demonstrate sufficient motor and sensory function to successfully complete a class and practicum, with or without reasonable accommodations.
- **Intellectual, Conceptual, and Integrative Abilities:** Candidates must possess adequate intellectual, conceptual and integrative abilities to successfully complete coursework and practicum. Social work practice entails assessing and intervening in complex situations with vulnerable populations and social workers must possess these abilities to engage in complex problem-solving and practice effectively.
- **Behavioral and Interpersonal Attributes:** A candidate must possess the appropriate

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<sup>1</sup> The term "candidate" refers to candidates for admission to SSW as well as current SSW students who are enrolled and seek to progress and graduate.



behavioral and interpersonal attributes in order to develop and maintain professional relationships with clients, colleagues, instructors, and community members in accordance with the NASW Code of Ethics and the RU SSW Standards of Professional and Ethical Conduct. These include, but are not limited to, emotional self-regulation, self-awareness, flexibility, and compassion. The candidate must be able 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 identity, ability, sexual orientation, and value system. The candidate should also respect cultural differences among their peers, faculty, supervisors and other professionals.

- **Practicum:** An integral part of the social work education process is the completion of generalist and specialized social work practicum experience. Within the constraints established by law, in these experiences student social work interns are placed in social work practice settings and expected to function at the professional level of a social worker with the highest ethical standards.

Candidates are expected to maintain a high standard of professional behavior including adherence to the School's standards of professional and ethical conduct and the NASW code of ethics. Additionally, candidates are expected to adhere to HIPAA regulations (if applicable), which include but are not limited to maintaining client confidentiality, and the protection of access to client records. Candidates are expected to take responsibility for their own learning and demonstrate a willingness to engage clients, social workers and allied professionals, and others in the provision of client-focused services and care.

A candidate, whose behavior or performance raises questions concerning their ability to fulfill these technical standards, will be referred to the Assistant Dean of Student Affairs ([amhunter@ssw.rutgers.edu](mailto:amhunter@ssw.rutgers.edu)) and may be required to obtain an evaluation and/or testing by a health care provider designated/approved by the School, if appropriate. The results will be provided to appropriate School/University leadership to determine whether the student is fit to pursue the educational and/or practicum program. If the candidate is deemed fit to pursue the program, the School reserves the right to require actions recommended by the health care provider, including but not limited to further testing, counseling, monitoring, and leaves of absence.

Candidates who cannot meet the technical standards with or without reasonable accommodations may be subject to review by the appropriate University officials to determine the appropriate action, which can include dismissal from the program. Candidates must be proactive in addressing deficiencies in meeting the standards and follow appropriate University policies set forth in doing so.

The RU SSW complies with all applicable laws concerning applicants and students with disabilities. For any eligible student, Rutgers University provides reasonable accommodations in order to ensure that all candidates have an equal opportunity to participate in all programs, services, and practical training activities. These technical standards are not intended to deter any candidate for whom reasonable accommodation would allow the fulfillment of the complete curriculum. RU SSW will provide reasonable accommodations, according to University policies and procedures, to

otherwise qualified applicants and matriculated students with disabilities unless: (a) such accommodations impose undue hardship to the institution, (b) direct threats of substantial harm to the health and safety of others due to the disability cannot be eliminated by any reasonable accommodations available, or (c) such accommodations fundamentally alter the educational program or academic standards.

If you have any general questions about this form or its contents, please contact the SSW Student Affairs Office at [studentaffairs@ssw.rutgers.edu](mailto:studentaffairs@ssw.rutgers.edu). Students with questions regarding what types of accommodations may be considered to achieve these standards are encouraged to contact the Office of Disability Services at the Rutgers Campus they are enrolled immediately to begin discussions and register for services at <https://ods.rutgers.edu/students/getting-registered>.

## **Rutgers University School of Social Work MSW Program Committee on Students**

In accordance with the Rutgers University School of Social Work MSW Program's Policy Statement on Standards of Professional and Ethical Conduct, students who are suspected of violating the SSW's Standards of Professional and Ethical Conduct or engage in behaviors that are harmful to clients, themselves, or the larger professional community while enrolled in the MSW program may be referred to the School of Social Work MSW Program's Committee on Students (COS). A temporary suspension from practicum participation may occur during the period of review by the Committee. Referral to the Rutgers' University School of Social Work's Committee on Students does not bar other compliance offices within Rutgers University from investigating and charging students under the appropriate and applicable student policies (including but not limited to the University Code of Student Conduct and the Rutgers University Academic Integrity Policy). The outcomes of such investigations may be considered by the committee to the extent that the committee deems it relevant to the standards.

The Committee will uphold professional social work values and ethics and is concerned with the well-being of current and future clients as well as students. Committee members will act judiciously and expect students to engage the School of Social Work's Standards of Professional and Ethical Conduct at the level appropriate for a student.

The Committee on students is comprised of 2 elected faculty members, a practicum learning representative, and the MSW Director (in their official capacity and as standing chair). The Associate Dean of Academic Affairs serves as an ex-officio member. Committee members who have a potential conflict of interest or dual relationship with a student referred to the COS will be recused from participation. The Dean, if they deem appropriate, may appoint an additional or alternative members for any session.

***The committee meets on an as needed basis and no later than 30 days following a referral.***

### **Procedures Prior to the COS Hearing**

1. Prior to a committee referral, the committee expects that all involved parties have engaged in a problem-solving process with the appropriate RU SSW faculty or offices (Certificate Directors, Practicum Learning, Student Affairs, Academic Affairs etc.). In cases where the issue/s cannot be resolved, the referring faculty/lecturers/staff-members will consult with the MSW Director to discuss whether or not there has been possible violation of the SSW's Standards of Ethical or Professional Conduct.
2. If upon consultation, it is determined that a possible violation has occurred, the MSW Director will instruct the referring party to place their concerns in writing using the referral form and email it to the MSW Director. Supporting documentation can also be included with the referral that is sent to the MSW Director for the committee to review.
3. Once the referral is received, the MSW Director will email the committee within 2 business days to provide them with the referral and other documentation to review. The MSW Director will ask committee members to provide their availability in order to schedule the COS hearing with the student within 7-10 business days.
4. The MSW Director will then inform the Assistant Dean of Student Affairs by email that the student has been referred to the COS. The MSW Director will provide the Assistant Dean of Student Affairs with the referral. The MSW Director will also provide the Assistant Dean of Student Affairs with potential dates/times for scheduling the COS hearing with the student.
5. Once the Assistant Dean of Student Affairs receives the referral, they will inform the student by email and attach the referral document. In the email, the Assistant Dean of Student Affairs will ask the student to submit a written response to the committee via the Assistant Dean of Student Affairs within 5 business days. The Assistant Dean of Student Affairs will also schedule a meeting with the student within 2 business days to discuss the referral. The Assistant Dean of Student Affairs will also email the student's advisor to notify them of the referral.
6. During the meeting with the Assistant Dean of Student Affairs, the student will be informed of COS procedures, and their rights, including the right to submit a written response to the committee and to seek the support of their advisor. The Assistant Dean of Student Affairs will also schedule the COS hearing with the student, based on the dates/times provided.
7. Following the meeting with the student, the Assistant Dean of Student Affairs will inform the committee of the chosen date and time of the COS hearing. The Assistant Dean of Student Affairs will also email the committee with the student's written response as soon as it is received.

### **Procedures for the COS Hearing**

1. For the COS hearing, the student is encouraged to consult with and engage the support of their assigned School of Social Work advisor throughout the review process. The advisor may be present at the COS hearing, if the student desires. If present at the hearing, the

advisor cannot advocate for the student or participate in the committee's processes. In order to maintain confidentiality and student privacy, the student cannot bring anyone other than their advisor to the COS hearing.

2. The student will be invited to speak with the COS during this process. The student can also choose to read their statement instead. The student has the right to refuse participation.
3. At the COS hearing, after allowing the student to leave, the committee will meet in closed session to engage in deliberations and determine if the evidence substantiates the concerns.
4. If the violation of the SSW's Standards of Professional and Ethical Conduct is substantiated by the committee, the committee will determine appropriate sanctions and/or make recommendations to the student. If the committee believes issues beyond the scope of the Standards of Professional and Ethical conduct are implicated, the committee will notify School leadership. Sanctions and/or recommendations to students may include but are not limited to:
  - Continuation of student in the program with no conditions. The concern has been addressed by the committee and no follow up action is necessary.
  - Warning or reprimand
  - Continuation of the student in the program with conditions that may include:
    - Task assignments/papers (such as restitution, extra work, specialized work, or written reflections and/or research on various topics including ethics, specific policies or procedures).
    - Failure to comply with conditions may result in further recommendations or sanctions.
    - Suspension/withdrawal from practicum and/or withdrawal from co-requisite classes
    - Probation with terms
    - Leave of Absence (recommendation/advisement only)
    - Suspension from MSW program
    - Dismissal
5. The Committee's hearing will be documented by the MSW Director in the form of meeting minutes and distributed to the members for review. All decisions, recommendations, or requirements determined by the Committee will be provided to the student and their advisor in writing by the MSW Director within 10 business days of the committee meeting. This letter will include information regarding appeal procedures. Failure to submit an appeal by the appropriate deadline will render the decision final and conclude the review process.

### **After the COS Hearing**

1. The student may appeal in writing to the Dean of the School within 10 business days of receiving the written determinations of the Committee on Students. The appeal process is an entirely written process. The Dean may uphold, modify, or remand the actions of the Committee. Grounds for appeal are limited to:

- Unsupported Conclusion: The decision made by the COS is not supported by the facts of the case.
  - Procedural Error: The COS did not conform with prescribed procedures. The error committed must be determined to have substantially impacted the fairness of the disciplinary process.
  - New Information: There is new information available that wasn't available at the time of the COS meeting, and it is sufficient to alter the original decision.
  - Disproportionate Sanction: The sanction imposed against the student was not appropriate for the offense committed.
2. The response to the appeal will be granted within 10 business days. The decision of the Dean of the School of Social Work is final and binding.
  3. Throughout the process, all administrative procedures will be monitored by the MSW Director and the Associate Dean of Academic Affairs to ensure the COS procedures, intentions, and determinations are fully in compliance with School of Social Work policy and protects students' rights articulated below.
  4. All decisions/actions made by the COS are considered private and only shared with appropriate school personnel on a need-to-know basis.
  5. If at any point in the review process, any member of the COS believes there is an immediate threat to the safety and security of the student or the community (including clients served), the appropriate University/community authorities will be contacted.

### **Students' Rights:**

The Rutgers University School of Social Work MSW program values student rights and adherence to procedural processes. The student has the right to:

1. Review the written request for committee review and receive a copy of committee procedures in writing.
2. Consult with the Assistant Dean of Student Affairs concerning the suspected violation, their rights and committee procedures.
3. Consult with their advisor throughout the review process.
4. Submit a written response to the committee.
5. Appear at the committee hearing.
6. Invite their advisor to attend, but not participate in, the committee hearing with them.
7. Right to a reasonable accommodation as necessary to participate in this review process.

8. Receive a written summary of the committee's findings and decisions within 10 business days of the committee's meeting.
9. Appeal the Committee's decision.
10. Receive a written response to an appeal with 10 business days of the appeal's submission.

Updated April 2024

## The National Association of Social Workers Code of Ethics

The National Association of Social Workers (NASW) *Code of Ethics* is intended to serve as a guide to the everyday professional conduct of social workers. Students at the Rutgers University School of Social Work are expected to adhere to the [NASW Code of Ethics](#):

### **NASW ETHICAL PRINCIPLES**

The following broad ethical principles are based on social work's core values of service, social justice, dignity and worth of the person, importance of human relationships, integrity, and competence. These principles set forth ideals to which all social workers should aspire.

#### **Value: Service**

**Ethical Principle:** *Social workers' primary goal is to help people in need and to address social problems.*

Social workers elevate service to others above self-interest. Social workers draw on their knowledge, values, and skills to help people in need and to address social problems. Social workers are encouraged to volunteer some portion of their professional skills with no expectation of significant financial return (pro bono service).

#### **Value: Social Justice**

**Ethical Principle:** *Social workers challenge social injustice.*

Social workers pursue social change, particularly with and on behalf of vulnerable and oppressed individuals and groups of people. Social workers' social change efforts are focused primarily on issues of poverty, unemployment, discrimination, and other forms of social injustice. These activities seek to promote sensitivity to and knowledge about oppression and cultural and ethnic diversity. Social workers strive to ensure access to needed information, services, and resources; equality of opportunity; and meaningful participation in decision making for all people.

#### **Value: Dignity and Worth of the Person**

**Ethical Principle:** *Social workers respect the inherent dignity and worth of the person.*

Social workers treat each person in a caring and respectful fashion, mindful of individual differences and cultural and ethnic diversity. Social workers promote clients' socially responsible self-determination. Social workers seek to enhance clients' capacity and opportunity to change and to address their own needs. Social workers are cognizant of their dual responsibility to clients and to the broader society. They seek to resolve conflicts between clients' interests and the

broader society's interests in a socially responsible manner consistent with the values, ethical principles, and ethical standards of the profession.

**Value: *Importance of Human Relationships***

**Ethical Principle:** *Social workers recognize the central importance of human relationships.*

Social workers understand that relationships between and among people are an important vehicle for change. Social workers engage people as partners in the helping process. Social workers seek to strengthen relationships among people in a purposeful effort to promote, restore, maintain, and enhance the well-being of individuals, families, social groups, organizations, and communities.

**Value: *Integrity***

**Ethical Principle:** *Social workers behave in a trustworthy manner.*

Social workers are continually aware of the profession's mission, values, ethical principles, and ethical standards and practice in a manner consistent with them. Social workers act honestly and responsibly and promote ethical practices on the part of the organizations with which they are affiliated.

**Value: *Competence***

**Ethical Principle:** *Social workers practice within their areas of competence and develop and enhance their professional expertise.*

Social workers continually strive to increase their professional knowledge and skills and to apply them in practice. Social workers should aspire to contribute to the knowledge base of the profession.

## **MSW Program-Level Learning Goals/CSWE Competencies**

Social work competence is the ability to integrate and apply social work knowledge, values, and skills to practice situations in a purposeful, intentional, and professional manner to promote human and community well-being. The MSW program has adopted the nine CSWE Social Work Competencies outlined in the 2015 Council on Social Work (CSWE) Educational Policy and Accreditation Standards EPAS as well as a new SSW specific competency 10 as MSW program-level learning goals.

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

Competency 10: Develop Liberatory Consciousness

In addition, the School of Social Work adopted three new school-wide learning goals. Upon graduation, all students will be able to:

- *Demonstrate Ethical and Professional Behavior;*
- *Engage Diversity and Difference in Practice;*
- *Engage, Assess, and Intervene with Individuals, Families, Groups, Organizations, and Communities.*

MSW program mission and goals are aligned with the 2015 [Educational Policy and Accreditation Standards](#) (EPAS) set forth by the [Council on Social Work and Education](#) (CSWE). These competencies differ by the Generalist and Specialist (CSW and MAP) years and are available in the PDF's below:

- [2015 Clinical Social Work \(CSW\) Competencies](#)
- [2015 Management and Policy \(MAP\) Competencies](#)



## **PATHWAYS TO THE MSW DEGREE**

As the school's largest program, the master of social work (M.S.W.) prepares students for professional roles in the full array of major human services. The M.S.W. prepares students for advanced social work practice. This includes preparing people to assume administrative leadership roles in the state's social welfare departments and agencies at all levels of government, as well as in the voluntary sector. It also includes preparing skilled direct-service providers to function in both public and private sectors of social welfare. This is accomplished in a program that maximizes individualization of learning and student choice.

The M.S.W. program is accredited by the Council on Social Work Education ([CSWE](#)). The school's curriculum is designed to address the wide range of knowledge, values, tasks, and skills required to prepare competent and effective social work professionals. The school emphasizes the preparation of social workers who are committed to practice with the poor, vulnerable populations, and the oppressed and who work to alleviate poverty, oppression, and discrimination.

The School of Social Work offers a full range of programs leading to the M.S.W. degree. The M.S.W. curriculum is divided into two levels: the generalist curriculum and the specialized curriculum. The first level requires 30 credits and the second level requires 30 credits, to complete a total of 60 credits for graduation. The generalist curriculum must be completed successfully before entry into the specialized curriculum.

### **Traditional On-Campus Program**

The traditional on-campus MSW program may be completed in either two, three, or four years and is offered at all three Rutgers campuses – New Brunswick, Newark, and Camden. Both specializations (Clinical Social Work and Management and Policy) are offered in the traditional on-campus program as well as the full array of certificates. Hybrid, weekend, and online formats may be available on a limited basis in the traditional program.

### **Intensive Weekend Program**

This program is designed to enable students in the helping professions to pursue their MSW while continuing to work full time. Students employed in behavioral health, child welfare, or other human services can expect to complete their MSW education in three years including fall, spring, and summer sessions. Students can choose to specialize in either Clinical Social Work or Management and Policy.

Classes are held at off-campus locations throughout New Jersey. All courses are delivered in a hybrid and concentrated format.

Practicum requirements are generally fulfilled at the student's place of employment, in a capacity or department that differs from their customary work assignment.

## **100% Online MSW Program**

The 100% Online MSW program in Clinical Social Work and Management and Policy offers the flexibility and convenience of online learning. The program offers a specialization in clinical social work.

Students in this program complete their MSW in two or three years across all semesters – fall, spring, and summer. Classes are held in an asynchronous format which means that there is not a fixed meeting time. Courses have regularly scheduled assignments and due dates similar to a traditional class, and students and faculty interact via threaded discussions and other web-based technologies. Students begin practicum at a social service agency in the third semester and complete two separate practicum across the remaining semesters.

## **Blended Program**

The Blended program offers students the flexibility and convenience of online learning combined with a traditional in-person classroom setting for advanced coursework.

Students in this program complete their MSW in three years including fall, spring, and summer sessions. In the first two years, classes are offered solely online in an asynchronous format which means they are not held during a fixed meeting time. However, students have regularly scheduled assignments and due dates. In the third year, students take a combination of online and on-campus advanced courses.

Students may register for their on-campus classes to be taken at the Rutgers campus of their choice. Practicum begins in the summer of the first year and continues in the third year. Students can choose to specialize in either Clinical Social Work or Management and Policy. The three-year program structure provides students with significant flexibility and an extended time frame to complete their MSW while still offering the benefits of a live classroom to acquire advanced practice skills and competencies.

## **Advanced Standing Programs**

The School offers an Advanced Standing Master of Social Work (MSW) program for students who have earned a baccalaureate degree in social work from an undergraduate social work program accredited by the Council on Social Work Education or the Canadian Association of Social Worker (CASW.)

Students with foreign degrees cannot be considered for advanced standing and must complete the full program. However, those students with foreign undergraduate degrees in social work may

contact the [Council of Social Work Education](#) to inquire about a transcript review and eligibility determination.

Twenty-one credits from an advanced standing student's undergraduate degree in social work from an accredited program are applied toward the student's MSW degree.

### **Traditional On-Campus Advanced Standing Program**

The traditional on-campus Advanced Standing program is available in a classroom format on all three Rutgers University campuses: New Brunswick, Camden, and Newark. Students may complete their degree in either one year or two years. Both specializations (Clinical Social Work and Management and Policy) are offered as well as the full array of certificates.

Advanced Standing students in the on-campus program **must** begin in the summer. During this time, they are required to complete two courses and Advanced Standing Practicum Lab Seminar. They begin a practicum the following fall and spring semesters.

### **Intensive Weekend Advanced Standing Program**

The Intensive Weekend Advanced Standing program is taught off-campus. Students in the Intensive Weekend Advanced Standing program will join existing cohorts in Jersey City, New Brunswick, Bordentown or Mays Landing when these cohorts enter their second year of study in the fall. Intensive Weekend Advanced Standing students may complete the requirements for the MSW degree in two years across the fall, spring, and summer sessions.

Intensive Weekend Advanced Standing students begin practicum in September and following completion of Orientation and Practicum Workshops. Practicum continues year-round throughout the entire program.

### **100% Online Advanced Standing Program**

The 100% Online Advanced Standing program is taught in an asynchronous format. 100% Online Advanced Standing students begin the program in the fall semester and may complete the requirements for the degree in two years across the fall, spring, and summer sessions. Practicum is completed over four semesters.

## **Dual and Joint Degrees**

Rutgers University School of Social Work offers the following degrees:

Master of Social Work/Juris Doctor (MSW/JD)

Master of Social Work/Master of Divinity (MSW/MDiv)

Master of Social Work/PhD Program (MSW/PhD)

Master of Social Work/Master of Public Policy (MSW/MPP)

Master of Social Work /Master of Public Health (MSW/MPH)

Master of Social Work/Master of Arts in Criminal Justice (MSW/MA in CJ)

## **MSW/JD**

The School of Social Work in collaboration with [Rutgers University Law School](#) has established an accelerated dual degree program in law and social work through which a student can obtain the Juris Doctor (JD) and the Master of Social Work (MSW) degrees. With the accelerated program, a full-time student can expect to complete the degrees in four years rather than the five years normally needed to complete both degrees separately.

Participating students are required to meet the academic standards of both programs.

The dual degree program is appropriate for students in both the social work Management and Policy and the Clinical Social Work specialization.

## **Master of Social Work/Master of Divinity (MSW/M.Div.)**

Rutgers University School of Social Work and [Princeton Theological Seminary](#) offer an accelerated program in social work and ministry leading to a Master of Social Work (MSW) and Master of Divinity (M.Div). The program is designed for students who expect to enter forms of ministry requiring competence in the disciplines of theology and social work.

The dual MSW/MDiv program allows a student to complete both degrees in four years. The first two years of study are spent exclusively at Princeton Theological Seminary. In the third year, a dual degree student completes the requirements for the MDiv while concurrently taking coursework and practicum at the School of Social Work. In the fourth and final year of the program, students take all their coursework and practicums at the School of Social Work.

## **Master of Social Work/Ph.D.**

The School of Social Work offers a combined [MSW/PhD program](#). Students may apply to the program with their application to the MSW program or they may apply in their first year as a matriculated student in the Rutgers MSW Program.

Students in the joint program must be registered full time. They will take a block practicum in the summer following completion of their generalist curriculum in the MSW program and begin taking PhD courses in the fall of their second year. The selection and sequencing of PhD courses will be made in consultation with the PhD Program Director and the student's academic advisor.

## **Master of Social Work/Master of Public Health (MSW/MPH)**

Together, Rutgers School of Social Work and [Rutgers School of Public Health](#) have created the MSW/MPH three-year dual degree program that draws upon core principles of both fields: to understand and improve human and societal well-being. Students will learn to work across

systems to reach individuals, groups, communities, and populations through evidence-based practice and multi-level interventions. Through coursework topics in human behavior and the social environment, urban planning, clinical social work, epidemiology, and biostatistics, students will be equipped to work in a variety of settings including government agencies, nonprofits, or private healthcare organizations that seek to advance public and social/mental health.

### **Master of Social Work/Master of Public Policy (MSW/MPP)**

The combined MSW/MPP program with the [Bloustein School of Planning and Public Policy](#), offers students the opportunity to develop advanced policy practice skills with a focus on social justice and social welfare policy beyond the MSW curriculum. Students will learn advanced policy skills to identify public issues, policy analysis to determine alternative solutions to those issues, and to become strong leaders in government, politics, and organizations that are public, private, nonprofit, or private for-profit. The program is in keeping with social work's historical and growing emphasis on public policy concerns. The dual degree is a three-year program with a total of 81 credits.

### **Master of Social Work/Master of Arts in Criminal Justice (MSW/MA in CJ)**

The combined MSW/MA in CJ two-year program offers students the opportunity to develop expertise in criminal justice policy and research with the study of clinical practice and human services. Hosted by Rutgers School of Social Work and [Rutgers School of Criminal Justice](#), the social work curriculum will emphasize the systems and perspectives of populations and individuals, while coursework in criminal justice will prepare students to think critically about the issues of crime and social control. Specific topic areas may include issues such as police-community relations, incarceration, violence prevention, and juvenile justice. Overall, program graduates will be prepared to advance social justice within criminal legal systems and inspire interdisciplinary innovation in the field.

# THE MSW CURRICULUM

## MSW Curriculum Committee

The purpose of the Curriculum Committee of the School is to address issues in MSW curriculum policy, and the integration of the BA in Social Work and MSW curricula, as well as issues related to dual degrees and a combined MSW/PhD option.

The functions of the Curriculum Committee include, but are not limited to, the following:

- Conducting an ongoing review and analysis of the goals of the curriculum to assure that the overall MSW program is current and consonant with the needs of the practicum.
- Reviewing course outlines to assure that course goals and objectives, readings, and supplementary materials are consonant with the goals of the curriculum.
- Reviewing and approving new MSW courses.
- Considering additions or changes to the curriculum as initiated by the management and policy specialization or clinical social work discussion groups.

The Curriculum Committee is chaired by the Director of the MSW Program and membership is comprised of both elected and nominated faculty as well as ex-officio members. There is also a student representative to the Curriculum Committee.

## Generalist Curriculum

All students, except those with baccalaureate degrees from programs accredited by the Council on Social Work Education, are required to take all of the generalist courses. These courses contain a body of knowledge, values, and skills essential for social work practice. This common base is transferable among settings, population groups, and problem areas. The generalist curriculum consists of courses in generalist social work practice with corresponding practicum, human behavior and the social environment, clinical assessment and diagnosis, introductory social work research methods, social welfare policy and services, and a course focused on diversity and oppression. Successful completion of the entire generalist program is required before beginning the specialized curriculum, with one permitted exception: \*the general elective may be taken during the specialized curriculum.

The required generalist curriculum courses are:

- 19:910:500 Practice with Individuals, Families, and Groups (3) – must be taken with 19:910:508 Practicum I (2) and 19:910:553 Practicum Lab Seminar (1)
- 19:910:501 Practice with Organizations and Communities (3) – must be taken with 19:910:500 Practice with Individuals, Families, and Groups
- 19:910:502 Human Behavior and the Social Environment (3)
- 19:910:504 Social Welfare Policy and Services (3)

19:910:505 Methods of Social Work Research (3)  
19:910:506 Diversity and Oppression (3)  
19:910:507 Clinical Assessment and Diagnosis (3)  
19:910:508 Practicum I (3) must be taken with 19:910:553 Practicum Lab Seminar (1)  
19:910:553 Practicum Lab Seminar (1)  
19:910:509 Practicum II (3) must be taken with 19:910:557 Reflective Practice Seminar (1)  
19:910:557 Reflective Practice Seminar (1)  
19:910: \_\_\_ General elective (3)

For additional course information, see the [Generalist Curriculum Courses](#) in the catalog.

Students are required to complete an introductory statistics course that covers descriptive and basic inferential statistical procedures before they begin the Methods of Social Work Research in the Generalist Curriculum.

## Specialized Curriculum

The specialized curriculum consists of a specialization in a method of advanced practice, an advanced research course, an advanced policy course, a human behavior distribution requirement, practicum, and electives. Only after successful completion of the generalist curriculum courses may students begin the specialized curriculum. Students must select a specialization in Clinical Social Work (CSW) or Management and Policy (MAP).

The required advanced courses are:

### CSW students:

19:910:511 Clinical Social Work I (3) must be taken with 19:910:600 CSW Practicum III (3)  
19:910:512 Clinical Social Work II (3) must be taken with 19:910:601 CSW Practicum IV (3)

### MAP students:

19:910:535 Management Practice and Theory (3) must be taken with 19:910:575 MAP Practicum III (3)  
19:910:536 Program and Strategic Planning (3) must be taken with 19:910:607 MAP Practicum IV (3)

### All students:

19:910:595 Evaluation of Social Work Practice & Programs (3)  
19:910:\_\_\_ Advanced Practice Distribution Requirement (3)  
19:910:\_\_\_ Advanced Policy Requirement (3)  
19:910:\_\_\_ General elective (may be generalist or advanced) (3)  
19:910:\_\_\_ General elective (may be generalist or advanced) (3)  
19:910:\_\_\_ General elective (may be generalist or advanced) (3)

## Curriculums at a Glance

The charts called “Curriculums at a Glance” were developed to enable students to easily identify the courses generally taken each semester in a particular MSW program. The Curriculum at a Glance for each of the MSW programs listed below may be viewed through its associated link:

Traditional (On-Campus)

Advanced Standing: [Advanced Standing Curriculum at a Glance](#)

Two Year and Four Year: [Traditional Two and Four Year Curriculum at a Glance](#)

Intensive Weekend:

Three Year: [Intensive Weekend Three Year Curriculum at a Glance](#)

Advanced Standing: [Intensive Weekend Advanced Standing Curriculum at a Glance](#)

100% Online

Spring Start – [2 year](#) and [3 year](#)

Summer Start – [2 year](#) and [3 year](#)

Fall Start – [2 year](#) and [3 year](#)

Advanced Standing: [100% Online Advanced Standing Curriculum at a Glance](#)

Blended:

[Blended Curriculum at a Glance](#)

## Specializations

Specializations enhance and extend the generalist curriculum. A specialization focuses on advanced methods of social work practice by size and type of client system. Specializations are designed to develop greater depth in knowledge and skills building upon the generalist curriculum. Students may specialize in:

- Clinical Social Work (CSW)
- Management and Policy (MAP)

Students must select a specialization prior to entering the specialized curriculum. Both specializations require two advanced practice methods courses (6 credits) and 6 credits of advanced practicum. The 100% online program only offers a specialization in clinical social work.

### Clinical Social Work (CSW)

The specialization in Clinical Social Work prepares students to conceptualize, provide, and supervise the delivery of social work services to individuals, couples, families, and small groups. Emphasis is on developing competence in those helping processes used to prevent problems and to enhance, develop, and restore social functioning. Courses required for the specialization, and which must be taken concurrently with a Clinical Social Work practicum are:



- 19:910:511 Clinical Social Work I (3)
- 19:910:512 Clinical Social Work II (3)

### **Management and Policy (MAP)**

The specialization in Management and Policy is designed to prepare social workers to perform administrative functions, as well as planning, organizing, and policy functions within organizations, communities, and in the larger society. Courses required for the specialization, and which must be taken concurrently with a Management and Policy practicum are:

- 19:910:535 Management Practice and Theory (3)
- 19:910:536 Program and Strategic Planning (3)

### **Practicum Learning**

The Master of Social Work program involves classroom and practicum. Deemed by the Council on Social Work Education (CSWE) to be “the signature pedagogy” of social work, practicum is the experience which prepares the learning social work student to become the practicing professional social worker. The CSWE requires that all master's students spend a minimum number of hours in an approved practicum. Students at the School of Social Work spend 1,125 hours in practicum.

Practicum provides experiential, practical learning for social work students. In practicum, which is both an academic course for degree credit as well as an intern experience, students become socialized into the social work profession. They serve alongside professional social workers and are supervised by experienced practicum instructors. The Rutgers School of Social Work practicum program is based upon educational policies and standards established by the Council on Social Work Education. The core professional competencies that the student acquires and demonstrates while working in practicum are the evidence of their success.

Social work students intern at organizations throughout New Jersey, greater New York City, and greater Philadelphia. The 100% online program offers practicum across the country. While some sites may require some evening or weekend hours, practicum cannot be provided for evenings and weekends only. The practicum agencies with which Rutgers School of Social Work formally affiliates every year provide opportunities for students to train in child welfare, corrections, housing and homelessness issues, LGBTQIA+ issues, community organization and development, domestic violence prevention and intervention, crisis intervention, behavioral health, aging, addictions, healthcare, agency management, veterans services, nonprofit finance, fundraising, strategic planning, policy analysis, human resources, nonprofit marketing and more.

A student’s specialized practicum year provides opportunities to concentrate upon either clinical social work or management and policy. Practicum Learning faculty and liaisons bring years of experience and professional expertise to training students so that each student has a rich learning experience.

For more information on Practicum Learning, please visit <https://socialwork.rutgers.edu/academics/office-practicum-learning>.

## Certificate Programs

Certificate programs are ideal ways for students to focus their studies on a particular area of interest. The School offers five Certificate programs to MSW students: Addiction Counselor Training (ACT), Aging and Health (A&H), Promoting Child and Adolescent Well-Being (CHAP), Interpersonal Violence and Violence (IVT) and Latina/o/x Initiatives: Service, Training and Assessment (LISTA). These Certificate programs differ from Areas of Emphasis in that the former have firm requirements set by the School of Social Work while the latter have flexible requirements as defined by the student. While both Certificates and Areas of Emphasis are noted on a transcript, Certificate program students also receive an electronic certificate. Please note the availability of certificate programs by program option below.

	ACT	A&H	IVT	ChAP	LISTA
MSW Traditional	√	√	√	√	√
MSW Blended		√	√	√	√
MSW 100% Online		√	√		√
Postgrads	√				

The Intensive Weekend MSP program does not offer certificates due to its program structure. Highlights of each Certificate program appear below. Information about each Certificate program's application process, deadlines, and requirements may also be found on the School of Social Work website under the "Academics" tab.

### **Addiction Counselor Training (ACT) Certificate**

The [ACT](#) certificate program's primary goal is to educate master's and doctoral-level clinicians who wish to prepare for licensing in their mental health profession and as addictions counselors (LCADC). Dual-credentialed clinicians are in great demand in our state and across the country, particularly for leadership positions in organizations that treat both mental health and substance abuse disorders.

The Addiction Counselor Training (ACT) certificate program provides:

- all the required LCADC education hours in a six-course curriculum
- the educational training to qualify for accreditation as a Certified Compulsive Gambling Counselor (CCGC)
- online course format with scheduled virtual classes
- all the required supervised practicum hours in a DMHAS-approved treatment organization
- preparation for the application process and licensing exams
- individualized advising and specialized workshops while enrolled in the program
- mentorship from dual-credentialed clinicians and other addiction professionals

Eligibility requirements:

- clinicians with a master's or doctorate in a counseling/mental health discipline who wish to earn their LCADC
- incoming M.S.W. students who wish to earn their LCADC education hours while taking the courses required for the M.S.W. degree
- incoming master's or doctoral students in other counseling disciplines wishing to earn their LCADC education hours while completing their degree

### **ACT Required Courses**

19:910:514 Understanding Addictive Behaviors (3)  
 19:910:598 Case Management (3)  
 19:910:522 Clinical Social Work: Addictive Behaviors I (3)  
 19:910:597 Clinical Social Work: Addictive Behaviors II (3)  
 19:910:510 Gambling Counseling (3)  
 19:910:599 Professional Development (3)

A specialized practicum placement in a DMHAS-approved treatment organization is also required.

### **[MSW Certificate in Aging and Health \(A&H\)](#)**

The M.S.W. certificate in aging and health is a special program within the School of Social Work for graduate students who seek focused training in aging. The program does not require students to complete any additional work beyond the credit requirements of the core master of social work (M.S.W.) program curriculum; instead, it requires students to focus activities that fulfill general requirements of the M.S.W. curriculum specifically on gerontology and aging issues.

In addition to the benefit of the educational experiences that the certificate program facilitates, the certificate allows students to affiliate with a professional network in gerontological social work within the school, university, state, and beyond. This network provides key resources that support dynamic careers in aging, particularly within social work.

The program is open to students in both clinical social work and management and policy specializations.

### **Requirements for Completion of the M.S.W. Certificate in Aging and Health**

- One practicum in a setting relevant to aging and health in the specialized curriculum, for example in a nursing home, hospital, hospice, or county office on aging.
- Completion of four courses: 19:910:542 Advanced Contemporary Policy: Health (3); 19:910:547 Social Work with Loss Across the Life Span (3).

For students in the Clinical specialization: either 19:910:516 CSW: Health or 19:910:525 CSW: Aging; and an approved graduate elective related to aging and health within the School of Social Work

For students in the Management and Policy specialization: 19:910:572 Aging Services: A Critical Perspective; and an approved graduate elective related to aging and health within the School of Social Work

- Attendance at one Interprofessional Education (IPE) event

### **[MSW Certificate for LISTA](#)**

#### **LISTA: Latina/o/x Initiatives for Service, Training, and Assessment**

Rutgers Master of Social Work (MSW) Certificate Program in Latina/o/x Initiatives for Service, Training, and Assessment ([LISTA](#)) was designed to give future practitioners the ability to provide culturally informed and responsive services to Latina/o/x populations.

As these communities grow, knowledgeable social workers who specialize in serving them will see career opportunities across a variety of sectors such as healthcare, schools, family services, local government, and more.

Earning a LISTA certificate alongside your MSW degree ensures you can practice evidence-based, culturally responsive strategies that benefit the lives of Latina/o/x populations in the greater NYC area and beyond.

#### **LISTA Requirements**

Completion of four courses:

- |            |  |
|------------|--|
| 19:910:549 | Latinos: Culture, Community, and Social Welfare  |
| 19:910:503 | Social Work with Latinos   |
| 19:910:568 | CSW: Behavioral Health with Latinos (required for LISTA students with a clinical specialization) |

Choose one (or two if in the MAP specialization) of the following:

- |            |   |
|------------|---|
| 19:910:543 | Social Work with Immigrants and Refugees              |
| 19:910:544 | Poverty, Inequality, Discrimination and Public Policy |
| 19:910:545 | Global Social Work and Social Development             |
| 19:910:546 | Spanish for Social Workers                            |
| 19:910:585 | ACP: Economic Justice for Families and Communities    |
| 19:910:594 | Environmental Justice and Social Work                 |
| XXX        | Study Abroad  |

### **[Promoting Child and Adolescent Well-Being \(CHAP\) Certificate](#)**

The [certificate in promoting child and adolescent well-being](#) prepares social work students to critique and implement developmentally informed interventions with infants, children, and adolescents, regardless of their practice specialization and across a range of domains and systems.

Students either choose to focus their coursework and internship experience on a single child-serving system, multiple systems, or a specific youth population. Wherever they focus, they will develop and enhance skills to serve as change agents for children and adolescents in high-risk environments.

### **Requirements for Completion of the CHAP Certificate**

- Completion of four advanced-year courses:

either 19:910:529 Adolescence: Understanding Risk and Resilience or 19:910:574 Infants and Toddlers: Promoting Developmentally Informed Well-Being.

19:910:591 Advanced Contemporary Policy: Children & Youth

For students in the Clinical specialization: one of the following: 19:910:513 CSW: Adolescents; 19:910:518 CSW: Children; 19:910:519 CSW: Families; 19:910:520 CSW: Schools; 19:910:523 CSW: Survivors of Abuse and Trauma; and an approved elective focused on infants and toddlers, children, adolescents, or transition-age youth

For students in the Management and Policy specialization: two approved electives focused on infants and toddlers, children, adolescents, or transition-age youth

- A specialized practicum placement focused on child and youth settings. This two-semester practicum guarantees experience in a setting focused on at least one of the following areas:
  - Infants
  - Toddlers
  - Preschool
  - Middle childhood
  - Pre-adolescents
  - Adolescents
  - Emerging adults/transition to adulthood
- Students also participate in one service activity or enrichment event during the academic year.

The certificate is available to students enrolled in the traditional or the blended M.S.W. programs. For more information about applying, please email [childcertificate@ssw.rutgers.edu](mailto:childcertificate@ssw.rutgers.edu).

### **[Certificate on Interpersonal Violence and Trauma \(IVT\)](#)**

Through its [Center for Research on Ending Violence \(REV\)](#) the Rutgers School of Social Work offers a Certificate on Interpersonal Violence and Trauma (C-IVT) for M.S.W. students. The certificate program offers students the opportunity to develop knowledge, values, and skills in the area of interpersonal violence and trauma, gain a transformative understanding of trauma and its impact, violence prevention and trauma informed culturally responsive approaches. Students accepted for the certificate program will receive notation of completion of the certificate program on their transcripts.

### **Requirements for Completion of the C-IVT Certificate:**

Students interested in completing the C-IVT certificate program must be entering their advanced year in the M.S.W. program and must complete the following requirements:

- *Complete the following required REV coursework (12 credits)*
  1. 19:910:566 Understanding Violence and Abuse in Adulthood or 19:910:567 Understanding Violence and Abuse in Childhood
  2. Two electives related to violence against women and children, as approved by REV staff
  3. 19:910:584 Advanced Contemporary Policy: Interpersonal Violence
- *Practicum* must be at a REV-related placement that focuses on key areas related to violence against women and children, including prevention, practice, nonprofit management, and policy. This will be arranged in conjunction with the practicum office and REV.
- Attendance at one *Interprofessional Educational (IPE)* event

### **Certificate in Human Services Management**

Offered by the [Network for Social Work Management](#), the Human Services Management Certificate is a Certificate available only to MSW students in the MAP specialization. The Network for Social Work Management, an international membership organization for social workers, involving all levels of management and a diverse range of organizations. The Network is the *only* professional association in the United States dedicated to improving the quality of organizations by equipping managers to become effective “people-centered” leaders.

MAP students will be notified of the opportunity to receive the Human Services Management Certificate during their final semester of the MSW curriculum.

### **Areas of Emphasis**

While Certificate programs allow MSW students to focus their studies on a particular topic and earn recognition for this on their transcripts, these programs have an application process and are defined by the School of Social Work with specific course and practicum requirements. Areas of Emphasis focus on *student*-identified and *student*-driven topics, populations, or specializations.

Areas of Emphasis allow MSW students to define study areas that are not represented by Certificate programs and to develop their own individual, unique area of emphasis.

Areas of Emphasis are optional and should include at least three courses in the chosen subject and a pertinent practicum placement. The courses may include a combination of electives, distribution requirements, and a social policy course. Students may also opt to enroll in relevant graduate-level courses from another Rutgers University graduate/professional school. Students must seek prior approval from the School of Social Work's Office of Student Affairs for courses taken from other departments to ensure that these courses will be applied toward their MSW degree.

Individual Areas of Emphasis are not pre-approved. Students may wish to consult with their advisor to discuss a possible Area of Emphasis. Approval for or denial of an Area of Emphasis will be given in a student's final semester. Students will receive an email from the Assistant Dean for Student Affairs with instructions and a form (Area of Emphasis Declaration Form) that must be completed and returned to the Office of Student Affairs by the noted deadline. Students will be notified whether their Area of Emphasis was approved or denied.

Students in a Certificate program are also welcomed to identify an Area of Emphasis *if it is different from their Certificate subject*. For example, a student in the Aging and Health Certificate program would not be approved for an Area of Emphasis in gerontology but could be approved for an Area of Emphasis in Global Social Work if the student could support this with relevant coursework and practicum experience.

### **Designated Emphasis Programs**

The following Areas of Emphasis have been pre-defined by the School of Social Work into Designated Emphasis Programs. Information about each program, including a list of courses that may be taken, is available by clicking this [link](#):

- Social Policy – for MAP students only
- Children, Youth and Families
- Global Social Work
- Health
- Mental and Behavioral Health

### **Study Abroad Opportunities**

The School of Social Work has several study abroad programs that offer students outstanding opportunities to examine social welfare policy and social work practice in other countries, as well as develop a deeper understanding of another culture. Currently, the School of Social Work offers courses in India, Mexico, Puerto Rico, Romania, and Taiwan.

Overviews of the programs appear below. For details, visit the School of Social Work [website](#) and the [Rutgers Global](#) website.

## **India – Winter Session**

Social Welfare, Healthcare Delivery, and Community Engagement in Sonagachi, Kolkata, West Bengal, India

Students will learn about community-based interventions that aim to provide healthcare services and empower the vulnerable populations of sex workers and children in Sonagachi, India. Immerse yourself in the community-developed organizations, learn about community based interventions, collective support, and study with professionals in the field to learn about the historical impact of the sociopolitical climate on the function of the cooperative approach in Sonagachi.

As part of this program, students will learn about the historical impacts of the sociopolitical and economic climate on a vulnerable population of sex workers in Sonagachi, Kolkata, India. Students will learn about community development interventions through direct engagement with sex workers and their children, and will be provided opportunities to compare social work practice strategies utilized in the United States and India through professional lectures. As part of their course requirements, students will complete several pre- and post-departure tasks including a final paper and mandatory readings, as well as maintaining a personal journal throughout their stay.

This program is specifically for Master's of Social Work students. It is designed as a 3 credit course. Students interested in earning practicum credits for 2 weeks (45 hours) should discuss with their advisors.

## **Mexico – Winter Session**

Empowerment through Community Engagement in the Yucatan

This course provides students with the historical and current information on vulnerable populations in the Yucatán and the education and practice of social work in Mexico. The course of study and service learning will emphasize knowledge and skill-building in community engagement and development that is specific to social work practice in Mexico, specifically, and Latin America, more broadly.

The program is based at Universidad Autónoma de Yucatán in the city of Merida, the capital of the Yucatán.

Stunning wildlife and impressive Mayan ruins surround you as you explore diverse research practices, participate in immersive and demanding practicum to enrich the local community, and develop your knowledge of social work and community building from experts in the field. Learn about community-based social work practices that help meet the needs of vulnerable and under served populations in Yucatán, Mexico. Hear from professional social workers and professors about the challenges and benefits of community-based approaches to empowerment



and development. Engage with social workers and clients in a variety of health and social welfare settings.

This course is a 3-credit general elective.

### **Puerto Rico – embedded Spring Break**

#### **Puerto Rico: Compounding Disasters and Community Resilience**

This course provides students with historical and current information about populations in Puerto Rico and the country's unique status as a territory of the United States, and the impact of colonialism on its residents. Students will learn about social work education and practice models in Puerto Rico and the role of social workers within various systems, particularly within the child welfare system and nonprofit sectors. In addition, lectures, community visits, and agency visits will engage students directly with residents, community leaders, and practitioners in public and private social services agencies.

#### **Critical to social work practice with Latinos in the states**

The course assists students in developing the following competencies:

##### **Core Competency 2: Engage Diversity and Difference in Practice.**

Social workers understand how diversity and difference characterize and shape the human experience and are critical to forming identity. The dimensions of diversity are understood as the intersectionality of multiple factors including but not limited to age, class, color, culture, disability and ability, ethnicity, gender, gender identity and expression, immigration status, marital status, political ideology, race, religion/spirituality, sex, sexual orientation, and tribal sovereign status. Social workers understand that, as a consequence of difference, a person's life experiences may include oppression, poverty, marginalization, and alienation as well as privilege, power, and acclaim. Social workers also understand the forms and mechanisms of oppression and discrimination and recognize the extent to which a culture's structures and values, including social, economic, political, and cultural exclusions, may oppress, marginalize, alienate, or create privilege and power.

##### **Competency 3: Advance Human Rights and Social, Economic, and Environmental Justice**

Social workers understand that every person, regardless of position in society, has fundamental human rights such as freedom, safety, privacy, an adequate standard of living, health care, and education. Social workers understand the global interconnections of oppression and human rights violations. They are knowledgeable about theories of human need, social justice, and strategies to promote social and economic justice and human rights. Social workers understand strategies designed to eliminate oppressive structural barriers to ensure that social goods, rights, and responsibilities are distributed equitably and that civil, political, environmental, economic, social, and cultural human rights are protected.

### Excursions

Visits to sites of cultural and ecological relevance will be incorporated into the program itinerary to give students an introduction to the unique cultural and biological landscape of Puerto Rico. Planned excursions include El Cemí Museum and the biologically rich area of Fajardo.

### **Locations to be visited include:**

- -InterAmerican University,
- -The Caño Martín Peña (G8 tour)
- -Tour of Viejo San Juan
- -Adjuntas
- -Cemí Museum in Jayuya,
- - Ponce
- -Humacao, Fajardo, Loiza;
- -Various community agencies

This course is a 3 credit general elective.

### **Romania – Summer Session**

Romania's Revolution: Community Care for Vulnerable Groups in Romania

The School's study abroad program to Romania offers a unique opportunity for students to integrate classroom learning into practice through a service learning experience in a community-based organization while completing a semester of 3 practicum credits. This 6 week block practicum during the summer will include 4 weeks in-country, one week pre-departure orientation, and one week post, re-integration week. The pre-departure hours will focus on orientation to a global perspective with particular attention to human rights and vulnerable populations, culture and norms, the specific placement setting, schedules and supervision, review of requirements for journal/process recordings and time sheets, developing a learning contract, and team-building for the student group. Students completing Practicum III requirements will also go over policy assignments. Post-trip hours will focus on re-integration, final course paper, and transfer of knowledge to future placements and practice.

Students who complete their practicum requirements in the summer are required to register for their appropriate practice course in the fall and utilize their summer practicum experience as the basis for assignments.

As part of their practicum experience students will engage in reflective practice seminars with Romanian social workers, students, and professors. Students will learn about the evolution and status of social work in Romania such as educational requirements, legislation, standards of practice, and regulations. Students will learn about the evolution of the public and private (non-profit) social services system in Romania from the post-Revolution years beginning in 1990 to present. There will be a specific focus on the establishment and growth of the non-profit sector and its role in the delivery of social services and the growth of democracy through advocacy and

empowerment. European and global comparisons about social work and social services will be highlighted. Students will expand their conceptual frameworks and vocabulary to incorporate global standards and practices.

This global service learning experience provides students the opportunity to study and learn first-hand about the profession of social work and social services within the Romanian and European contexts. Students will complete a guided internship with a community-based social service agency, working with a range of vulnerable groups including children, adults with disabilities, at-risk adolescents, children who have been abused and/or neglected, adults with mental illness, children with autism, and the elderly. Some of the practicum will be done, side by side, with a Romanian social work student and/or a visiting European social work student.

As part of their coursework, students will engage in reflective practice seminars with Romanian social workers, students, and professors. Students will learn about the evolution and status of social work in Romania (educational requirements, legislation, standards of practice, and regulation). And parallel to learning about social work, students will learn about the evolution of the public and private (non-profit) social services system in Romania, from the post-Revolution years beginning in 1990 to present. Of special interest is the establishment and growth of the non-profit sector and its role in the delivery of social services and the growth of democracy through advocacy and empowerment. European and global comparisons about social work and social services will be highlighted. Students will expand their conceptual frameworks and vocabulary to incorporate global standards and practices.

Students will be hosted for their practicum by one of several organizations partnered with Rutgers and Babes-Bolyai University. Potential service placements include (but are not limited to):

- Resource Center for Roma Communities
- Caritas Cluj, After School Program for Youth at Risk
- Ratiu Center for Democracy
- Estuar, Serving Persons with Mental Illness
- Romania Foundation for Children, Community and Family
- World Vision/Romania
- ProSocial: Professional Association of Social Workers, Cluj
- ECCE Homo - Center for Street Children, Cluj-Napoca, Romania

### Excursions

The program itinerary includes several group excursions, designed to enhance student learning about the history, culture, and contemporary society of Romania. Past excursions have included:

- A visit to Dracula's Castle
- Turda Salt Mines
- A traditional Romanian countryside festival

This course is a 3 credit general elective.

## **Taiwan – Summer Session**

### **Meditation and Social Work in Taiwan**

Meditation and social work are two distinct but interconnected areas. Both have a role in promoting physical and mental well-being, harmonizing in diverse ways. The aims of the course are to introduce students to the development of meditation and social work in Taiwan, unveiling the intricate links between these two domains. Students will have a chance to participate in meditation practice and explore the connection between meditation and social work practice.

### **Taipei**

Home to approximately 6 million residents, Taipei is the thriving economic, political, and cultural center of Taiwan. Students will spend the first week at National Taiwan University, in the School of Social Work. The second week will be spent in New Taipei City, at Dharma Drum Institute of Liberal Arts.

This is an elective course for students with a special interest in meditation, and international social work.

This course is a 3-credit general elective.

# **ACADEMIC POLICIES AND PROCEDURES**

## **University Academic Integrity Policy**

This policy appears in section Community Standards, beginning on page 5. You may also view the policy in its entirety at the link below:

### **Rutgers University Academic Integrity Policy**

<http://academicintegrity.rutgers.edu/>

Effective September 1, 2013

## **Turnitin**

Academic Integrity is the cornerstone of any university and students must make the necessary efforts to adhere to academic integrity guidelines and prevent plagiarism and other violations by learning about proper citation, references, and college level research and writing. One tool that many Rutgers University faculty utilize to prevent and detect academic integrity violations is Turnitin. This internet-based plagiarism-prevention service was created by iParadigms, LLC, and first launched in 1997.

Faculty and instructors may require students to utilize Turnitin and the tool may be used in Sakai, eCollege and Canvas educational software platforms. Turnitin compares each document submitted with a database comprised of current and archived documents and commercial databases of journal articles and periodicals and student papers previously submitted to Turnitin. Turnitin allows faculty and instructors to review if there are any overlap items and how much of the submitted document may be from another source(s.)

If your faculty utilize Turnitin, be sure to familiarize yourself with the policies, procedures and guidelines provided by the faculty member.

## **Statistics Requirement**

Students are required to complete an introductory statistics course, which covers descriptive and basic inferential statistical procedures, is required of all MSW students before they begin the 19:910:505 Methods of Social Work Research course.

There are no exceptions to the School's statistics requirement.

The School will review new student transcripts to determine if they have met the statistics course requirement and confirm their status.

If a student does not meet the requirement, the student may take a statistics course at Rutgers University, a local community college, or through the School of Social Work's Office of Continuing Education.

The School offers the summer online course, Data Analysis for Social Workers. For more information or to register for Data Analysis for Social Workers, contact the [Office of Student Affairs](#).

Any new student having difficulty finding a statistics course, want to confirm that a particular course will meet this requirement, or have any questions regarding this requirement please contact our Office of Student Affairs at [studentaffairs@sww.rutgers.edu](mailto:studentaffairs@sww.rutgers.edu).

## Transfer of Credit

Graduate courses successfully completed at another institution may be accepted for credit toward the Master of Social Work (MSW) degree, provided such courses are in areas of social work or are judged to be highly relevant to social work. A maximum of 21 transfer credits may be granted to a candidate for the MSW degree at Rutgers. Approval of the Assistant Dean for Student Affairs is required.

A minimum grade of B is required for transfer credit. Graduate courses for which transfer credit is sought must have been completed within the last ten academic years in order to be considered. Admissions officers and student affairs staff review student transcripts and any identified coursework meeting criteria for transfer credits. Admitted students will be notified of transferrable credit prior to submission of the admission deposit, confirming enrollment. Other graduate credit that may be equivalent to coursework within the MSW program can also be considered by the Office of Student Affairs once the student has been admitted. Course syllabi are typically needed for evaluation of courses.

Academic credit for life experience and previous work experience will not be considered for transfer credit towards the MSW.

## MSW Grades and Grading Scale

Students in the School of Social Work are graded in each course at the end of each semester as follows:

### MSW Grading Scale

A	92-100	4.0
B+	87-91	3.5
B	82-86	3.0
C+	77-81	2.5
C	70-76	2.0

F            0-69            0.0

The School does not assign the grades of D or D+ in its MSW courses nor are there any minus grades at the MSW level.

TF - Temporary grade - A TF is used for all incomplete and temporary grades. Temporary grades are given at the discretion of the instructor when the student is not able to complete the coursework requirements due to extenuating circumstances at the very end of the semester. If a student does not complete the course requirements, the grade will change to a F. Normally, students are provided with a maximum of two weeks after the semester ends to complete all course requirements.

W - Withdrawal - A W is applied to the student's transcript when a student officially drops a course or withdraws after the add/drop period through the first eight (8) weeks of the semester. No course may be dropped after the eighth (8<sup>th</sup>) week of the semester.

**Course Withdrawal:** If a student withdraws from one co-requisite practicum or practice course at any point in the semester they should withdraw from the co-requisite practicum or practice class. If they continue in the MSW program, it is expected that the student will re-enroll in the co-requisite concurrently. If a student fails to withdraw appropriately from the co-requisite course, they will not be given credit for this course (E marking on transcript) and they will be expected to repeat both co-requisite classes concurrently. Requests for exemption to this policy should be sent to Assistant Dean Arlene Hunter at [amhunter@ssw.rutgers.edu](mailto:amhunter@ssw.rutgers.edu).

IN - Incomplete - The grade of Incomplete is only assigned to Practicum courses.

XF – Disciplinary Failure

## Required Grade Point Average

To qualify for graduation, a student must earn a total of 60 credits and maintain a cumulative grade-point average of 3.0 (B.)

## Accessing Grades and Transcripts

Students at Rutgers University can view their course grades, credits, and GPA online through the following methods. To view grades, students must know their Net ID and password and be registered for the current semester.

- Students may access grades using the [myRutgers Portal](#). They will need to log in first with their Net ID and password and then look in the "Academics" tab for grades.

- Students can also access this information through the Office of the [Registrar's website](#) by clicking on the "Graduate Students" tab and then on "View Grades and Transcripts."

Rutgers University [Transcript and Verification Request Application](#) allows all current and former Rutgers students to submit requests for official transcripts and verifications of enrollment online. The documents may be sent electronically, picked up in person at one of the registrar's offices or mailed to the address specified by the requester. Please allow 7-10 business days for delivery by mail, or five business days if you plan to pick up your transcript or verification of enrollment in person.

## **Rutgers University School of Social Work 2024-2025**

### **Grade Grievance Policy and Procedures for Courses**

Students have the right to grieve their final course grades on the following grounds: (a) there was a computational error made by the instructor, or (b) the grade was given in an arbitrary or capricious manner, meaning that the student was given a final grade for reasons other than their performance on their assignments.

**Grade grievances are limited to final course grades.**

### **Procedures**

1. Students should first attempt to resolve the matter in writing, or by discussing the issue with their instructor no later than 10 working days after the final grade has been posted.
2. If a resolution cannot be reached with the instructor, students should consult their advisor who will review the grade grievance policy and its associated procedures. While advisors can provide guidance and support, they cannot contact instructors on students' behalf to advocate for them. All communication regarding the grade grievance must occur between the student and instructor only. The student should include their advisor on all emails with the instructor, so their advisor has up-to-date information about the situation.
3. After discussing the issue with their advisor, the student specifies, in writing, the basis for the grade grievance and requests a review by the MSW Program Director. The grievance should provide evidence to support the student's assertions and be submitted no later than 10-12 working days after the final grade has been posted. The grievance should be emailed to Arlene Hunter, Assistant Dean for Student Affairs ([amhunter@ssw.rutgers.edu](mailto:amhunter@ssw.rutgers.edu)). She facilitates the process with the MSW Program Director.
4. The MSW Program Director will then closely review the student's grade grievance. The Director may consult with the instructor who provided the student's final grade to obtain



relevant information. The communication with the instructor may be in writing or through a virtual or phone meeting. Once the Director has all relevant information, they will make a final decision regarding the grade grievance within 10 business days. The final decision will be to:

- A. Uphold the students' final grade because no computational error was made because the grade was not given in an arbitrary or capricious manner;
  - or
  - B. Discuss the result of the grade grievance with the instructor. The final grade will then be changed because of the computational error or because the grade was given in an arbitrary or capricious manner.
5. A student who is not satisfied with the decision of MSW Program Director may appeal to the Associate Dean for Academic Affairs no later than 10 working days after receiving their decision. The request for appeal should be emailed to the Assistant Dean for Student Affairs (Arlene Hunter at amhunter@ssw.rutgers.edu). She will facilitate the process with the Associate Dean for Academic Affairs. The decision of the Associate Dean for Academic Affairs is final and cannot be appealed any further.

### **Ad-Hoc Grade Appeal Committee**

In limited circumstances, the MSW Program Director may convene an Ad-Hoc Grade Appeal Committee. The Committee is used in more complex situations, providing feedback and assisting the MSW Program Director in making a final decision related to the student's grade grievance.

### **Composition of the Committee**

The Ad-Hoc Grade Appeal Committee consists of the MSW Program Director (who is the Chair), the faculty member coordinating the course that the student is grieving the grade for, and another faculty member appointed by the Associate Dean for Academic Affairs. If the MSW Director or Course Coordinator is the instructor for the student's course or is not available, the Associate Dean will appoint another faculty member to the Ad-Hoc Grade Appeal Committee in their place.

### **Procedures**

- A. The MSW Program Director will consult with the instructor who provided the student's final grade to obtain relevant information. The communication with the instructor may be in writing or through a virtual or phone meeting.
- B. The MSW Program Director will then provide the Ad-Hoc Grade Appeal Committee with the material needed to review the student's grade grievance.
- C. After reviewing the relevant information, the Ad-Hoc Grade Appeal Committee will meet to discuss the student's appeal and assist the MSW Program Director in making a determination regarding the grade grievance.
- D. The student will receive written notification of the final decision of the MSW Program Director within 21 working days of initially filing the grievance.

- E. A student who is not satisfied with the decision may appeal to the Associate Dean for Academic Affairs no later than 10 working days after receiving their decision. The request for appeal should be emailed to the Assistant Dean for Student Affairs (Arlene Hunter at amhunter@ssw.rutgers.edu). She will facilitate the process with the Associate Dean for Academic Affairs.
- F. Written notification of the action taken by the Associate Dean for Academic Affairs will be sent to the student within 14 working days of filing of the appeal. The decision of the Associate Dean for Academic Affairs is final and cannot be appealed any further.

### **Grievances/Complaints— Practicum Policy**

Students have the right to grieve their final practicum course grade on the following grounds:

- (a) the student must demonstrate that either there was a computational error made by the practicum instructor
- (b) the practicum instructor determined the grade in an arbitrary or capricious manner

### **Procedures**

1. A grade grievance may be initiated by the student notifying his or her advisor and by submitting a letter outlining a basis of the grievance to the Associate Director of Practicum Learning within two weeks of notification or posting of the grade. The Associate Director of Practicum Learning will render a decision in writing whether to uphold the grade within two weeks of receipt of the grievance letter.
2. If the outcome of step 1 is not satisfactory to all involved parties, the student may appeal in writing to the Executive Director of Practicum Learning (Mark Lamar at mlamar@ssw.rutgers.edu) This appeal must be communicated in writing no later than one week after the student has received the letter from the Associate Director of Practicum Learning. Within one week of receipt of this letter, the Executive Director will render a decision as to whether to uphold the grade.
3. If the outcome of step 2 is not satisfactory to all involved parties within one week of the determination of the Executive Director of Practicum Learning, the grievance may be presented in writing to the MSW Program Director or the BA in Social Work Program Director. The Program Director will determine as to whether to uphold the grade within two weeks of receipt of the grievance letter. The Program Director's decision is final and binding. The student will be informed in writing by the MSW Program Director once the decision is final. It is in the interest of all involved parties to resolve such situations as expeditiously as possible.

## **Rutgers University School of Social Work**

### **Co-Requisite Exemptions**

#### **Failure to Properly Enroll in Practicum and Practice co-requisite courses:**

In rare instances, where a student unintentionally failed to properly enroll themselves in co-requisites for the appropriate practice courses and practicum (including withdrew from one course without appropriately withdrawing from the co-requisite) and completed one of the courses successfully, the Office of Academic Affairs will allow for the granting of course credit and independent enrollment in the co-requisite course moving forward in keeping with all other curricular requirements in some cases. These exemptions are granted by the Associate Dean for Academic Affairs. The student is expected to notify their advisor and prepare a statement for review by the Office of Academic Affairs. The student must be in good academic standing. The student will need to explain that this co-requisite enrollment failure was unintentional. The Office of Student Affairs will facilitate this process.

#### **Course Failure/NC:**

In rare instances where practice and practicum were taken as co-requisites and a student failed one class (or chose a NC option if available) but successfully completed the other, the Office of Academic Affairs will allow for the granting of course credit and independent re-enrollment in the failed co-requisite course moving forward in keeping with all other curricular requirements if the student continues in the MSW program in some cases. (Please note a failure in a core practice class or practicum automatically results in academic dismissal. Dismissal may be appealed). These exemptions are granted by the Associate Dean for Academic Affairs. The student is expected to notify their advisor and prepare a statement for review by the Office of Academic Affairs. The Office of Student Affairs will facilitate this process.

### **Academic Standing Policy**

Students are required to maintain a minimum cumulative grade-point average (GPA) of 3.0 each semester, which is also the minimum GPA required to graduate from the Master of Social Work program. Students must also meet any conditions imposed at the time of admission to remain in good academic standing.

#### **Academic Difficulty**

Student GPAs are reviewed each semester by the Office of Student Affairs at the School of Social Work. A student is considered to be in academic difficulty and will be placed on academic probation if any of the following conditions apply:

1. The student has earned a semester GPA of less than a 3.0 and cumulative GPA is 3.0 or better.
2. The student received an F in an elective course.
3. The student received an incomplete in practicum.
4. At any point during the semester, there is evidence of inadequate practicum performance.

The Assistant Dean for Student Affairs will notify both the student and the student's academic advisor regarding the student's academic probationary status.

### **Academic Jeopardy**

Students are required to maintain a minimum cumulative GPA of 3.0 each semester. A minimum 3.0 cumulative GPA is also required to graduate from the Master of Social Work program.

A student is considered to be in academic jeopardy and will not be permitted to continue at the School of Social Work, if at the conclusion of any given semester, any of the following conditions apply:

1. The student has a cumulative GPA of less than 3.0.
2. The student received a grade of F in a required course.
3. The student received a grade of F in practicum.

A student in academic jeopardy will be notified in writing by the Assistant Dean for Student Affairs. A copy of the notice will also be sent to the student's academic advisor and the Associate Dean for Academic Affairs.

A student in academic jeopardy is automatically dismissed but may appeal the dismissal in writing to the Associate Dean for Academic Affairs within two calendar weeks of the notification of dismissal.

The student must address the reason(s) for the low GPA or failing grade and develop a specific written plan to resolve the problem. The student should meet with an academic advisor to develop and review this academic plan.

The Associate Dean for Academic Affairs will review the student's written statements and academic plan, and the student will be notified in writing within two weeks of the date that the Associate Dean receives the written appeal.

If a student is not satisfied with the Associate Dean's decision, the student may appeal to the Dean of the School of Social Work in writing within two weeks of receipt of the Associate Dean's decision. The Dean will notify the student in writing within two weeks of the date that the Dean receives the student's written appeal. The decisions of the Dean are final.

### **Class Cancellation**

It is the general policy of the University not to cancel classes because of inclement weather. However, because of the occasional hazards of night driving in the winter, exceptions may be made for evening classes, and under exceptionally hazardous conditions, exceptions may be made for daytime classes.

Announcements concerning campus status will be made over the following stations: WRNJ (1510 AM), WCTC (1450 AM), WCBS (880 AM), WINS (1010 AM), WKXW (101.5 FM), WRSU (88.7 FM),

and NEWS12 (cable). Additionally, information will be available through RU-TV's Rutgers info channel 3, the Rutgers University–[New Brunswick operating status page](#), the Rutgers University–[Camden operating status page](#), the Rutgers University–[Newark operating status page](#), and from Rutgers Campus Information Services at 848-445-INFO (4636).

Arrangements for makeup work are announced by individual instructors.

## Religious Holiday Policy

It is University policy ([University Regulation on Attendance, Book 2, 2.47B](#), formerly 60.14f) to excuse without penalty students who are absent from class because of religious observance, and to allow the make-up of work missed because of such absence. Examinations and special required out-of-class activities shall ordinarily not be scheduled on those days when religiously observant students refrain from participating in secular activities. Absences for reasons of religious obligation shall not be counted for purposes of reporting.

Students are advised to provide timely notification to instructors about necessary absences for religious observances and are responsible for making up the work or exams according to an agreed-upon schedule.

<https://scheduling.rutgers.edu/scheduling/religious-holiday-policy>

## Time Limits for Degree

Time limits - from matriculation to completion of requirements - to earn the MSW degree are as follows:

Once matriculated, MSW students must complete the degree within four academic years (eight semesters, not including summer and winter sessions), excluding approved leaves of absences.

## Leave of Absence

All matriculated MSW candidates must register each fall and spring semester until earning their degree. Students considering a leave of absence should review their decisions and plans to complete their coursework with their academic advisor.

A request for a leave of absence must be made in writing to the Office of Student Affairs ([studentaffairs@ssw.rutgers.edu](mailto:studentaffairs@ssw.rutgers.edu)). A form will be sent to you that must be completed and returned to the Office of Student Affairs. Once approved, the student will be registered during the established registration period for 19:910:800 Matriculation Continued (0 credits). Students pay a fee each semester while on approved leave. Matriculation continued status is available only to students who are not present on campus and not using faculty time or university research facilities. Leaves of absence may not extend beyond two regular semesters. Students who do not

formally resume studies after two semesters of approved leave must apply for readmission through the Office of Graduate and Professional Admissions.

Students must successfully complete at least one semester of coursework to be eligible for a leave of absence. New students have the option to defer their admission.

Students on leave who pay the matriculation continued fee maintain their matriculated status, RU email address, and continue to receive emails from the University and the School of Social Work. Students on a leave are able to register for the following semester at the same time as other matriculated students.

Courses and credits attained by a student at another academic program or institution during a leave of absence from the School of Social Work will not be considered for transfer of credit towards their MSW degree.

## Withdrawal

A graduate student who wishes to withdraw from all courses does so by submitting a [form](#) directly to the Registrar. A student who leaves the University without officially withdrawing receives a failing grade in each course. The date on which the Office of Student Affairs receives the written notice governs the academic and financial consequences of withdrawal. Written notices should be sent to [studentaffairs@ssw.rutgers.edu](mailto:studentaffairs@ssw.rutgers.edu).

The privilege of official withdrawal is not granted after the 8th week of the semester; students who leave school during this period are still considered officially enrolled and will receive final grades for the semester. Students are permitted to withdraw from all courses one week before the end of the semester.

It is the student's responsibility to reference the registrar's graduate calendar for withdrawal dates, deadlines, and refund information.

**Course Withdrawal:** If a student withdraws from one co-requisite practicum or practice course at any point in the semester they should withdraw from the co-requisite practicum or practice class. If they continue in the MSW program, it is expected that the student will re-enroll in the co-requisite concurrently. If a student fails to withdraw appropriately from the co-requisite course, they will not be given credit for this course (E marking on transcript) and they will be expected to repeat both co-requisite classes concurrently. Requests for exemptions to this policy should be sent to Assistant Dean Arlene Hunter at [amhunter@ssw.rutgers.edu](mailto:amhunter@ssw.rutgers.edu).

Please note that notification to the instructor or Practicum Learning office(s) does not fulfill the student's obligation to communicate directly and in writing with the School of Social Work's Office of Student Affairs in New Brunswick in all matters pertaining to changes in registration and withdrawal.

## **Auditing Classes**

Auditing a class at the School of Social Work is not permitted.

## **Options – Elective Courses**

Students enrolled in the School of Social Work may register for a course offered by another unit of the University. This must be first approved by the Assistant Dean for Student Affairs. Additional approvals may be required. Courses taken at another unit of the University will count as electives. Courses must be graduate level for the course to be applied toward the Master of Social Work degree. Upon interest, students should immediately reach out to their advisor to discuss the option, preferably several months in advance.

## **Evaluation of Courses and Faculty**

The Student Instructional Rating Survey (SIRS) is a University-wide survey of students for their comments about their experiences in the classroom. The results are used by the individual instructors, departments, the School and the University for the assessment and improvement of teaching.

Students are expected to complete course evaluation surveys. The online course evaluation system provides security and confidentiality. When the course evaluation survey is launched for a semester, students will be contacted through email.

## **STUDENT SUPPORT SERVICES**

### **School of Social Work Office of Student Affairs**

The Office of Student Affairs assists MSW students in the School of Social Work to ensure that they have an efficient and productive experience. To facilitate that goal, we offer:

- New Student Orientations
- Support for Registration
- Academic Advising
- Career Events
- Licensing Information
- Graduation/Convocation

#### **Mission Statement**

The Office of Student Affairs at the School of Social Work assists and collaborates with MSW students, faculty, and university departments to provide a supportive and inclusive learning environment that fosters student success, professionalism, and ethical behavior from initial contact through program completion.

Therefore, the Office of Student Affairs is committed to:

- Value every prospective and current student by acknowledging and respecting individuality, potential, culture, and diversity
- Provide high quality, interactive, and personalized administrative support and academic advising
- Respond in a timely and appropriate manner to questions and concerns regarding admissions, student records, registration, course curriculum and enrollment management as well as the School's policies and procedures
- Develop and maintain accurate student records
- Support faculty to promote positive student outcomes
- Model professional behavior that encourages students to become responsible and ethical social workers and community members
- Connect students with campus resources and provide guidance for navigating University departments, policies, and procedures
- Develop programs and events for students that enhance learning and professional development outside the classroom



- Provide accurate and relevant information regarding social work licensing processes for current students and alumni
- Coordinate and facilitate informative, welcoming, and celebratory events for the School of Social Work including orientations and convocation

## **Advisors**

The School of Social Work embraces an adult learner model of advising, where advising sessions or contact is usually scheduled and initiated by the graduate student. Advisors assist students with developing a course sequence that will allow them to complete the MSW program and graduate in a timely manner. Students may consult with their advisor about program requirements, specialization, career options, and extenuating circumstances that might impede their progress in the program. Advisors also assist students with interpreting the academic policies and regulations of the School of Social Work, but ultimately each student is responsible for understanding and meeting MSW program requirements. Students are not required to contact their academic advisors, but they are encouraged to do so at any time during their matriculation. Advisors are available in person or via email and telephone.

## **International Students**

[Rutgers Global](#) coordinates cultural programs and immigration-related services for approximately 3000 international students, scholars, faculty, and their dependents, and serves the broader campus community in an administrative and advisory capacity. Rutgers Global's mission is to provide quality and timely services, to demystify federal immigration regulations as much as possible for the university constituencies and to assist members of the campus' international community in the cultural adjustment process.

### **Curricular Practical Training (CPT) Form**

International Students on an F1 Student Visa are required to have appropriate work authorization for practical training to undertake any off-campus employment. A Curricular Practical Training (CPT) authorization is available to students whose academic programs require or give degree credit for internships or work experience including the School of Social Work's required Practicum Learning.

All periods of practical training must be authorized; students must attend a workshop at the Rutgers Global to obtain specific instructions on applying for authorization. Attending the appropriate workshop is mandatory before meeting with the Center's advisor for review and submission of the application. It is very important that students plan ahead for these applications and take into consideration the processing timelines as Rutgers Global will not accept last minute applications.

Students should contact the respective offices with questions. Each international student will be assigned international student advisor.

### **New Brunswick**

Rutgers Global <https://global.rutgers.edu/>

848-932-7015

Email: [globalservices@gaiacenters.rutgers.edu](mailto:globalservices@gaiacenters.rutgers.edu)

### **Newark**

Office of International Student and Scholar Services (OISS) <https://myrun.newark.rutgers.edu/oiss>

973-353-1427

Email: [oiss@rutgers.newark.edu](mailto:oiss@rutgers.newark.edu)

### **Camden**

Office of International Students <http://ois.camden.rutgers.edu/>

856-225-6832

Email: [ois@camden.rutgers.edu](mailto:ois@camden.rutgers.edu)

## **Veteran Services**

### **Office of Veteran and Military Programs and Services (OVMPS)**

The Office of Veteran and Military Programs and Services (OVMPS) at the University is dedicated to ensuring a smooth transition and supportive environment for our students who have served in the United States Armed Forces, and their families, throughout their college careers. The OVMPS collaborates with departments across the University and design programs to assist our students succeed in their academic pursuits.

Rutgers University is committed to assisting students who have served in the United States Armed Forces and their families. Each campus has a dedicated staff.

#### **New Brunswick**

Veterans House

Office of Veteran and Military Programs and Services

14 Lafayette Street

New Brunswick, NJ 08901

Phone: 848-932-VETS (8387)

Contact form: <https://veterans.rutgers.edu/contact-us>

#### **Camden**

Veterans Services

Campus Center

326 Penn Street

3<sup>rd</sup> Floor

Camden, NJ 08102  
Phone: 856-225-2791  
[frdavis@camden.rutgers.edu](mailto:frdavis@camden.rutgers.edu)

### **Newark**

Veteran Affairs  
Coordinator of ADA Services and Academic Support  
Robeson Campus Center, Room 326A  
350 Martin Luther King Jr. Boulevard  
Newark, NJ 07102  
Phone: 973-353-5374  
[veteranaffairs@newark.rutgers.edu](mailto:veteranaffairs@newark.rutgers.edu)

## **Disability Services**

The University's Office of Disability Services (ODS) is dedicated to the philosophy that all Rutgers University students are assured equal opportunity, access and participation in the University's courses, programs, activities, services and facilities.

In order to receive any kind of disability related accommodations, the student must contact the Office of Disability Services. Accommodations may only be granted by the Office of Disability Services. Accommodations cannot be provided by individual faculty members and instructors. After being admitted to the MSW program, it is in the student's best interest to contact ODS as soon as possible to allow time for reasonable accommodations to be made prior to the start of the semester. Accommodations for disabilities must be set up prior to the beginning of the semester as they cannot be applied retroactively.

Students with a documented disability should visit the [ODS website](#) for instructions on applying for reasonable accommodations and services through the University. This site will include contact information for offices on all three campuses.

## **Tuition and Fees**

Tuition and fees are established each academic year in July by the Rutgers University Board of Governors.

The rates for the 2024-2025 academic year may be viewed by selecting *New Brunswick Campus Graduate Students* on the Office of Student Accounting [website](#). Refer to the [Office of Student Accounting, Billing, and Cashiering's](#) website for more information and applicable program fees. A subset of this chart appears below.

2024-2025 Tuition and Fees by Semester

School of Social Work – New Brunswick Campus

	Full Time Students
Tuition–NJ Resident (12 credits or more)	\$10,056.00
Tuition-Out of State Resident (12 credits or more)	\$ 17,100.00
	Part Time Students
Tuition–per credit, NJ Resident	\$838.00
Tuition-per credit, Out of State Resident	\$ 1,425.00
	100% Online Student
Tuition–per credit, NJ or Out of State Resident	\$1, 047.00

You may also estimate the total cost of attendance by using the [Net Price Calculator](#). Be sure to select New Brunswick as the campus since the MSW program is based in New Brunswick and all MSW students are considered New Brunswick students regardless of where the student attends classes except for the 100% Online students.

## Tuition Waiver Program and Tuition Remission Employee Benefits

### Unemployed Workers Tuition Waiver Program

Rutgers University is a participating institution in the New Jersey [Unemployed Workers Tuition Waiver Program](#) and will act in accordance with State law and regulation, N.J.S.A. 18A:64-13.1 et seq and N.J.A.C. 12:23-8.1 et seq, which set forth conditions under which unemployed persons may enroll in a course of instruction at a public college or university in New Jersey, without payment of tuition or general student fees. This will be part of a job training program detailed in an individual Employability Development Plan approved by a One-Stop Career Center within the New Jersey Department of Labor and Workforce Development.

Students who have been approved to participate in the Qualified Unemployed Workers Tuition Waiver Program are required to submit a separate tuition waiver application prior to each semester or each session of the summer/winter term and the application must be submitted at least five (5) business days before the start of classes. Also, students are required to apply for financial aid (regardless of eligibility status). Students must present the appropriate certification, with original signatures, from the One-Stop Career Center. Such certification must be received by the Office of the Graduate Registrar no less than five (5) business days prior to the start of classes for the semester or session of the summer/winter term.

Students in the tuition waiver program may register for courses only during the add/drop period beginning with the third day of classes in the fall or spring semester or the first day of classes in a session of the summer/winter term. Applicants are not assessed late fees based on the date

required for registration under the program. Stop points may not be exceeded for tuition waiver purposes and students cannot be added to closed courses even with special permission numbers.

Students can use unemployment tuition waiver benefits for all MSW programs except the 100% Online program.

### **Tuition Remission for Eligible University Employees**

Students who are a regularly appointed full-time faculty or staff member at Rutgers University may qualify for tuition remission as long they meet certain eligibility requirements. Students should visit the Human Resources website at <https://uhr.rutgers.edu/benefits/tuition-remission> for more information about tuition remission eligibility and benefits. Employees who are eligible for tuition remission must complete the Tuition Remission enrollment online by visiting the “Employee Self Service” tab in the [myRutgers Portal](#). Students should pay their fees and other charges on their term bill. Tuition is paid in full or at 50%, depending on the student’s salary (if staff) or rank (if faculty member).

Students can use tuition remission benefits for all MSW programs except for the 100% Online program.

### **Scholarships**

The School of Social Work offers a number of scholarships for its students. Students are notified by the Office of Student Affairs at the School of Social Work as applications are made available in the summer. Students must complete a Federal Application for Federal Student Aid (FAFSA) and a short application to be eligible for scholarships. International students are not required to submit a FAFSA.

Scholarships are awarded on a combination of merit and need. All MSW students are eligible to apply for scholarships regardless of specific MSW Program and this includes students who have received a scholarship in previous academic years.

### **Research and Graduate Assistantships**

More than 75 research assistantships are available each year across all three campuses and allow students to work closely with social work faculty or a department at the School. Students are notified by the Office of Student Affairs at the School of Social Work early in the fall semester about available research and graduate assistantships.

Selected students work for approximately six (6) hours per week for \$17/hour. The research assistantships include not only a weekly income but also provide professional opportunities to engage directly with faculty who are conducting cutting-edge research, writing grants, or implementing new programs at the School.

## Scarlet Hub

The hub provides student information regarding [financial aid](#), [billing and payment](#), [registration](#), [records](#), [admissions](#), and [upcoming deadlines](#). If you are not able to find the information you need within the Scarlet Hub or in the information below, please reach out to the One Stop. The One Stop is an integrated and coordinated cross-functional service in the areas of **financial aid**, **student accounts**, and **registration**. All MSW students, regardless of campus or program should submit questions to the [New Brunswick One Stop](#) at <https://scarlethub.rutgers.edu/contacts/new-brunswick/> for further assistance.

## **University Office of Financial Aid and Student Accounting Office**

### Office of Financial Aid

Providing the highest quality service to students in pursuit of their academic goals, the Office of Financial Aid is committed to assisting students and families in planning for and meeting expenses associated with attendance at the university through different types of loans and tuition payment plans.

A majority of graduate students at the university receive financial aid. The amount of support each student receives depends, in part, upon the availability of funds. To apply for student aid, students must complete the Free Application for Federal Student Aid (FAFSA) which is available online at <https://studentaid.gov/h/apply-for-aid/fafsa>.

For additional information, all MSW students should contact the New Brunswick Rutgers Office of Financial Aid regardless of what campus they plan to take their courses.

Office of Financial Aid  
Dr. Samuel Dewitt Proctor Hall  
Busch Campus  
65 Davidson Road  
Piscataway, NJ 08854  
Phone: 848-445-4636(INFO)  
<https://scarlethub.rutgers.edu/financial-services/>

### Student Accounting Office

The Student Accounting, Billing, and Cashiering Office ensures the proper billing of your student account and provides professional, prompt, courteous service to resolve financial problems on an individual basis. This office manages the charges and credits on your account including tuition, fees, housing, dining, miscellaneous fees, payments, financial aid credits, and tuition remission for

University employees for every semester that students attend Rutgers. This office is responsible for all types of student bill payments and the distribution of student financial aid refund checks. The staff tracks student financial status, which includes tuition, fee charges, and credits; handles problems that arise with student accounts; administers partial payment plans; sends billing reminder notices; coordinates exit counseling; and collects Perkins loans, institutional loans, emergency loans, and all delinquent receivable accounts.

The department is sometimes referred to as the Bursar's Office, the Campus Business Office, or the Cashier's Office. For questions, MSW students should visit the Student Accounting website at <https://finance.rutgers.edu/student-abc> or contact the **New Brunswick** Office of Student Accounting (even if taking courses at another Rutgers campus) at:

Dr. Samuel Dewitt Proctor Hall  
Busch Campus  
65 Davidson Road  
Piscataway, NJ 08854  
Phone: 848-445-4636(INFO)

## **Registration Policies, Procedures and the Registrar**

### **Student Registration Support**

All matriculated students will receive an email notification from the Office of Student Affairs regarding registration dates and deadlines. Students should reach out to their academic advisor with questions regarding course selection and sequencing. Students are only eligible to register for courses that are open and if they meet all the course prerequisites. Special permission numbers will not be given to students to register for sections that are already closed and/or to override prerequisites. There are no exceptions to these rules.

### **Student Registration Process**

Students register for courses online through the University's Web Registration System (WEBREG) at <https://sims.rutgers.edu/webreg/>. The School will notify students with the date when web registration begins and students are encouraged to register as early as possible for planning and scheduling purposes. The School of Social Work classes tend to fill very quickly. Once registered students can view their schedule online and use this system to change registration, if necessary.

Students log into the WEBREG using their NetID and password OR their RUID and Personal Access Code (PAC). The PAC number is a 4-digit number composed of the student's birth date and month. For example, if your birthday is January 1<sup>st</sup> then your PAC number is 0101.

The full list of course offerings are available on the University's Schedule of Classes at <http://sis.rutgers.edu/soc/>. Students can use the WEBREG's Course Lookup system to search for and register for classes. The WEBREG system also gives students the option to input the course

Index number(s). This five-digit number is listed for each course section on the University's Schedule of Classes.

Students should email ([studentaffairs@ssw.rutgers.edu](mailto:studentaffairs@ssw.rutgers.edu)) or call the Office of Student Affairs (848-932-7520 ext. 3) if they are having technical difficulties registering for courses.

## Summer and Winter Sessions

The School offers courses through the [University's Summer and Winter Sessions](#). Most MSW program options do not require students to take courses in the Summer and Winter Sessions. However, doing so may assist in staying on track for the degree and lighten the course load in a regular semester. Students may discuss this option with their academic advisors.

\* Certain MSW programs including Traditional Advanced Standing, 100% Online and Blended and Intensive Weekend **require** summer session courses that are not optional.

Students who take summer or winter graduate social work courses must go to the appropriate Summer or Winter Session University website for more information regarding tuition and fees as well as important dates and deadlines. The School of Social Work adheres to the withdrawal and refund policies indicated on the Summer and Winter Session University websites. Students are expected to review these important withdrawal and refund deadlines and policies if they register for summer or winter courses.

Students who have questions about summer and winter courses including withdrawal and refund policies can contact the Office of Student Affairs at [studentaffairs@ssw.rutgers.edu](mailto:studentaffairs@ssw.rutgers.edu) or by calling 848-932-7520 ext. 3.

## Computing Services

### Office of Information Technology

The [Office of Information Technology \(OIT\)](#) provides excellence in information technology support and service. All MSW students, regardless of campus where classes are being taken, should contact the New Brunswick help desk for general questions (e.g., NetID activation, passwords, or management of University email accounts). Students should contact campus-specific help desks for campus-related IT issues (e.g., wi-fi access in a building or computer lab problems).

#### New Brunswick

848-445-HELP (4357)

Email: [help@oit.rutgers.edu](mailto:help@oit.rutgers.edu).

<https://oit-nb.rutgers.edu/>

#### Newark



973-353-5083

Email: [help@newark.rutgers.edu](mailto:help@newark.rutgers.edu)

<https://runit.rutgers.edu/>

### **Camden**

856-225-6274

Email: [help@camden.rutgers.edu](mailto:help@camden.rutgers.edu)

<https://it.camden.rutgers.edu/>

## **Online Courses and Technical Support**

The University uses learning management systems to deliver fully online and hybrid (a combination of online and in-class) courses, and to supplement traditional on-campus courses. The School of Social Work uses CANVAS, supported by the Rutgers University Center for Online and Hybrid Learning.

All University courses that are fully online are subject to a \$100 online fee per course. This fee is not applied to hybrid courses or traditional on-campus courses that use CANVAS.

### **Canvas**

Students log in to Canvas with their Net ID and password by going to <https://canvas.rutgers.edu/>.

Students who need technical assistance with Canvas can contact [help@Canvas.rutgers.edu](mailto:help@Canvas.rutgers.edu) or the Online Learning Help Desk at 877-361-1134. The Help Desk is available 24 hours a day and 7 days a week.

## **Writing Support Services**

The Rutgers Writing Program provides instruction to assist students in developing the critical thinking and writing skills that are highly valued at the University.

### **New Brunswick**

Writing Program

Murray Hall

510 George St., Room 108

848-932-7570

### **Newark**

Writing Program

175 University Ave.

Conklin Hall, Room 137

973-353-5850

### **Camden**

Writing Program

Murray Hall

510 George St., Room 108

848-932-7570

## **Books and the Rutgers University Bookstores**

The books you will need for your classes can be viewed by going to the Rutgers Bookstores' websites. If your section is not listed or the books are not listed, then we suggest attending class to hear what the instructor has to say about books. You are not expected to have read the books

by the first week of classes. Although you can order and/or buy the books ahead of time, there is no inherent disadvantage to waiting until the first week of classes to obtain your books.

It is not necessary to contact your faculty/instructors to get the information about books before classes begin.

Links to the respective RU Bookstores:

[New Brunswick – Barnes & Noble](#)

[Newark – Barnes & Noble](#)

[Camden – University District Bookstore](#)

## Libraries

Library faculty at Rutgers University Libraries partner with academic faculty and staff to support and enrich the instructional, research, and public service missions of the University. At Rutgers University, librarians manage state of the art print and digital collections and provide exceptional research and information services to members of the Rutgers community and the state of New Jersey. The responsibilities of Rutgers University librarians are manifold: advancing faculty and student research and learning, providing formal and informal instruction, purchasing and organizing library collections, and facilitating access to library resources and services. Library faculty pursue scholarly research in librarianship and other fields and seek opportunities for service to the profession, as well as to Rutgers University libraries, all Rutgers University campuses, the state of New Jersey, and beyond.

### Social Work Research Guide

<http://libguides.rutgers.edu/socialwork>

This is a guide to selected Social Work resources available in the Libraries collections and on the Internet. It also includes tips on how to search for scholarly materials and lists resources that can help you organize and document your research.

### Other Social Work LibGuides

Start at the library home page <http://www.libraries.rutgers.edu> and select “FIND” from the top red navigation bar. Now select “Research Guides” from the list and click “Social Work” on the Guide menu.

The following librarians are especially knowledgeable in the area of social work; feel free to contact them with questions:

Julia Maxwell  
Social Work Subject Specialist  
Alexander Library  
169 College Avenue

New Brunswick, N.J.  
848-932-6077  
[julia.maxwell@rutgers.edu](mailto:julia.maxwell@rutgers.edu)

Natalie Borisovets  
John Cotton Dana Library  
185 University Avenue  
Newark, N.J.  
973-353-5909  
[natalieb@rutgers.edu](mailto:natalieb@rutgers.edu)

Katherine Anderson  
Paul Robeson Library  
300 North 4th Street  
Camden, NJ 08102  
856-225-2830  
[Katie.anderson@rutgers.edu](mailto:Katie.anderson@rutgers.edu)

## **Counseling Services**

Counseling, Alcohol and Other Drug Assistance Program & Psychiatric Services (CAPS) was created in September 2006 by joining the major mental health services on campus into one organization, as part of the Rutgers Health Service. CAPS now includes Counseling Services, Alcohol and Other Drug Assistance Program (ADAP) and Psychiatric Services. CAPS is dedicated to serving the students and faculty at Rutgers in New Brunswick by providing comprehensive mental health services to the campus community. CAPS strives to provide services that are designed to help students reach and maintain a positive, productive university experience, ranging from various counseling services, educational and preventive initiatives, training programs, outreach and consultation activities, and to provide guidance on how to contribute to a caring healthy community. Their office offers group, individual counseling, or a referral to another community resource.

### **CAPS Services for Graduate Students**

Roughly 27% of CAPS contacts per year are with graduate students. Graduate students develop a unique plan for their care in partnership with a mental health professional. This plan is dependent upon each student's clinical need, personal requirements, resources and history of care.

#### **New Brunswick**

[Counseling, Alcohol and Other Drug Assistance Program & Psychiatric Services \(CAPS\)](#)  
848-932-7884

#### **Newark**

[Counseling Center](#)  
973-353-5805

## **Camden**

[Student Wellness Center](#)

856-225-6005

## **Uwill**

Private, Secure, Confidential

Rutgers University is pleased to announce a partnership with Uwill, the leading mental health and wellness solution for colleges and students. Uwill offers students **free immediate access** to teletherapy through its easy-to-use online platform.

To schedule teletherapy, you can choose a therapist based on your preferences including issue, gender, language, and ethnicity. Uwill is a secure and convenient path to clinical services beyond CAPS's office hours, including evenings and weekends.

Access is quick and easy. Create a profile using your Rutgers email and book your first session in just minutes by clicking [here](#).

## **Rutgers Health Services**

Rutgers Health Services is dedicated to health for the whole student body, mind, and spirit. It accomplishes this through a staff of qualified clinicians and support staff. The Rutgers Health Services offers a full range of services including medical and pharmacy can be viewed on their website – see campus specific information below. Students should also visit these websites for more information about required immunizations or immunization forms.

### **New Brunswick**

848-932-7402

<http://health.rutgers.edu/>

### **Newark**

973-353-5232

<http://health.newark.rutgers.edu/>

### **Camden**

856-225-6005

<http://healthservices.camden.rutgers.edu/>

## **Health Insurance**

It is mandatory for all full-time graduate students to enroll in the University student health insurance or waive out of the University health insurance plan each semester. Graduate students enrolled for nine (9) credits or more are considered full-time status. Students registered for fewer

than 9 credits per semester may be eligible for health insurance through the University. Students should consult with their advisor and [University Health Insurance](#) personnel.

The Student Health Insurance premium is added to your Rutgers term bill each semester once you are registered for full-time credits. Students are automatically enrolled after the deadline in the Student Health Insurance Plan unless comparable coverage is provided. Students must waive online before the deadline or they will be charged for the University health insurance plan. When you access your term bill for the first time each semester, in the pop up window, you will select whether you intend to waive or enroll. This only indicates your intention. The enrollment or waiver process is still incomplete. You must complete the waiver or enrollment form online at [www.universityhealthplans.com](http://www.universityhealthplans.com).

When your waiver or enrollment form has been successfully submitted, you will see a confirmation number and receive an email to your Rutgers University email within 24 hours. If you do not receive the confirmation email, your form may not have been submitted and you should contact the Student Health Insurance Plans administered by United Healthcare Student Resources (UHCSR). Their office can answer questions regarding enrolling or waiving insurance.

Students can visit the website listed above or call 800-437-6448. Students can also contact the University Office of Student Health Insurance at 848-932-8285. Please leave your Rutgers ID#, name, phone number and a brief message or send an email inquiry to [insure@rutgers.edu](mailto:insure@rutgers.edu).

## **Rutgers University Student Identification Cards**

New graduate students may obtain a Rutgers University student identification card. The RU ID Card is the official photo identification card issued to faculty, staff, students, and guests on all Rutgers University campuses. This unified photo ID card serves as the primary form of identity verification throughout the university and is available through Rutgers Department of Institutional Planning and Operations. Please visit the [website](#) for information regarding locations, hours of operation, card benefits, and replacing lost or stolen cards. Note that ID cards can be obtained only after registering for courses.

Online students are issued an identification letter in place of a regular student ID card. This letter is generated by COHLIT (**Center for Online and Hybrid Learning and Instructional Technologies**) at the start of each term.

## **Rutgers Net ID and Email Address**

### **Rutgers University Email Account**

All students at the School of Social Work are required to have an active University email account. The School will only use emails registered with the University to communicate with students.

Students must set up their official email account and list their delivery email address(es) through the NET ID Management and Service Activation [website](#).

### **Official University Email Address**

This is also known as a student's "personalized", "alias" or "vanity" email address that ends with @rutgers.edu. It is the address that is viewable and associated with your University student records. However, students do not log into this account to read emails. They must log into their delivery email address(es) to view email messages.

### **Delivery Email Address(es)**

These are the email account(s) where students can check and read their email messages. Students can have up to three delivery email addresses, but they are required to list at least one. All communication sent to your official email address will be delivered to all email accounts listed as your delivery email addresses.

The University does not guarantee mail delivery to students who forward their mail outside of Rutgers (e.g.: to gmail, yahoo, or other personal email accounts). The School strongly suggest that students do not forward their University emails to a personal email addresses. Emails appearing to be spam will not be forwarded to non-Rutgers delivery addresses.

Students will be held responsible for the instructions, deadlines, and other important information the School sends via email. It is highly recommended that student use their University student email listed as @scarletmail.rutgers.edu as one of their delivery addresses and check that email account on a regular basis. It is imperative to a student's good academic standing that they comply with this directive.

The School of Social Work requires that students read their emails regularly at <https://it.rutgers.edu/scarletapps/>.

### **Rutgers Office of Information Technology (OIT)**

Students who have questions or need technical assistance with their NetID, password, or email should contact the Computing Help Desk on your campus:

Camden Campus: 856-225-6274 [help@camden.rutgers.edu](mailto:help@camden.rutgers.edu)

New Brunswick Campus: 848-445-HELP (4357) [help@oit.rutgers.edu](mailto:help@oit.rutgers.edu)

Newark Campus: 973-353-5083. [help@newark.rutgers.edu](mailto:help@newark.rutgers.edu)

## **Housing and Residence Life**

The University Office of Housing and Residence Life supports the mission of the University by fostering the creation of safe, comfortable, and inclusive residential communities which are conducive to student development. These student-centered communities provide a sense of

belonging and teach students to be independent, responsible citizens who value the worth and dignity of all.

Residence Life values excellence, integrity, and innovation and strives to treat all students fairly, with respect and compassion. Their offices work to provide all students with an educational, quality residential experience which meets their needs and interests. Students can also inquire about off-campus housing options.

#### **New Brunswick**

848-932-4371

Email: [resident@rutgers.edu](mailto:resident@rutgers.edu)

<http://ruoncampus.rutgers.edu/>

#### **Newark**

973-353-1037

Email: [housing@newark.rutgers.edu](mailto:housing@newark.rutgers.edu)

<https://housing.newark.rutgers.edu/>

#### **Camden**

856-225-6471

Email: [housing@camden.rutgers.edu](mailto:housing@camden.rutgers.edu)

<https://housing.camden.rutgers.edu/>

## **Parking and Transportation Services**

Parking & Transportation Services is committed to providing all members of the Rutgers community with the best possible solutions for getting around campus safely and easily. The University maintains various parking facilities including permit-controlled lots and decks, metered parking spaces, access-controlled lots, and restricted assigned lots. Transportation to, from, and on campus includes campus transit and shuttle services, walking and bike paths, and public transportation services.

Students who need to park in university parking areas must obtain a permit. The parking permit you will receive and the respective fee is determined by your affiliation as a student and your time spent on campus (i.e. commuter, resident, night commuter, temporary employee, faculty/staff). Based on the parking permit you have, as well as the assignment on your hangtag, there are parking lots that you may park in at designated times.

Department of Transportation website: <https://ipo.rutgers.edu/dots>

## **Organizations**

**School of Social Work Graduate Student Association (SSWGSA)**

All matriculated graduate social work students are automatically enrolled as members and will receive regular emails about School of Social Work Graduate Student Association meetings. Additional information is available [online](#) or by contacting the association at [rutgersSSWSA@gmail.com](mailto:rutgersSSWSA@gmail.com).

SSWGSA is an active student association established in 2005 that:

- supports and encourages social, academic, and professional development of social work best practice by MSW and PhD students
- serves as a conduit for dialogue between students, faculty, and administration
- advocates on behalf of the student body to the administration
- provides volunteer hours and financial support to various non-profit and charitable community service organizations each year

### **SSWGSA Executive Council**

The SSWGSA executive council meets once a month, September through May. Elections are held every spring and officers serve a 12-month term that begins in May. Students interested in holding a council position should send an [email](#) to the SSWGSA.

### **University Graduate Student Association**

The Graduate Student Association (GSA), of which all graduate students are automatically members, sponsors a variety of social and cultural activities for graduate students and represents their interests to the university through its legislative body. The GSA provides free legal advice to students and it sponsors academic programs, films, mixers, trips to New York, and community action programs.

Every graduate student, full-time or part-time, in any of the Rutgers University New Brunswick based graduate and professional schools automatically becomes a member of the GSA. A president, vice president, treasurer, and secretary are elected at large. The GSA's main legislative body is its council, which meets once a month. Every graduate program and department may elect one representative for every 40 students enrolled; schools not organized into departments elect their representatives at large, one for every 40 students enrolled. If you are interested in being a department representative, check with your departmental organization or the association's office. GSA offices are located in the Graduate Student Lounge (GSL) in the Rutgers Student Center on College Avenue in New Brunswick and may be contacted at 732-932-7995. Additional information is available online at <http://gsa.rutgers.edu>.

### **Social Workers Advocating for GLBTQA and Gender Non-Conforming Equal Rights (SWAGGER)**

[SWAGGER](#) is an organization at the School of Social Work dedicated to advocating for the rights and wellbeing of the GLBTQA community at the School, University, and the community at large. There are general meetings once a month and committees that convene more frequently. For more information about this group, contact E. Goldblatt-Hyatt, D.S.W. at [E. Goldblatt-Hyatt](#).



## **Honor Society – Phi Alpha**

Phi Alpha Honor Society is a national honor society for Social Work students and faculty. Phi Alpha was established in 1962 and is the largest national honor society dedicated to recognizing social work students for high academic achievement.

“The purpose of Phi Alpha Honor Society is to provide a closer bond among students of social work and promote humanitarian goals and ideas. Phi Alpha fosters high standards of education for social workers and invites into membership those who have attained excellence in scholarship and achievement in social work.” – from the Phi Alpha website.

The Rutgers Nu Omicron chapter is the local chapter and among the largest nationwide. It is comprised of students and alumni across the New Brunswick, Newark, Camden, and Mays Landing campuses, as well as online learning and intensive weekend programs.

Every spring, the Committee of the Phi Alpha Honor Society within the School of Social Work invites all students who meet membership criteria to apply for admission into the Nu Omicron Chapter of Phi Alpha.

For further information including membership criteria, visit the Phi Alpha website at <https://phialpha.org/>.

## **SSW Alumni Association**

Since 1954, the School of Social Work has graduated more than 13,000 professionals from our programs. Graduates of our school serve society in policy, academic, clinical, and corporate settings, spanning all 50 states and over 20 countries. Alumni are a vital part of the School of Social Work community and are represented by the [School of Social Work Alumni Council](#) .

The School of Social Work Alumni Council was chartered in 2013 to promote the lifelong engagement of alumni as members of the School of Social Work community to advance the School’s mission. Please feel free to send an [email](#) to share ideas, concerns, or to express interest in getting involved as an alumnus/a with the School of Social Work.

## **Graduation Certification and Preparation**

### **Graduation and Diploma Application**

The Master of Social Work degree is conferred by the University upon recommendation of the faculty of the School of Social Work. Degrees are conferred and diplomas issued for three graduation periods, May and August and January. The School of Social Work holds its annual Convocation Ceremony each May. August and January graduates are invited to join May graduates at the May ceremony.

Each MSW candidate must file an Online Diploma Application. Information about graduation and a link to the Online Diploma Application are available at <http://nbregistrar.rutgers.edu> for students who are on track to complete their degree requirements.

Online Diploma Application deadlines are shown below:

- August diploma - August 15
- January diploma - January 4
- May diploma - March 15

Unless the form is submitted at the appropriate time by the candidate, the degree will not be conferred and graduation will be deferred. If, after filing the application, a candidate is unable to complete the degree requirements by the end of the semester specified, another diploma application must be filed for another semester.

## **Licensure and Certification**

The School of Social Work offers multiple resources to help prepare students to take the masters level licensing (LSW) test.

### **Online Review**

This self-study online CANVAS COURSE reviews the process of getting licensed and gives a comprehensive content review as well as sample questions. It is available to all students currently enrolled in the MSW program.

### **LSW/LCSW Examination Preparation Courses**

These courses are available through the Institute for Families' Office of Continuing Education. The two-day interactive workshop gives participants the opportunity to learn test-taking strategies, practice test taking with sample questions, and identify those content areas of the test where they have strengths as well as content areas where they need to improve their knowledge base.

## **Career Exploration and Success**

Career Exploration and Success is committed to assisting students with making connections between their academic experience and career paths. Career Exploration and Success builds relationships with alumni, employers, and graduate schools to optimize internship, job, and career opportunities while creating strategic partnerships with campus departments to assist students in developing and articulating co-curricular experiences that will help to ensure they are competitive in their future pursuits.

Please visit the Career Exploration and Success website at <https://careers.rutgers.edu/> for further information.

## Job Postings

The School of Social Work is often notified of social work job openings. These posts as well as some internal job openings at the School itself may be found on the website at <https://socialwork.rutgers.edu/about/careers> .

Rutgers University also has an extensive employment website at <http://www.rutgers.edu/info/information-job-seekers> which includes openings at the University and Rutgers Biomedical and Health Sciences.

Students and alumni are encouraged to take advantage of these employment resources.

## Continuing Education

Rutgers is a hub of lifelong learning, offering a broad variety of options at every stage of your life from youth to retirement, and at every career crossroads, whatever your profession.

So why should you consider hitting the books again after earning your degree?

- Maybe you have hit a plateau at you job and want to increase your skills base so you are qualified to take on a higher-level position
- Perhaps your employer is encouraging or requiring additional job training.
- You may have a license or certification that requires ongoing continuing education.
- You might be looking to shift gears - by choice or by circumstance.
- Or, maybe you just want to learn something new.

Your work is important and your time is valuable. Going to training needs to be worth the time and cost. Rutgers Continuing Studies programs respect the busy life of a professional by providing training designed to be engaging, current, and most of all — useful. You receive skills you can use the very next day — skills that prepare and support you in your work addressing society’s toughest problems.

The Rutgers Division of [Continuing Education at the School of Social Work](#) is the largest university-based program of its kind in the country; we are experienced — successfully providing continuing education to social workers and human service professionals for over 40 years. We offer training on a wide range of topics led by dynamic instructors — with over 350 workshops annually and 12 different certificate programs.

Rutgers Division of Continuing Studies is your partner to lifelong learning. Visit the website at <http://lifelonglearning.rutgers.edu/>

## THE CENTERS AT THE SCHOOL OF SOCIAL WORK

The School of Social Work is home to several internationally-known [centers and programs](#) dedicated to creating positive social change. The faculty-led entities create spaces for conversation, collaboration, hands-on training and research that leads to real and lasting changes in our communities.

### [Institute for Families](#)

The core mission of the Institute for Families (IFF) is to support and strengthen families and communities by increasing the capacity of human service professionals and organizations. They achieve this through a three-pronged approach that mirrors and supports the University's mission of instruction, research, and public service.

- Training, technical assistance and professional development
- Applied research and evaluation
- Direct service and advocacy

Founded in 2007, IFF harnesses the extensive resources of Rutgers to create a more humane, just, and equitable society. We develop and disseminate knowledge and information throughout New Jersey and beyond that leads to a greater understanding of a range of social issues, and implementation of capacity-building strategies and systems improvements to better address them.

We invite and enjoy strong partnerships and professional collaborations throughout the human service community, including the New Jersey Department of Human Services, the New Jersey Department of Children and Families, the New Jersey Department of Education, and various other community, state, and national organizations, foundations, and professional networks.

### [Center for Gambling Studies](#)

The mission of the Center for Gambling Studies is two-fold: to drive global decision-making on gambling-related issues by conducting strategic, non-partisan research and policymaking that is international and multidisciplinary, and to benefit individuals and families adversely affected by gambling problems by initiating innovative training and intervention programs.

Our focus is concentrated in three major projects and programs:

- Policymaking and Harm Reduction
- Counselor and Student Training and Development
- Global and Community Partnerships

## **Office for Global Programs**

Our mission is to promote global citizenship and professional action among social work students, graduates, faculty, and practitioners. We achieve this through education, advocacy, research, and service to vulnerable groups in other parts of the world, as well as immigrants and refugees in our own communities in New Jersey and beyond.

The Office for Global Programs works to bring the world into the classroom through global content that is infused throughout the curriculum as well as provided through specialized international education courses. It strives to expand international research, education, and service opportunities for students and faculty.

## **Center for Leadership and Management**

Established in 2014, the Center for Leadership and Management seeks to bridge the discipline of social work with the fields of leadership and management from both academic and practice perspectives. It assists local, state, national, and global businesses, nonprofits, and governmental agencies in building their management and leadership talents and is dedicated to capacity building, consultation, scholarship, and service activity across industries and sectors.

Drawing on the wealth of experience and talent available at the School of Social Work, as well as the emerging expertise of our Management and Policy program interns, CLM offers consultative services to nonprofits and governmental entities in New Jersey.

## **Center for Prevention Science**

The Center for Prevention Science was established in 2016 with a focus on community-level approaches to prevention. Our mission is to develop and disseminate knowledge through research that builds the capacity of community-based organizations to create changes in public policy or environmental conditions that cause social and health disparities.

The Center has opened its doors to new opportunities and growth. Although much of the center's work has focused on substance abuse prevention, research in other areas of prevention has also been conducted (e.g., the prevention of sexual assault; child abuse and neglect). Research areas of the center include community organizing, substance abuse prevention, health disparities, program evaluation, as well as empowerment theory and measurement.

## **Center for Research on Ending Violence**

Founded in 2007 at the Rutgers School of Social Work, the Center for Research on Ending Violence strives to eliminate physical, sexual, and other forms of violence against women and children and

the power imbalances that permit them. We accomplish our mission through a collaborative approach that focuses on multidisciplinary research, education, and community engagement.

Our work is focused on the three major branches of The Center:

- Research and Evaluation
- Education
- Community Engagement

## **HUB for Aging Collaboration**

The Rutgers Hub for Aging Collaboration at the School of Social Work advances excellence in collaborative research, teaching, and engagement to improve social contexts for aging and health equity. The Hub serves as a nexus to strengthen networks among community leaders, researchers, service providers, policymakers, and others toward innovation and leadership for aging in community. Fueled by the social work value of leveraging social relationships for change, we work across disciplines and sectors to improve environments for aging equity among individuals, families, and communities in all of their diversity.

The Hub strengthens connections across Rutgers faculty, staff, students, and community partners to amplify work on aging and social change. Collaboration is both a core outcome of our work and the primary way we approach advancing meaningful impact on aging.

# GENERAL POLICIES

## Emergency Action Plan

The information provided below may also be viewed at <https://ipo.rutgers.edu/publicsafety/eap>.

During an emergency, proper action saves lives. For your safety, please familiarize yourself with these basic steps which pertain to students, faculty and staff on all University locations.

University buildings are equipped with fire extinguishers in accordance with the requirements of the construction and/or fire safety codes. Students, Faculty and Staff are not expected to utilize these devices nor are they trained in their use due to the danger to their personal safety, which would result from attempting to extinguish a fire. Many buildings are protected by automatic sprinkler systems and/or fire standpipe systems. All major buildings are equipped with automatic fire detection and alarm systems, which are constantly monitored by Rutgers University Police Department (RUPD) Communications Center. Special hazards such as chemical storage, high voltage electrical, cooking, spray painting and computer installations are protected by fixed suppression systems in addition to the aforementioned types of built-in protection. There are no fire hoses for building occupant use located in any University building; fire hose connections are for fire department use only.

If you discover a fire or smell smoke, sound the building fire alarm by pulling the manual pull station and begin to evacuate the building. Know the locations of the manual fire alarm pull stations and how they operate. Do not attempt to fight a fire due to the hazards associated with the products of combustion and the threat of a spreading fire. Contact the RUPD's Communications Center using the Emergency or Non-Emergency numbers to report the incident.

<b>RUPD Communications Center</b>		
<b>University Location</b>	<b>Emergency</b>	<b>Non-Emergency</b>
New Brunswick/Piscataway	Obtain an Outside line then dial 9-1-1	848-932-7211
Newark	Obtain an Outside line then dial 9-1-1	973-972-4491 or 973-353-5111
Camden	Obtain an Outside line then dial 9-1-1	856-225-6111
Farms, Research Stations, & other University Facilities	Obtain an Outside line then dial 9-1-1	848-932-7211

1. Upon hearing a building fire alarm signal, which could be a bell, horn, or voice message immediately begin evacuation. Close doors behind you. Use the nearest safe exit, DO NOT use elevators. Full evacuation of the building is required upon an activation of the fire alarm system. Once you have evacuated the building, re-entry is permitted only after

approval from the appropriate emergency responder (e.g., Emergency Services, municipal Fire Department or other mutual aid responder).

2. In most emergency situations, you will be required to immediately evacuate the building. In circumstances where immediate evacuation may not be warranted (e.g., active shooter, shelter in place, bomb threat, etc.) you will be notified of what actions are necessary through established communication mechanisms. This may be via uniformed responders on the scene, 911 dispatcher, your supervisor, telephone, webpage, emergency text notification system, radio, television, or public address announcement.
3. When leaving the building, assemble in an area established by the specific evacuation plan for your building (if required), your supervisor, or 100 feet from the main entrance of the building where you will not hinder the approaching firefighters and apparatus. Upon arrival at the assembly point, a survey of staff members/students/visitors present shall be conducted to determine if anyone failed to evacuate the building. If anyone is discovered to be missing, immediately report that information to the Emergency Responders (Police, Fire or Emergency Services).
4. If caught in smoke or heat, stay low where the air is better and attempt to reach a safe exit or area of refuge.
5. Know the location of all exits from your building. All required exits in University facilities are properly marked with illuminated EXIT signs and directional arrows.
6. If unable to leave your room or office due to heat or heavy smoke in the hallway, or due to physical disability, call RUPD and give your exact location so the firefighters can be directed to you. If you require special assistance during an evacuation due to a physical disability, the University “Emergency Evacuation of Physically Handicapped Individuals” plan can be obtained at: <https://ipo.rutgers.edu/publicsafety/evacuation-handicap>.
7. During an emergency event, the appropriate emergency resources will be dispatched.

If you have any questions regarding this emergency action plan, please contact the following:

<b>University Location</b>	<b>Department</b>	<b>Title</b>	<b>Phone Number</b>
All	Rutgers University Emergency Services	Chief	848-932-4800
All	Rutgers Environmental Health and Safety	Director	848-445-2550
All	Rutgers Office of Emergency Management	Director	848-932-4880
New Brunswick	Rutgers University Police Department - New Brunswick Division	Chief	848-932-3913
Newark	Rutgers University Police Department - Newark Division	Chief	973-353-5581 or 973-972-6393
Camden	Rutgers University Police Department -	Chief	856-225-6009



	Camden Division		
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Additional safety and health information can be obtained from the following university web sites:

University Location	Department	Website
All	Rutgers University Emergency Services	<a href="http://rues.rutgers.edu">rues.rutgers.edu</a>
All	Rutgers Environmental Health and Safety	<a href="http://rehs.rutgers.edu">rehs.rutgers.edu</a>
All	Rutgers Office of Emergency Management	<a href="http://emergencymanagement.rutgers.edu">emergencymanagement.rutgers.edu</a>
New Brunswick	Rutgers University Police Department - New Brunswick Division	<a href="http://rupd.rutgers.edu">rupd.rutgers.edu</a>
Newark	Rutgers University Police Department - Newark Division	<a href="http://nwkpolice.rutgers.edu">nwkpolice.rutgers.edu</a>
Camden	Rutgers University Police Department - Camden Division	<a href="http://rupd.camden.rutgers.edu">rupd.camden.rutgers.edu</a>

## Active Shooter Policy and Guidelines

Additional information including helpful videos and registration for emergency text notifications may be found at <https://ipo.rutgers.edu/publicsafety/active-shooter>.

### Guidelines

#### **If you are outside a building when someone begins to shoot at people in the area:**

- Immediately take cover (hide behind something hard that will stop or slow bullets), or circumstances permitting, enter an unaffected building.
- In the event neither cover nor entering a building is possible, run in a zigzag fashion away from the sound of gunfire. Dial 9-1-1.

#### **If you are in a building when someone begins to shoot at people in the area:**

*If possible, without compromising your safety, **EXIT immediately** and Dial 9-1-1.*

If leaving would jeopardize your safety, secure your immediate area by:

- Locking and barricading doors
- Turning off lights
- Closing blinds and/or locking windows
- Keep quiet. Silence cell phones (not even vibrate); turn off radios and computer monitors.
- Stay out of sight and take adequate cover/protection (i.e. concrete walls, filing cabinets).
- Do not stand by doors or windows.
- Do not huddle in masses.
- A plan must be made with the occupants of a room if the suspect(s) should enter.

**Contacting the Authorities:**

- Call 9-1-1
- Even if phone lines are overwhelmed and your call does not go through, stay calm and continue to call 9-1-1.

**What to Report:**

- Shooter(s) location, number of suspects and their identities if known.
- Race/gender, clothing description, physical features of suspect(s).
- Type of weapons (long gun or handgun), backpacks or duffel bags, separate explosions from gunfire, etc.
- Your specific location building name and office/room number.
- Number of people at your specific location.
- Injuries, number of persons injured and types of injuries.

**Un-Securing an Area:**

- Remember, the shooter will not stop until they are stopped by an outside force.
- Consider the risks before un-securing (unlocking) rooms.
- If doubt exists for the safety of the individuals inside the room, the area should remain secured.

If you are approached by police officers, keep your hands visible. Do not run up to them if you see them approaching. They are trained to handle active shooters in certain situations. An initial team of police officers will be trying to stop the shooter and will not be stopping to assist others at this time.

## Adverse Weather Policies and Procedures

The information below may also be viewed at <https://ipo.rutgers.edu/publicsafety/adverse-weather-information>.

The purpose of this information is to remind the Rutgers community of university policy concerning adverse weather conditions and to identify sources through which accurate weather-related information will be disseminated to students, faculty, and staff.

In the event of a delayed opening, class cancellation, or closure of the university, the earliest possible notification will be made. If you are designated as an essential services employee and you are advised that your services are needed, you must report for work if the university or a particular campus is declared as closed for any length of time due to a weather-related emergency. Please note that the term "essential services personnel" only applies when employees (who have been given status of essential services personnel) are informed that their services are required, and there is a delayed opening or closure of the university.

You can find information about Rutgers' operating status by going to <https://www.rutgers.edu/status>. Additionally, you can find operating status updates on the following pages:

- [Rutgers University-New Brunswick](#)
- [Rutgers University-Newark](#)
- [Rutgers University-Camden](#)
- [Rutgers Biomedical & Health Sciences](#)

If you are a student or not designated as being needed as an essential services employee for purposes of the weather emergency, and the university does not close, your decision regarding travel during inclement weather is a personal one and should be based on your particular circumstances.

Faculty and staff not designated as essential services employees for purposes of weather emergencies, with appropriate approval from your supervisor, may wish to take personal leave rather than commute in adverse weather.

University policy 60.1.29 addresses university operations during inclement weather. This policy can be accessed at the University Policy Library web site at <https://policies.rutgers.edu/>.

Campus Information Services (CIS) plays a primary role in disseminating Adverse Weather-related information to the university community, including the announcement of delayed openings, office closings, and class cancellations. Additional methods are also utilized to disseminate the information, which include e-mail, websites, campus television and local radio/television stations.

Faculty and staff may also be notified of campus status through their departmental telephone chains and are encouraged to review their group's emergency telephone chain and update them as needed.

Please use the information resources listed above and refrain from calling the Rutgers University Police Department (RUPD) regarding possible cancellations, closures, or delays. Maintaining the ability of the RUPD to receive emergency calls is vital. A large volume of calls can tie up police phone lines at critical times.

We will strive to communicate emergency-related information as broadly as possible and in a timely fashion. Because weather emergencies often occur outside of normal work hours, we ask that you keep a copy of this communication at home; employees are also encouraged to keep an updated list of the home telephone numbers of colleagues both at work and at home.

#### Weather Related Information

- [National Weather Service](#)
- [NJ Office of Emergency Management](#)
- [Rutgers Office of Emergency Management](#)