

300 COURSE EXPECTATIONS: M.S.W. HANDBOOK

300.1 Class Attendance

Students are required to attend all classes.

In the event of any absence from class, it is the student's responsibility to contact the instructor(s) to make arrangements for completing the missed work. Instructors may choose if and how missed work should be made up by the student.

Students may not miss more than 20 percent of any course and pass the course. In rare cases, a student who misses more than 20 percent of a course may be allowed to do an independent study to complete the course, only if:

- the cause of the absences are due to extraordinary circumstances beyond a student's control, or
- the student has prior accommodations from the Office of Disability Services, and the Director of ODS and the Associate Dean of Academic Affairs concur that such accommodations are necessary and can be arranged in the classes affected, and
- the student's progress in the course has been satisfactory.

Whether or not a student is afforded this opportunity will be determined by the Associate Dean of Academic Affairs, in consultation with the instructor and the Chair of the relevant sequence. The grade for the course will be an Incomplete (I) until the independent study is completed.

300.2 Extensions

Any request to an instructor for an extension to complete work must be made prior to the due date of an assignment. Instructors may grant an extension of up to 3 days per assignment. Additional days may be granted with documentation from the Office of Disability Services (ODS), which must be provided to the instructor ahead of the assignment deadline, up to a total of 5 days for mid-term assignments and beyond the last day of class at the end of a term. Any student who has been given an extension beyond the end of the term will be given an Incomplete until the work is completed.

300.3 Incomplete Work

300.3.1 Incomplete Work in Courses

Any request to an instructor for an extension to complete work for a course must be made prior to the due date of the assignment. All extensions must be granted in writing by the instructor.

Requests for extensions to complete course work will only be granted in extraordinary circumstances, which include but are not limited to requests to accommodate a documented disability. The period of extensions, determined at the discretion of the instructor, may not exceed 5 days beyond the last day of the given term.

Any student who has been granted an extension beyond the end of the term will be given an Incomplete as the grade. If the work is not completed and submitted within the granted extension period, a final grade will be assigned based on all work that has been submitted by that date.

Students who choose to take a Leave of Absence in the midst of a term may be assigned a grade of Incomplete at the determination of the Academic Associate Dean if at the time of the request:

- The student is not currently failing the course, and
- The student has completed more than 60% of the course.

Exceptions to these limitations may be made at the discretion of the Associate Dean of Academic Affairs.

300.3.2 Incomplete Work in Field Internship

A final grade of Incomplete in field education can be given only in rare instances and only with the approval of the Associate Dean for Academic Affairs in consultation with the Director of Field Education.

300.4 Withdrawing from a Course

A student may withdraw from a course in which they are currently enrolled after the add/drop period and not later than the completion of 60% of the course (i.e., for a two-credit course, the student would need to withdraw by the end of class 5 of a 10-session course; for field the student would need to withdraw by the last field day in January.)

If a student withdraws within the time frames outlined above, the official record of the School will indicate "Withdrawn" rather than a grade; they will not receive credit for this course.

Students who discontinue a course after the 60% point but before completing course requirements will receive an F for that course.

On rare occasions, when a student has completed more than 75% of a course but has not completed all course requirements, the ADAA may recommend that the student receive a grade of Incomplete and arrangements may be made, in consultation with the sequence Chair, to complete the course. (See 300.3.1 Incomplete Work in Courses.)

300.5 Student Feedback on Courses and Internships

Students are required to complete a feedback form for all courses and field internships in which they have been enrolled. Failure to complete the required feedback forms by the deadline will result in:

- grade/transcript hold;
- registration hold; or
- diploma hold.