The mission of the Boston College School of Social Work is twofold:

- To prepare social work professionals with the knowledge, values, and skills needed to initiate and sustain change and provide visionary leadership within a framework that promotes individual dignity, respects diversity, and seeks distributive justice in the Jesuit tradition.
- To cultivate an atmosphere of intellectual discipline that facilitates faculty and student scholarship and research that contributes to the knowledge base of the profession and improves society’s understanding of the national and global systems in which people, organizations, and communities thrive.

The mission of the Doctoral Program is:

- To prepare scholars committed to the pursuit of knowledge to advance the field of social welfare and social work practice.

Doctoral students will develop mastery in the following areas:

- A substantive area providing the foundation for advanced social work research;
- Theoretical perspectives that provide insight about social issues, social welfare, and social work practice;
- Research that identifies causes, dynamics, and outcomes of social work practice and interventions;
- Different types of research methods that enable the students to build and advance knowledge relevant to the field of social work and to excel as researchers and teachers at leading academic and social welfare institutions in countries around the world;
- Effective teaching methods that engage the next generation of scholars and practitioners, passing current knowledge and skills about social work issues to them;
- Communication skills that scholars use to raise awareness of important social issues and to disseminate the findings of their own scholarship.
On behalf of Dean Yadama and the faculty and staff of the School of Social Work, I am pleased to welcome you to Boston College. As you begin your journey towards achieving the PhD degree, there are University and School resources available to assist you in all aspects of your professional and personal development. The SSW Doctoral Student Guide contains useful information on student resources and academic policies of the School and University.

Many University transactions can be performed online. I encourage you to become familiar with the University services available at <portal.bc.edu> and the School’s services available at <www.bc.edu/socialwork>. Always remember that behind each webpage and phone number is a person who is there to help you navigate the pathways of Boston College.

As you establish your research agenda, do not forget to ask for help for yourself—from faculty, advisors, administrators and staff. It is important to all of us who work at the School of Social Work that you have a rich and rewarding experience.

Wishing you a successful and rewarding academic year!

Teresa Touhey Schirmer
Associate Dean for Academic and Student Services
School of Social Work
# SSW Student Guide

## Table of Contents

### Mission Statement of the Doctoral Program...Inside Front Cover

**Part I: Student Resources & Services**
- Advising Center .......................................................... 1
- Agora Portal ................................................................. 1
- BC Bookstore .............................................................. 1
- Bus/Shuttle Services ...................................................... 1
- Campus Ministry .......................................................... 1
- Campus Safety ............................................................. 1
- Career Services ............................................................ 1
- Computers in the SSW & On Campus .............................. 2
- Counseling Services .................................................... 2
- Dining Services ........................................................... 3
- Disability Services Office (DSO) ................................. 3
- Eagle-Bucks ................................................................ 4
- Eagle-One Cards ........................................................ 4
- Electronic Communication and Listservs ....................... 4
- E-mail Accounts .......................................................... 4
- Facilities ..................................................................... 4
- Health Insurance ........................................................ 5
- Health Services ............................................................ 5
- Learning Disabilities .................................................... 6
- Library ....................................................................... 6
- Lockers ...................................................................... 7
- Lost and Found ........................................................... 7
- Murray Graduate Center .............................................. 7
- McMullen Museum of Art .......................................... 7
- Notaries Public ............................................................ 7
- Parking ...................................................................... 8
- Post Office .................................................................. 9
- Professional Organizations .......................................... 9
- Recreational Facilities .................................................. 9
- Student Organizations ................................................ 9
- Transportation/MBTA Discount Passes ......................... 10
- Tutors for Writing and Research ................................... 11
- ZipCars ...................................................................... 11

**Part II: School of Social Work Policies and Procedures**
- Community Standards ................................................ 12
- Statement of Rights and Responsibilities ........................ 12
- Academic Integrity: Policy and Procedures ................... 14
- Attendance .................................................................. 16
- Audits ....................................................................... 17
- Candidacy .................................................................. 17
- Comprehensive Exams ............................................... 17
- Confidentiality of Student Records ............................... 17
- Course Programs ........................................................ 18
- Cross-Registration and Consortium .............................. 18
- Dissertation Embargo Policy ....................................... 18
- Doctoral Committee ..................................................... 19
- Doctoral Continuation ................................................ 19
- Enrollment Status ....................................................... 19
- Examinations and Papers .......................................... 19
- Faculty Roles ................................................................ 19
- Files of Students and Graduates ................................. 20
- Financial Aid Application and the Awarding of Grants, Loans, and Fellowships ........................................... 21
- Good Standing ............................................................ 22
- Grading ...................................................................... 22
- Grievance Policy ........................................................ 23
- Leave of Absence ....................................................... 25
- Program Modification ................................................ 26
- Re-enrollment ............................................................. 26
- Time-to-Degree ........................................................... 26
- Transcript/Diploma Holds ........................................... 26
- Transfer of Credit ........................................................ 26
- Travel Funds and Conference Fees ............................... 26
- Tuition Refund Schedule 2016-17 ................................. 27
- University Communication Policies and Student Responsibilities .............................................................. 27

### Appendices

A: Notice of Non-Discrimination ....................................... 29
B: Student Rights Under FERPA ....................................... 30
C: Academic Standards Review Committee: Policy and Procedures .............................................................. 31
D: Guidelines for Doctoral Independent Study .................... 34
E: Guidelines for Doctoral Research Internship ................ 35
F: Guidelines for Doctoral Teaching Practicum .................. 37
G: Guidelines for the Publishable Scholarly Paper ............ 39
H: Guidelines for Dissertations ....................................... 43
I: SSW Constitution and Bylaws ..................................... 47
J: Student Collective Constitution and Bylaws .................. 50
K: Curriculum Plans ...................................................... 55
L: Use of Boston College Indicia .................................... 62
M: Policy for the Protection of Human Research Participants (IRB) ................................................................ 62

**Important BC Telephone Numbers & Websites**... inside back cover
Part I: Student Resources & Services
PART I: STUDENT RESOURCES & SERVICES

ADVISING CENTER
The SSW Advising Center is a welcoming space located in McGuinn 221B where students can come to obtain academic advising. The Center’s goal is to provide prompt, accurate information with a focus on integrating the full educational experience from entering the program through graduation to launching a career as a professional social worker. When necessary, the Center staff will refer students to the appropriate person or office at Boston College or the SSW.

The Advising Center provides services to MSW students through walk-in appointments or scheduled appointments by calling 617-552-2610 or by e-mailing Liz Cinquino, Director, SSW Advising Center at mary.cinquino@bc.edu. For resources available in the Advising Center, see also <http://www.bc.edu/schools/gssw/academics/advising.html>.

Topics of discussion students might go to the Advising Center for include course and intervention method selection, change of status/modified academic plan, needing remedial help or questions about disabilities, deciding whether to select a Pass/Fail on a course or questions about registration.

AGORA PORTAL
The Agora Portal is Boston College's service-based intranet, allowing Boston College students, faculty and staff to access and interact with personal information and perform University transactions related to their role in the University. It is a central place where a wide variety of information or services from multiple sources are accessible. The information available in the Agora Portal is based on your role(s) (e.g., faculty, staff, or student) at Boston College. Your role(s) determines your access for reading, searching, updating, and personalizing the information and services in your portal.

For example, a Boston College student can access information from Student Services, Library Services, and Dining Services and display the information from these three sources in a single location.

To utilize Agora, you must be a member of the Boston College Community. You must have a BC username and password.

For more information, see: <www.bc.edu/offices/help/getstarted/portal/faq.html>.

BC BOOKSTORE
The BC Bookstore is located on the first floor of McElroy Commons. The Bookstore sells course textbooks, reference books, and best sellers, as well as sportswear, stationery and office supplies. You can also visit the Hillside Shop, a smaller location on the first floor of Maloney Hall.

For more information, call 1-800-978-0978 or 617-552-3520. You can visit the Bookstore's website at: <www.bcbookstore.com>.

BUS/SHUTTLE SERVICES
Boston College provides regular bus service between Newton and Chestnut Hill campuses and several of the off-campus apartment areas and to the Reservoir T-Stop. The buses operate on a daily basis according to a schedule issued by the Housing Office <www.bc.edu/shuttle>. For more information, contact: shuttle@bc.edu or 617-552-0151.

CAMPUS MINISTRY
The University Campus Ministry provides a variety of opportunities for graduate students in worship, community service projects and personal counseling. Campus Ministry offices are located in McElroy Commons, Room 233. For appointments, liturgy schedules or more information, call 617-552-3475 or <http://www.bc.edu/campus-ministry>.

CAMPUS SAFETY
The Boston College Police Department has set up a variety of resources for members of our community to seek assistance in escort services, traffic and parking issues, lost property on campus, etc.

For further information:
617-552-4440 (business)
617-552-4444 (emergency)
617-552-2480 (fax)
<www.bc.edu/offices/bcpd>

CAREER SERVICES
The Office of Career Services at the Boston College School of Social Work is available to assist SSW students and alumni in identifying career goals and conducting a successful job search. Individual appointments, resume review, a recruitment fair, and a series of job search workshops on topics such as licensure, resume/cover letter writing, and networking are offered throughout the year. An online job listings database for full-time, part-time and summer
employment for MSW students, alumni, and doctoral students is available at: <http://www.bc.edu/schools/gssw/careers/resources.html>.

**COMPUTERS IN THE SSW & ON CAMPUS**

**Social Work Library**
The Mackey Computer Lab, located in the Social Work Library, is available for all SSW students to use during regular library hours. The Social Work Library has a total of 24 computer workstations. At the front of the library are four Macs and four PCs, with one that is connected to an HP flatbed scanner. In the back are 16 PCs reserved exclusively for SSW students. In addition, there are 20 laptops (10 Macs, 10 PCs), video cameras, powercords, printers, a KIC scanner, and Mac HDMI adaptors for your use. Wireless internet access, printing, and photocopying are available. Study carrels in the library have electrical and network connections for laptop use. Wireless access to the BC computer network is available in most locations on campus, including the library and most classrooms. **To print in the computer lab you must have your Eagle One card with you.** For information, call 617-552-0109.

**O’Neill Library**
Computers are distributed throughout the library. Computers with general productivity and research software are on the third floor behind the Reference Desk. Multimedia software and hardware are available in O’Neill 205. Additional printers have been added on the first and third floors.

**Doctoral Student Computers**
There are computers and printers available for doctoral students in the doctoral lounge and the 6th floor study area.

**Walk-In Help Desk**
The Student Help Desk is located within the computer lab in O’Neill 316. Staff is available to assist students when they encounter computer problems such as software, networking, virus removal, and computer rebuild/reimage.

The online Help Center <http://www.bc.edu/offices/help/> is a resource that was developed by Information Technology Services to provide members of the Boston College Community with one source for technology information on campus.

**Help Center**
Provides technical support to the user community via phone, 617-552-HELP (4357) and email, <help.center@bc.edu>. Assistance is available with all University standard software, as well as email, access problems, networking, voicemail, PIN, and Password.

**Computing Tutoring Services**
The Help Center offers private tutoring on popular software usage (Adobe Photoshop, Microsoft Word, Microsoft Excel and Microsoft Powerpoint) The computing tutoring service is a "peer" tutoring service; EagleTech student staff have been chosen to be tutors based on their expertise and knowledge of most of the popular software programs. Sign up forms can be found at: <http://www.bc.edu/content/bc/offices/its/crtc/tutoring.html>.

Social work students are welcome at all other BC libraries and computer labs. Labs specifically for graduate students are available in the Bapst Library and in Murray Graduate Center.

For complete information about computing services at BC, consult the Computer Help Center pages at <www.bc.edu/offices/help>.

Boston College students are also eligible to download selected software packages <http://www.bc.edu/content/bc/software/applications.html>.

An additional resource, the BC Application Server allows members of the BC community to access and use certain licensed applications from any computer with a network connection <https://www.bc.edu/content/bc/offices/help/teaching/app_server.html>.

**COUNSELING SERVICES**
The mission of University Counseling Services (UCS) is to address the mental health needs of the Boston College community. Services available include individual counseling and psychotherapy, group counseling, consultation, evaluation, self-help assistance, and referral. Appointments can be made by calling 617-552-3310 or visiting Gasson 001 during regular office hours of Monday through Friday 8:45 a.m. to 4:45 p.m. Please bring your Eagle One card (BC ID) when you schedule an appointment. For further information, visit <www.bc.edu/counseling>.
DINING SERVICES
Boston College Dining Services offers a variety of restaurant quality entrees ranging from comfort foods to trendy exotics. There are nine BC campus dining rooms, each with its own menu and style. For a tour, see <www.bc.edu/offices/dining>.

McElroy
The Eagle’s Nest, 2nd floor: made-to-order premium deli sandwiches, wraps, the salad bar and daily soup specials.
Carney Dining Room, 3rd floor: continental breakfast, international entrees at lunch and dinner, vegetarian dishes, traditional recipes made with low-fat ingredients, pizza, grab and go items and a salad bar.
On The Fly @ McElroy, 3rd floor: snacks, beverages, fresh and frozen entrees, ice cream, yogurt, dorm room food staples, candy, and cereal.

Lyons
Welch Dining Room, Lower level: quick, fast food lunch items--burger, fries and a variety of hot and cold wrap sandwiches, salads and sushi to go.

Fulton
Bean Counter, lobby: hot and cold beverages and of pre-made sandwiches as well as chips and other snacks.

Hillside Café
Maloney Hall, Ground floor: unique sandwiches, soups and salads, grab and go items and features a full-service coffee bar.

Corcoran Commons (next to Robsham Theater)
Lower Live: hot entrees and sandwiches such as chicken stir-fry and veggie pita sandwiches, portabella mushroom burgers. It also offers a full salad bar.
On The Fly @ Corcoran (2nd floor): snacks, beverages, fresh and frozen entrees, ice cream, yogurt, dorm room food staples, candy, and cereal.
The Loft: home to organic, local, and artisan products and foods.
The Shack (outside plaza): “Meatball Obsession” and BBQ grill offering burgers, hot dogs, and veggie burgers. Open seasonally.

Snacks and Drinks
McGuinn has vending machines on the first floor by the back entrance.

Stokes Hall
The Chocolate Bar: coffee, pastries and ice cream.

*HINT - Place “Eagle bucks” on your student Eagle-One/ID card; money will be subtracted from the balance for food purchases on campus. You can place money on your card at <portal.bc.edu>.

DISABILITY SERVICES OFFICE (DSO)
The mission of the Disability Services Office is to assist students with disabilities at Boston College in achieving their educational, career, and personal goals through the full range of institutional and community resources. The office ensures that students with disabilities receive support services and accommodations that allow them equal access to all Boston College programs and the opportunity to realize their potential and develop effective self-advocacy skills.

Boston College is committed to providing equal and integrated access for students with disabilities to all available academic, social, and recreational programs and activities. The Disability Services Office at Boston College, as required by the Americans with Disabilities Act (ADA) of 1990 and Section 504 of the Rehabilitation Act of 1973, ensures that students with disabilities receive appropriate accommodations and assistance in order to participate fully in University programs.

The Disability Services Office serves undergraduate and graduate students with hearing, visual, mobility, medical, psychiatric, and temporary disabilities. Students receive assistance in gaining access to Boston College programs and activities and in arranging reasonable accommodations with professors. For eligibility guidelines and procedures see <http://www.bc.edu/disability> or contact:

Paulette Durrett, MSW, L.C.S.W.
Assistant Dean for Students with Disabilities
Maloney Hall, Suite 448
Phone: 617-552-3470
TTY: 617-552-8914
<paulette.durrett@bc.edu>

Students requesting modifications of the SSW program due to disabilities should register with the Disability Services Office (DSO) and will receive notifications from the DOS delineating their accommodations to provide to the SSW Associate Dean of Academic and Student Services and their professors. For clarification on accommodations for extended exam time and/or alternative location of an exam please contact the SSW Associate Dean of Academic and Student Services.
EAGLE-ONE CARDS
The Eagle-One Card is the official Boston College ID ($30 fee for card, additional $25 fee for replacement card). It allows you access to facilities and services all over campus including computer labs, libraries and the Recreational Complex.

EAGLE BUCKS
Eagle Bucks is a convenient, pre-paid declining balance account designed for graduate students, undergraduate students, faculty and staff that allows card holders to make purchases everywhere the Eagle-One Card is accepted. Anyone with an Eagle-One Card may open an Eagle Bucks account. Where it works—Eagle Bucks gives you spending flexibility at all University restaurants, BC bookstores, as well as at participating off-campus restaurants, food delivery services, convenience stores, dry cleaners, and other retail locations.
To add funds—There is a minimum initial deposit of $20. Additional deposits may be made at any time during the year electronically through <portal.bc.edu> (secure site). Money may be added to this account by credit card, eCheck (electronic funds transfer from your bank account), or through your Student Account (up to $100). Visit <portal.bc.edu> to add money to this account.

ELECTRONIC COMMUNICATION AND LISTSERVS
The School of Social Work publishes the SSW Update, an e-newsletter that communicates important time-sensitive notices to students via their Boston College e-mail address.
An MSW listserv <studentcoll@listserv.bc.edu> has been established for more informal communication and can be utilized for student-to-student contact around topics like selling books, housing search, and social events, etc. Students can send an email to the Student Collective Executive Coordinator to distribute to this informal listserv. MSW students will be subscribed to this listserv. If you encounter a problem, please contact Liz Cinquino <mary.cinquino@bc.edu> or 617-552-2610.
A Doctoral Program listserv <gsswdoc@listserv.bc.edu> has been established for more informal communication and can be utilized for student-to-student contact around topics like selling books, housing search, and social events, etc. Students can send an email to the student collective executive coordinator to distribute to this informal listserv.

Computing Policy Reminder
Any person who engages in any kind of computer or systems misuse as described in the University Policies:
http://www.bc.edu/offices/help/getstarted/policies.html
University Code of Student Conduct:
<http://www.bc.edu/publications/studentguide/behavioralpolicies.html>
may be subject to disciplinary action, including the loss of computer privileges and/or dismissal from the University, and to criminal prosecution under the applicable state and/or federal laws.

E-MAIL ACCOUNTS
E-mail accounts are automatically created for all graduate students. BC students access their email through Google Apps for Education. Students must first set up and use a “Password2” in their Agora Portal to access BC Gmail. Go to <g.bc.edu> to access Boston College's login page for Google Apps or in Agora, under “Common Services”, click on “Enter Gmail”. Log in using your BC username (do NOT use username@bc.edu or firstname.lastname@bc.edu) and enter your Password2. If you already have a Gmail account, you can link it to your BC Google account or forward it. For more information, see <bc.edu/studentemail> or call the Help Desk at 617-552-4357.
Please note that all notifications from Boston College will be sent to your BC email account.

FACILITIES
MSW Student Lounge
The MSW Student Lounge is located in McGuinn 128. It is a place where students can eat lunch, study or meet in small groups. Computer terminals are available to access email accounts. There is a phone to make local calls only. General announcements are posted here.

Doctoral Student Lounge
The doctoral students use McGuinn 204 as their lounge and informal gathering place. The lounge houses the student mailboxes, and is a place where students can eat lunch, study, or meet in small groups. Two computer terminals are available to access e-mail accounts. A phone is available to make local calls only. General announcements are posted here, such as calls for papers, conference information, and University events.
Doctoral Student Sixth Floor Study Area (for Doctoral students only)
On the sixth floor of McGuinn Hall there are desks, computers and a printer for doctoral students to use. A list of available software on each machine can be found on the Canvas doctoral site. To access the sixth floor, take the elevator to the fifth floor and walk up the stairs. First year students will be given a key to access this area. There will be a charge for lost keys.

McGuinn Hall
Administrative and faculty offices of the School of Social Work are located in McGuinn Hall, which was named after the co-founder and first Dean of the School, Rev. Walter McGuinn, S.J.

The Dorothy Book Room (McGuinn 130) is used for official School of Social Work meetings. It is named for the co-founder and second Dean of the School.

Rooms for formal student meetings on campus should be reserved by emailing Kellyann Stewart, Program Assistant at <kellyann.stewart@bc.edu>and including the individual group’s faculty or staff advisor on the email request.

HEALTH INSURANCE
Massachusetts law requires all students to be covered by health insurance in order to be protected in case of hospitalization or other costly outside medical services. For students who do not carry such a policy of their own, Boston College is required by law to provide access to a health insurance policy so that students may comply with the state mandate. All students enrolled in a degree program, regardless of credit hours, and non-degree students enrolled at least 75% of full-time will be automatically enrolled in and billed for the Student Health Insurance Plan unless waiver information is submitted. This waiver must be completed at <portal.bc.edu>.

All Waiver Forms must be submitted by September 23, 2016 for the first semester, and for newly enrolled students for the second semester by January 27, 2017. Students who do not complete a Waiver Form by the deadline will be billed the "Student Only" premium and enrolled in the Plan. If you waive the insurance at the beginning of the first semester it will be waived for the entire year. If you wish to obtain the Boston College Student Injury and Sickness Insurance Plan for the spring semester, you must go to Student Services prior to the spring semester waiver deadline and request to have the waiver removed by completing a Petition to Add form. The petition may be granted under specific circumstances outlined in the form <www.bc.edu/offices/stserv/forms.html#medical>.

For information regarding eligibility, please visit <http://www.bc.edu/offices/stserv/financial/medinsurance.html>

For an outline of the policy including dental, prescription, and mental health benefits see: <http://www.bc.edu/content/dam/files/offices/stserv/financial/pdf/1415_bce_student_blue.pdf>

This plan is underwritten by: Blue Cross Blue Shield Blue Care Elect Preferred PPO. For general information on benefits, on how to enroll or service issues, please contact:
Koster Insurance Agency, Inc.,
Quincy, MA 02169.
Phone: 1-800-394-4026;
Email: <BCstudentinsurance@gallaghrkoster.com>

Students on Boston College’s medical insurance policy may be eligible to continue their health insurance the semester in which they take a medical leave of absence and the following semester. For more information and to see if you qualify, please contact Pamela Fraser, Office of Student Services: <pamela.fraser@bc.edu>.

HEALTH SERVICES
The primary goal of University Health Services is to provide confidential medical/nursing care and educational programs to safeguard the physical well-being and mental health of the student body. The Department is located in 2150 Commonwealth Avenue on the Main Campus and can be contacted by calling 617-552-3225.

The Outpatient Unit staff includes full-time primary care physicians, nurse practitioners and on-site specialty consultants. The 24-hour Inpatient Unit provides care for students requiring observation and frequent physician/nurse assessments. The staff also provides urgent outpatient nursing assessments when the Outpatient Center is closed and can be reached at 617-552-3225.

Membership in the University Health Services is optional for graduate students. A graduate student may access the Boston College Health Services in two ways:

1. Payment of Health/Infirmary Fee: This is a $460 fee for the year and allows you unlimited visits to Health Services (excludes immunizations).
2. **Fee-for-service:** Graduate students may also be seen during the academic year on a fee-for-service basis at a charge of $95.00 per primary care clinic visit, $105.00 per specialty clinic visit. The fee is reasonable when compared to outside services. No care is available on campus for family members.

All charges, including fee-for-service, will be added to your student account, and you will be billed by the University on your student account statement. Payment to the University is your responsibility.

If you have purchased the Boston College Student Injury and Sickness Insurance Plan, the BC Primary Care Center's fee-for-service charge for each visit may be reimbursed at 80%. You must submit a **claim form** to the insurance company for reimbursement. The $250 out-of-network deductible will be waived for a visit to the Boston College Primary Care Health Center.

All students may have access to the facilities for first aid or in case of an emergency. Health Services are comprehensive, but if you need specialty care, a referral will be provided.

Health Services are accessible 24 hours a day. On weekdays at the Outpatient Medical Center and after hours at the Inpatient Unit, medical help is available at any time of the day or night. For more information, contact <www.bc.edu/offices/uhs/services/graduate.html>.

**LEARNING DISABILITIES**

The Connors Family Learning Center provides academic support services and accommodations to undergraduate and graduate students with learning disabilities. For more information, please visit the website at <www.bc.edu/libraries/help/tutoring/specialservices.html> or contact:

Kathleen M. Duggan, PhD
Associate Director, The Connors Family Learning Center
O'Neill Library, Room 200
Phone: 617-552-8093
<kathleen.duggan@bc.edu>

Students requesting modifications of the SSW program due to disabilities should have Dr. Kathleen Duggan contact the SSW Associate Dean of Academic and Student Services. For clarification on accommodations for extended exam time and/or alternative location of exam, please contact the SSW Associate Dean of Academic and Student Services.

**LIBRARY**

The Social Work Library, located on the lower level of McGuinn Hall, houses a distinctive and comprehensive collection of materials focusing on professional social work. With over approximately 40,000 books, media, and access to thousands of electronic journal titles, it is the only free-standing social work library in New England. Four full-time staff members, including two professional librarians, are available to assist social work students with their research needs. Reference assistance is available in person, by phone, and by email.

The Social Work Library supports the course reserve readings for all social work courses. Books required by the course are available for 2-hour use. Required journal article readings are posted online for access from any computer with an Internet connection. Library staff also assists in maintaining Canvas course management sites for all social work courses.

Social work students are welcome to use the other Boston College libraries. The O'Neil Library is the largest library for the University and houses collections related to the study of social work, including: psychology, psychiatry, sociology, political science, management, education, nursing, and other disciplines.

Boston College Libraries provide access to over 700 online research databases, over 44,000 online full-text journals and newspapers, and more than 600,000 e-books. All of these can be used by BC students on campus or from any off-campus.

Information about all the library collections in print, electronic and audiovisual format is available at the BC Libraries’ homepage at library.bc.edu. <http://libguides.bc.edu/socialworkportal>.

Boston College is a member of the Boston Library Consortium (BLC), an association of 18 academic and research libraries in New England. Students may request a BLC borrower card, which will allow them to visit and check out books at participating libraries.
The Social Work library hours during Fall and Spring semesters are:
Mon-Thurs: 8 a.m. to 10 p.m.
Friday: 8 a.m. to 5 p.m.
Saturday: 10 a.m. to 6 p.m.
Sunday: 1 p.m. to 9 p.m.

For complete information about library resources and services, consult the Social Work Library web site: <www.bc.edu/swlib>.

LOCKERS
Locker space is available on a first-come, first-serve basis. McGuinn lockers are located on the second floor and in the basement. A deposit for a combination lock is required. The deposit is refunded upon return of the lock. Contact Kellyann Stewart, Program Assistant, at <kellyannstewart@bc.edu > to arrange for lockers.

Graduate students may request use of a locker in the lounge area of Bapst Library. Lockers are assigned on a first-come, first-serve basis at the Information Desk, Bapst Art Library.

LOST AND FOUND
A Lost and Found is maintained at the Boston College Police Headquarters, located at Maloney Hall. Articles such as clothing, books, notebooks, keys, wallets, jewelry, etc., are turned in and held until the end of each semester. Every effort is made to restore lost items to their rightful owners, however, it is the owner's responsibility to report and/or claim lost articles. For further information, call the Boston College Police Department 617-552-4440 or visit their website at <www.bc.edu/offices/bcpd/>.

MURRAY GRADUATE CENTER
The John C. Murray, S.J. Graduate Center was established in 1997 to provide a facility dedicated to graduate students in their pursuit of academic excellence at Boston College. One of only a handful of graduate student centers around the country, the Murray Center is located across Beacon Street at 292 Hammond Street.
During the academic year the Graduate Center is open:
   Mon-Thurs: 9 a.m. to 7 p.m.
   Friday: 9 a.m. to 5 p.m.
   Saturday: Closed.
   Sunday: 12 p.m. to 5 p.m.

The Center will be closed during student holidays.

The amenities available include daily newspapers, computing facilities (Windows-compatible, Macintosh and wireless) with laser printing, daily beverage service, television viewing areas, study rooms/meeting rooms, game area (billiard and ping pong as well as other board games are available for check out), and much more. A DVD player has been added to the Center along with over 500 titles in a growing DVD library available to graduate students free of charge. You can reserve a space online at <http://www.bc.edu/offices/gsc/mgc/space-reservations.html>. For more information about reserving space for a meeting, seminar or social, please contact the Murray Graduate Center via e-mail at <gsc@bc.edu>, or call 617-552-1855.

For a calendar of events, the latest Graduate Student Life Newsletter, and links to University and Boston-area websites of interest to graduate students, see <www.bc.edu/offices/gsc>.

MCMULLEN MUSEUM OF ART
A gateway to Boston College, the McMullen Museum of Art welcomes you to its new, expanded home in the renovated Renaissance Revival Palazzo at 2101 Commonwealth Avenue in Boston, beginning September 2016.

From its inception in 1996, the McMullen has departed from practices of other university museums by linking its mission to faculty research across disciplines and methodological frontiers and to sharing what is normally the private enterprise of new faculty scholarship with a wide audience. As a teaching museum in a research university, the McMullen remains committed to the highest standards of scholarship and installation and to contributing to the evolution of ideas informed by works of art and material culture. They invite students, faculty, and staff, as well as regional and international audiences, to participate in the discourse. For more information, visit: <www.bc.edu/artmuseum>.

HOURS OF OPERATION:
Mon, Tues, Fri: 10 a.m. to 5 p.m.
Wed, Thurs: 10 a.m. to 8 p.m.
Sat-Sun: Noon to 5 p.m.

NOTARIES PUBLIC
A listing of Boston College employees who are Notaries Public can be found at < www.bc.edu/offices/hr/resources/campusinfo/notaries.html>.
SSW STUDENT GUIDE

PARKING

Access to Boston College

Boston College properties are private and the University reserves the right to control access at all times. In order to ensure the safety, security and control of its properties and to provide optimal use of parking resources for community members, access is strictly controlled.

Parking is by permit only at all times. Visitors to the University must use the Beacon Street Garage or limited designated spaces arranged in advance.

Handicapped Access

Faculty, staff and students with a state handicapped placard and a BC permit may park in HP spaces that are located within the parking lots assigned by their specific parking permit type. The parking permits can be obtained through the existing parking system. Faculty, staff, and students with disabilities may apply for additional parking accommodations on a case-by-case basis.

Parking at Boston College is a privilege and regulations are strictly enforced. For more details, please see <www.bc.edu/transportation>.

Graduate Student Permits

There are three types of permits available for graduate students. You can choose the permit that best suits the times you will be on campus:

1. Purchase a one-year S-GS permit for $321 which allows parking throughout the day from 6:00 a.m.-2:00 a.m., daily.

2. Purchase a one-year S-E permit for $150 which allows parking from 3:00 p.m.-2:00 a.m., Monday-Friday and 8:00 a.m.-2:00 a.m. Saturday & Sunday.

3. Purchase a one-year POOL permit for $126 (divisible by carpool members) which allows parking from 6:00 a.m.-2:00 a.m. in assigned carpool areas.

The S-GS and S-E permits allow parking in non-restricted areas on the Lower and Newton campuses and in the Beacon Street and Commonwealth Avenue garages. The POOL permit is restricted to assigned carpool areas.

Permit Holder’s Agreement

Upon qualifying for and accepting a parking permit, all permit holders agree that they fully understand and agree to abide by all Boston College parking and traffic regulations.

Finding Authorized Space

The responsibility of finding an authorized parking space rests with the driver. Lack of parking space, mechanical problems, or inclement weather conditions are not considered valid excuses for failure to comply with traffic and parking regulations.

Space Availability

A parking permit does not guarantee the holder a parking space. Drivers should be aware that the spaces in prime locations tend to fill up first (e.g., Commonwealth Avenue Garage, Linden Lane and Gasson Circle). Depending on the time of arrival, perimeter lots may be the best choice for parking.

Visitor Parking

Visitor parking is limited to the Beacon Street garage, which is most easily accessed by the Beacon Street gate (all day), and the Commonwealth Avenue garage (after 2:00 pm only). All single day visitors to Boston College will be required to pay for parking in either garage. Visitors will be directed to either garage by our security attendants. Upon entry to the garage, all visitors must take a ticket. A validated (paid) ticket is required to exit the garage. You may pay by credit card on foot at the pay station prior to retrieving your vehicle or at the gate on the way out.

Visitor Parking Rates

FREE - First 20 minutes
$5.00 - 20 minutes--2 hours
$5.00 every hour thereafter
$25.00 - Daily maximum

There is NO overnight parking by visitors in the garages.

For additional questions or information please contact: <transportation@bc.edu>.
Regulations
Regulations are in place to ensure the safety and convenience of the University community and to effectively utilize available parking spaces. They will be enforced by the Boston College Police.

Sanctions include ticketing, towing, tire-booting, administrative action and revocation of parking privileges. The University reserves the right to change parking regulations when necessary and without warning.
See Code of Regulations available at: <www.bc.edu/offices/transportation/parking>.

Parking Board of Appeals
The Parking Board of Appeals is designed to be an impartial body representing all segments of the University community.

POST OFFICE
Students have a full-service U.S. Post Office located on campus adjacent to the University Mailroom on the second floor of McElroy Commons. The Post Office handles first, second and third class mail, as well as packages, express, certified and registered mail.

Campus mail services are provided by the Campus Mail Rooms located next to the U.S. Post Office in McElroy Commons and in Stuart House on the Newton Campus. Campus Mail must be placed in either the slot at the University Mailroom or in the brown mailboxes located at various locations around campus, including outside McGuinn Hall, Carney Hall, Lyons Hall, and on the sidewalk between Cushing and Higgins Halls. A U.S. Mailbox is located outside Carney Hall.

Call 617-552-3993 for Mail Services at the Chestnut Hill Campus.

PROFESSIONAL ORGANIZATIONS
There are many social work organizations that represent professionals in many fields of Social Work. To explore organizations for career, education and licensing see www.socialworklicensure.org. As well as the National Association of Social Workers www.naswma.org.

RECREATIONAL FACILITIES
The William J. Flynn Recreational Facility has available a 1/8 mile track, indoor and outdoor tennis courts, basketball courts, volleyball court, saunas, squash courts, racquetball courts, lap pool, diving pool, and heated spa.

Areas in all of the facilities are always open for recreational use even when programs are taking place. This gives all members the opportunity to run, swim, lift weights, play tennis, etc. at all times.

One may take advantage of the wide range of recreational, instructional and competitive programs as well. For membership, fees, and hours of operation see: <www.bc.edu/plex>.

2016-2017 Graduate Student Fees
$155 One Semester
$310 Academic Year
$340 Annual (includes summer)
$100 Summer

STUDENT ORGANIZATIONS
The Student Collective
The student representative organization for the School of Social Work is known as the School of Social Work (SSW) Student Collective (see Appendix G).

The Student Collective, comprised of all students, has four elected officers who comprise the Leadership Council. The Student Collective is the governing body of the School of Social Work students. The primary purpose of the Collective is to enhance the quality of the BC SSW student life through programs, activities, and open meetings. It also serves as liaison between students and BC SSW administration.

The Collective works with a budget that comes from the graduate student activities fee and uses the fee to plan events including student/faculty socials, colloquia, films, graduation activities and other special events. There is an effort on behalf of the Collective to keep the SSW in contact with other graduate students at Boston College through social and academic events and through involvement with the Graduate Student Association.

Opportunities for involvement include Social Workers for Social Justice and Social Events Committee, which function under the auspices of the Student Collective Leadership Council, and various student interest groups: Social
Work and Spirituality, Spectrum, Global Forum on Social Issues, and Umoja, as well as the Doctoral Outreach and Community Group.

**Global Forum on Social Issues**
The Global Forum on Social Issues is a student group aimed at creating a platform for students to engage in current global social issues and develop individual and collective action.

**Macro Social Work Student Group**
The Macro Social Work Student Group is a gathering place for macro and clinical students to discuss topics of relevance for macro social work including: opportunities for professional growth and activities in which students can get involved on campus and in the community.

**Social Events Committee**
The Social Events Committee plans the social events within the SSW community and is overseen by the Social Events Coordinator(s). These events may include barbecues at the beginning and end of the year, holiday celebrations and monthly activities that foster a sense of community.

**Social Work and Spirituality**
Social Work and Spirituality provides a forum for students of various spiritual backgrounds to come together to discuss and explore the intersection between their personal spiritual beliefs and practices and their professional practice as social workers.

**Social Workers for Social Justice**
Social Workers for Social Justice promotes student involvement in social justice activities within student community.

**Spectrum**
Spectrum is a student group for Lesbian, Gay, Bisexual, Transgender and Queer students and their allies. The purpose of Spectrum is to educate and inform the larger social work community about diversity, transphobia, homophobia, and heterosexism and to provide space for students to discuss a variety of issues related to sexual orientation and gender identity.

**Three-Year Program Student Group**
Student group that provides support to students who are in the three and four-year programs of study.

**Umoja (Student Organization for People of Color)**
Umoja, an African word meaning unity, is the student organization for people of color. The organization functions primarily as a support group for its members and strives to increase the BC SSW community's awareness of issues that relate to all people of color.

**DOC: Doctoral Outreach and Community**
The DOC: Doctoral Outreach and Community has the goal of enhancing the overall well-being of doctoral students at all stages in the academic program. The group seeks to build community among doctoral students by providing social and academic events.

**Graduate Student Association of Boston College**
The Graduate Student Association (GSA) of Boston College is an autonomous organization that serves the Morrissey College of Arts and Sciences, Lynch School of Education, Connell School of Nursing, School of Social Work, and the Carroll Graduate School of Management.

The GSA exists to provide academic support in the form of conference grants and special group funding to host social, cultural and academic programs for graduates, and to inform the graduate community of matters of interest to them. The GSA also advocates for graduate student interests within the University. For more information see: <www.bc.edu/gsa>.

A $45 fee is collected from each graduate student each semester to defray operating expenses, to provide social and organizational activities, and to provide each school with some budgetary independence (those taking fewer than seven credits pay $30 per semester). A percentage of the total collected from each graduate student will be returned to that school for its student body's own use.

**TRANSPORTATION/MBTA DISCOUNT PASSES**
The transit system, called the “T”, is convenient to most places in the city. Parking in Boston can be difficult, so the T is a great option. The Green Line has three branches that go to BC: B-Line (BC stop), which makes frequent stops; C-Line (Cleveland Circle stop), which has access to regular BC shuttle bus service; and D-Line (Chestnut Hill stop), which is a 10-15 minute walk from campus.

For BC shuttle Service: <www.bc.edu/shuttle>
For maps and other “T” information, see:
<www.bc.edu/offices/transportation/commuting/mbta.html>

Order forms for the discount Semester Pass are available online. Passes must be purchased for the entire semester in advance. Individual monthly passes must be picked up each month during the semester with the exception of a Link Pass. Link Passes are now distributed as a Charlie Card, only once per semester.

The FALL Semester Pass (September-December) order deadline is **August 9, 2016** and can be purchased online at:
<https://commerce.cashnet.com/ssmbta> or in Lyons Hall, Room 103.

The SPRING Semester Pass package order deadline (February-May) is usually the first week in December, and will be announced in early fall. For more information see:
<www.bc.edu/offices/transportation/commuting/mbta.html>

**TUTORS FOR WRITING AND RESEARCH**
Writing is an essential skill in professional social work practice. The SSW requires the use of the American Psychological Association (APA) format in all course assignments.

Free tutoring services are available at the Connors Family Learning Center, located on the second floor of the O’Neill Library. Writing Tutors are available to help students improve their writing at the global level, with attention to argument, organization, and effectiveness, rather than extensive grammatical and syntactical revisions. If English is not a student’s first language, the Connors Family Learning Center provides ESL writing help. These appointments focus on correcting English grammar mistakes and improving English composition. ESL Conversation tutors are also available.

Students who are unable to meet with tutors in the Connors Family Learning Center may submit their papers electronically. The Online Writing Lab (OWL) limits submissions in any discipline to **8 double-spaced pages or less**. If you are working on a longer writing project, you may wish to send only a portion of your draft. Long research papers, theses, and dissertations are not eligible, nor are assignments designated as "take-home" midterm or final exams.

In the same way that sending an e-mail differs from face-to-face conversation, online tutoring differs from in-person tutoring. Rather than comment upon the sentence level, your OWL tutor will emphasize **broader, more global, conceptual and rhetorical issues**. Such comments may include affirmation of parts of your writing that work well, questions to consider as you revise, and advice about general ways of improving your work. Papers may be submitted at:
<www.bc.edu/libraries/help/tutoring/writing/owl.html>.

An additional writing resource is the **SSW Writing Tutors** who are available for online assistance. To make submit a paper to a writing tutor, send a message to <swtutors@bc.edu>.

Please note—the tutors are NOT editors or proofreaders. They will give feedback about sentence structure, grammatical usage and APA style, but they will not make corrections. Each student is responsible for learning and using APA format appropriately.

**Research Tutors** are also available to assist students in course assignments for SCWK 7747 Research Methods in SW Practice or SCWK 8841 Program Evaluation. Contact information will be posted in the Student Lounge and at <www.bc.edu/swlib>.

**ZIPCARS**
As part of its efforts to offer the Boston College community transportation alternatives, the University has created a partnership with Zipcar, a vehicle sharing service. Zipcar provides cars by the hour or the day with gas, maintenance and parking included. Through its partnership with the University, Zipcar offers BC employees and students a discounted annual membership of $25. To learn more and find locations, visit:
<www.zipcar.com/bc>. To join, visit: <www.zipcar.com/bc> and enter the group name “Boston College,” or call 1-866-4-ZIPCAR.
Part II: SSW Policies and Procedures
PART II: SCHOOL OF SOCIAL WORK POLICIES AND PROCEDURES*

COMMUNITY STANDARDS
A detailed explanation of Community Standards and Policies is available at <http://www.bc.edu/content/bc/offices/dos/community.html>. Complete policies and procedures are available at <http://www.bc.edu/publications/studentguide>.

STATEMENT OF RIGHTS AND RESPONSIBILITIES
Source: Office of the Dean for Student Development

All student members of the Boston College community have certain rights. These include:

The right to learn, which includes the right of access to ideas, the right of access to facts and opinions, the right to express ideas and the right to discuss those ideas with others.

The right of peaceful coexistence, which includes the right to be free from violence, force, threats and abuse and the right to move about freely.

The right to be free of any action that unduly interferes with a student's rights and/or learning environment.

The right to express opinion, which includes the right to state agreement or disagreement with the opinions of others and the right to an appropriate forum for the expression of opinion.

The right to privacy, which includes the right to be free of unauthorized search of personal spaces.

The right to have access to a process through which to resolve deprivations of rights and, in the case of disciplinary procedures, the right to be informed of any charges of misconduct, the right to prepare a response to the charges, the right to hear evidence in support of the charges, the right to present evidence against the charges, the right to an advisor, the right to a fair procedure which is appropriate to the circumstances and the right to be informed of the outcome of any proceeding.

All student members of the Boston College community have certain responsibilities to the institution and to its members. These include:

Respect for the rights of others, which includes the obligation to refrain from conduct, which violates or adversely affects the rights of other members of the Boston College community.

The obligation to refrain from conduct in the general community which adversely affects Boston College.

The obligation to refrain from interfering with the freedom of expression of others. This would include such activities as newspaper thefts, attempting to shout down speakers, and intentional jamming of computer networks.

The responsibility for the avoidance of force, violence, threat or harassment.

The responsibility for the avoidance of disruption. Certain kinds of conduct can convert the expression of opinion into disruption. The Student Demonstration Policy describes the procedures and limitations appropriate to the public expression of opinion. For more information: <www.bc.edu/publications/studentguide/behavioralpolicies.html#demonstrations>.

The responsibility for the compliance with state, federal and municipal laws and regulations. Student members of the Boston College community must be aware that they continue to be subject to the obligations of all citizens while they attend the University. The University is committed to the observance of the laws. Boston College students, as adults, are fully expected to comply with all state, local, and federal laws and bear the ultimate responsibility for their actions. There is no immunity on its campus from the prohibitions of state and federal law.

The obligation to ensure that the conduct of others who come to the University through a student's invitation or permission complies with the rules and regulations of the University.

The obligation to respect the environment of Boston College, which includes respect for the physical features of the campus and its facilities as...
well as the special needs of an institution of learning, such as quiet and privacy.

The obligation to provide proper identification whenever requested to do so by a representative of the University. All students are expected to carry their Boston College identification card at all times and to produce the identification card when requested.

The responsibility to cooperate with University officials in the performance of their duties.

The responsibility to respect the values and traditions of Boston College as a Jesuit, Catholic institution.
ACADEMIC INTEGRITY: POLICY AND PROCEDURES

The pursuit of knowledge can proceed only when scholars take responsibility and receive credit for their work. Recognition of individual contributions to knowledge and of the intellectual property of others builds trust within the University and encourages the sharing of ideas that is essential to scholarship. Similarly, the educational process requires that individuals present their own ideas and insights for evaluation, critique, and eventual reformulation. Presentation of others' work as one's own is not only intellectual dishonesty, but also undermines the educational process.

Standards

Academic integrity is violated by any dishonest act which is committed in an academic context including, but not restricted to the following:

Cheating is the fraudulent or dishonest presentation of work. Cheating includes but is not limited to:

- the use or attempted use of unauthorized aids in examinations or other academic exercises submitted for evaluation;
- fabrication, falsification, or misrepresentation of data, results, sources for papers or reports, or in clinical practice, as in reporting experiments, measurements, statistical analyses, tests, or other studies never performed; manipulating or altering data or other manifestations of research to achieve a desired result; selective reporting, including the deliberate suppression of conflicting or unwanted data;
- falsification of papers, official records, or reports;
- copying from another student's work;
- actions that destroy or alter the work of another student;
- unauthorized cooperation in completing assignments or during an examination;
- the use of purchased essays or term papers, or of purchased preparatory research for such papers;
- submission of the same written work in more than one course without prior written approval from the instructors involved;
- dishonesty in requests for make-up exams, for extensions of deadlines for submitting papers, and in any other matter relating to a course.

Plagiarism is the act of taking the words, ideas, data, illustrations, or statements of another person or source, and presenting them as one's own. Each student is responsible for learning and using proper methods of paraphrasing and footnoting, quotation, and other forms of citation, to ensure that the original author, speaker, illustrator, or source of the material used is clearly acknowledged.

Other breaches of academic integrity include:

- the misrepresentation of one's own or another's identity for academic purposes;
- the misrepresentation of material facts or circumstances in relation to examinations, papers, or other evaluative activities;
- the sale of papers, essays, or research for fraudulent use;
- the alteration or falsification of official University records;
- the unauthorized use of University academic facilities or equipment, including computer accounts and files;
- the unauthorized recording, sale, purchase, or use of academic lectures, academic computer software, or other instructional materials;
- the expropriation or abuse of ideas and preliminary data obtained during the process of editorial or peer review of work submitted to journals, or in proposals for funding by agency panels or by internal University committees;
- the expropriation and/or inappropriate dissemination of personally-identifying human subject data;
- the unauthorized removal, mutilation, or deliberate concealment of materials in University libraries, media, or academic resource centers.

Collusion is defined as assistance or an attempt to assist another student in an act of academic dishonesty. Collusion is distinct from collaborative learning, which may be a valuable component of students' scholarly development. Acceptable levels of collaboration vary in different courses, and students are expected to consult with their instructor if they are uncertain whether their cooperative activities are acceptable.
Promoting Academic Integrity: Roles of Community Members

A. Student Roles in Maintaining Academic Integrity

Students have a responsibility to maintain high standards of academic integrity in their own work, and thereby to maintain the integrity of their degree. It is their responsibility to be familiar with, and understand, the University policy on academic integrity.

Students who become aware of a violation of academic integrity by a fellow student should respond in one of the following ways:

- Students may discuss their concerns with the student whom they suspect of a violation. Direct contact by another student may be the best means of resolving the problem. Repeated demonstration of student concern for academic integrity will in the long run build a peer-regulated community.

- If the incident is a major violation or part of a repeated pattern of violations, students should bring their concerns to the attention of the instructor, or to the Chair of Academic Standards Review Committee or the Director of the Doctoral Program. Suspected violations by students reported to members of the faculty or to the Chair of Academic Standards Review Committee will be handled according to the procedures set forth below.

Students who have serious concern that a faculty member is not living up to his or her responsibility to safeguard and promote academic integrity should speak with the faculty member directly, or should bring their concern to the attention of the Chair of Academic Standards Review Committee or Director of the Doctoral Program.

B. Faculty Roles in Fostering Academic Integrity

Faculty members should provide students with a positive environment for learning and intellectual growth and, by their words and actions, promote conditions that foster academic integrity.

Faculty should be concerned about the impact of their behavior on students. Students are sensitive to messages communicated in informal discussions and in casual faculty remarks about personal decisions and value judgments. Students are perhaps most sensitive to how responsibly faculty members fulfill their obligations to them in the careful preparation of classes and in their supervision of research and clinical placements, in the serious evaluation of student achievement, and in their genuine interest in and availability to students.

Faculty should promote academic integrity in the following specific ways:

- At the beginning of each course, instructors should discuss academic integrity in order to promote an ongoing dialogue about academic integrity and to set the tone and establish guidelines for academic integrity within the context of the course, e.g., the extent to which collaborative work is appropriate. Where relevant, instructors should discuss why, when, and how students must cite sources in their written work.

- Instructors should provide students with a written syllabus that states course requirements and, when available, examination dates and times.

- Instructors are encouraged to prepare new examinations and assignments where appropriate each semester in order to ensure that no student obtains an unfair advantage over his or her classmates by reviewing exams or assignments from prior semesters. If previous examinations are available to some students, faculty members should insure that all students in the course have similar access. Course examinations should be designed to minimize the possibility of cheating, and course paper assignments should be designed to minimize the possibility of plagiarism.

- Proctors should be present at all examinations, including the final examination, and should provide students with an environment that encourages honesty and prevents dishonesty.

- Faculty should be careful to respect students' intellectual property and the confidentiality of student academic information.

- Assignment of grades, which is the sole responsibility of the instructor, should be awarded in a manner fair to all students.

C. Academic Deans

Academic deans have overall responsibility for academic integrity within their schools. In particular, deans' responsibilities include the following:

- promoting an environment where academic integrity is a priority for both students and faculty,
• ensuring that students who are honest are not placed at an unfair disadvantage, and
• establishing procedures to adjudicate charges of academic dishonesty and to protect the rights of all parties.

Procedures
A Committee on Academic Integrity with both faculty and student members is to be constituted annually.

When a faculty member determines that a student’s work violates the standards of academic integrity, that faculty member should discuss the violation with the student. If the faculty member decides to impose a grading penalty, a letter of notification describing the incident and the grading penalty is to be sent to the SSW Chair of the Academic Standards Review Committee who will convene the Committee on Academic Integrity and serve as Chair.

On receipt of such a notification the Chair of Academic Standards Review Committee /Committee on Academic Integrity will notify the student of the allegation and the grading penalty imposed by the faculty member. The student will be given an opportunity to respond to the faculty member’s notification in writing. While a case is pending, the student may not withdraw from or change status in the course.

Each reported violation of the standards of academic integrity will be reviewed by the Committee on Academic Integrity of the student's school. In cases involving students from more than one school, or students in joint or dual degree programs, the Committees on Academic Integrity of the pertinent schools will cooperate in their review.

The Chair of the Academic Standards Review Committee will maintain the Committee's record of notifications and relevant materials.

The faculty member bringing the accusation and the student will be notified that the case is under review by the Academic Integrity Committee. The student will be given an opportunity to respond to the faculty member's notification letter in writing. The board at its discretion may interview any individual with knowledge pertinent to the case.

The board will decide a case by simple majority vote, and the Associate Dean will convey to the faculty member and the student the board’s findings as to responsibility and recommended sanctions. The Chair of the Academic Standards Review Committee will compile a complete file of each case, to be kept confidential in the office of the Associate Dean for Academic and Student Services. Files on students found not responsible will be destroyed.

Penalties for students found responsible for violations will depend upon the seriousness and circumstances of the violation, the degree of premeditation involved, and the student’s previous record of violations. The committee may simply affirm the faculty member’s penalty and issue the student a “warning,” which will be kept in a confidential file in the office of the Associate Dean for Academic and Student Services until the student graduates and will not be reportable to professional schools or outside agencies; or it may recommend a different grading penalty and/or impose additional administrative penalties. Such penalties may include University probation, suspension or expulsion, all of which become part of a student’s academic record and are reportable to graduate/professional schools and outside agencies.

Appeal of the board's decision may be made by written request to the Dean of the school not later than ten days following notice of the board's decision, and the Dean's decision will be final.

ATTENDANCE
Students are expected to attend classes regularly, take tests, and submit papers and other work at the times specified by the professor on the course syllabus. Students who are absent repeatedly from class will be evaluated by faculty responsible for the course to ascertain their ability to achieve the course objectives and to continue in the course. Professors may include, as part of the semester's grades, marks for the quality and quantity of the student's participation in class.

Professors will announce, reasonably well in advance, tests and examinations based on material covered in class lectures and discussions, as well as other assigned material. A student who is absent from class on the day of a previously announced examination, including the final examination, is not entitled, as a matter of right, to make up what was missed. The professor involved is free to decide whether a make-up will be allowed.
A student who is absent from class is responsible for obtaining knowledge of what happened in class, especially information about announced tests, papers, or other assignments.

In cases of prolonged absence the student or a family member should communicate with the Director of the Doctoral Program as well as the Associate Dean for Academic and Student Services as soon as the prospect of extended absence becomes clear. The academic arrangements for the student's return to classes should be made with the Director of the Doctoral Program or Associate Dean for Academic and Student Services as soon as the student's health and other circumstances permit.

AUDITS
Students must consult the professor of record and the Associate Dean of Academic and Student Services before they can audit a course. Audits cannot be covered by Doctoral Fellowships; therefore students who choose to audit a course must pay the one and a half credit fee.

CANDIDACY
A student attains the status of a doctoral candidate and is eligible to register for dissertation by satisfying all departmental requirements except the dissertation. This includes:
1. Successful completion of a written comprehensive examination after the first year of study;
2. Earning a minimum number of credit hours:
   a. Social Work students enrolled after September 2005 will need to earn 45 credit hours,
   b. International Social Welfare students will need to earn 38 credit hours taken at Boston College and 7 credit hours taken at an international partner university.
   The list of the required courses can be found in the Boston College Bulletin published the year a student entered the Doctoral Program.
3. Successful completion of the Publishable Paper requirement.

For more detailed information, please see the Dissertation section of the Canvas doctoral site.

COMPREHENSIVE EXAMS
Doctoral students are required to complete a written comprehensive examination at the end of the first year of study. The purpose of the examination is to assess the student’s analytical ability to synthesize and integrate the course material and apply it critically to social welfare problems and issues. The content of the examination is based on first year required courses.

To be eligible to sit for the comprehensive exam a student must have completed the core courses by the end of the spring semester in the first year with a minimum cumulative average of 3.0 and cannot have any incomplete courses (See Good Standing section of this Doctoral Student Guide). If the student receives any grades below B- in these courses required for Year 1, it is strongly recommended that the student see their Mentor and the Director of the Doctoral Program regarding the wisdom of taking the exams.

The exam is a time-limited, 4 hour, in-person examination given at the end of the spring semester. The examination is evaluated by at least two faculty members and is graded on a pass/fail basis. In the event that a student fails the examination, a notice is sent to the Academic Standards and Review Committee. The members of the Committee make a decision about whether the student will be allowed to continue in the program and retake the examination. Students permitted to retake the examination must develop a written remedial work plan with their Mentor and have it approved by the Director of the Doctoral Program. Students are expected to retake the examination before the fall semester begins.

CONFIDENTIALITY OF STUDENT RECORDS
Certain personally identifiable information from a student's education record, designated by Boston College as directory information, may be released without the student's prior consent. This information includes name, term, home, local, and electronic mail addresses, telephone number, date and place of birth, photograph, major field of study, enrollment status, grade level, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, school/college of enrollment, anticipated date of graduation, degrees and awards received, the most recent previous educational agency or institution attended, and other similar information.

Electronic access to selected directory information is available to both the Boston College community and the general public. A student who so wishes has the right to prevent the release of all directory information including verification of enrollment or of suppressing selected directory information either to the Boston College community or to the general public. In order to do this, students must enter their Agora Portal account by...
the end of their first week of enrollment to suppress the release of all or selected directory information. Suppression is available by selecting Privacy Preferences.

Student directory information will not be blocked from faculty and staff conducting official university business.

All non-directory information is considered confidential and will not be released to outside inquiries without the express written consent of the student.

COURSE PROGRAMS

Goals and Purpose of the PhD in Social Work and the PhD in Social Welfare
All doctoral students are required to develop expertise in five interrelated areas of scholarship:

1) A substantive area in the social or behavioral sciences relevant to social work. Expertise in a substantive area of social work provides the foundation for advanced research in that area;
2) Theories and empirical studies relevant to one or more of the social or behavioral sciences. Social and behavioral science knowledge provides insights needed to understand the causes, experiences, dynamics and processes, and outcomes associated with social welfare concerns.
3) Research methods. Research competence is necessary to conduct the empirical research needed to advance knowledge;
4) Teaching methods. Teaching competence is essential for imparting knowledge and skills to the next generation of social work scholars and practitioners; and
5) Communication skills. Communication skills as a writer and speaker are essential for disseminating the results of one’s scholarship to students, academics, practitioners, and the public at-large.

Goals and Purpose of the MSW/PhD in Social Work
The combined MSW/PhD program provides an integrated educational program for exceptionally talented students to embark on their doctoral course work before completing the MSW program. The typical applicant for this program is an individual who already possesses a master’s degree from a field or discipline closely aligned with social work. The combined program eliminates redundancy between the MSW and PhD programs saving the student approximately one year compared to the time normally required to complete the two degrees separately.

CROSS-REGISTRATION AND CONSORTIUM
With concurrence of the Mentor, a student may cross-register for one social work-related doctoral level elective per semester at other graduate schools of the Consortium (Boston University, Brandeis, and Tufts) or the Graduate Consortium in Women's Studies (GCWS) (Radeliffe, Boston College, Brandeis, Harvard, Northeastern, MIT, and Tufts). Graduate students enrolled in degree programs at Boston College may take GCWS seminars with department permission and should follow the cross-registration procedures described below. Note that cross-registration through the Consortium or GCWS is not available during the summer session.

To cross-register, follow the procedures below:
- Obtain the Cross-Registration form in Lyons 101;
- Obtain authorization from the SSW Associate Dean of Academic and Student Services by contacting the SSW Assistant Director of Academic and Student Services, Doctoral Program;
- Obtain signature of host university course instructor;
- Obtain signature of host university registrar. In most cases this is the main University Registrar but some schools have their own registrar and require the signature of the school registrar;
- Return the completed form to Lyons 103 by the Drop/Add deadline: September 9 (Fall) or January 27 (Spring)

You will not receive credit for the class without returning the signed Cross-Registration Form.

For more information visit the Canvas doctoral site.

DISSERTATION EMBARGO POLICY
Boston College uses the eTD@BC system to submit theses and dissertations. Allowing BC to post your dissertation on its institutional repository does not alter your copyright ownership. Students may need an embargo (also known as delayed open access) while you are preparing a publication based on your dissertation. Additional information: <http://www.bc.edu/libraries/help/howdoi/etd.htm>.

Upon submission of a completed doctoral dissertation in the School of Social Work, a student may request an embargo for not more than one year
without special permission. To request an extension beyond one year, but for no more than two years, a student must submit a written rationale to the Director of the Doctoral Program. The Doctoral Committee and the Chair (and Co-Chair, if any) of the dissertation committee must approve any extension.

Permission for an extension will be given only for specific reasons, such as the graduate’s intention to publish work from the dissertation in a journal or book with a publisher that restricts consideration of manuscripts derived from dissertations that have been made available online. It is the graduate’s responsibility to request an extension of the dissertation embargo. Permission is not guaranteed.

**DOCTORAL COMMITTEE**

The Doctoral Committee serves a number of critical functions, including:
- reviewing policies currently in the student guide and recommending policy additions/clarifications/changes;
- providing suggestions for improvement in practices related to student experiences;
- engaging in recruitment, application review and mentoring;
- reviewing curriculum

The Doctoral Committee includes faculty members, staff members and one doctoral student. Each year, the Director of the Doctoral Program invites one student to serve as a representative at all Doctoral Committee meetings. This position is available to a student in at least their 3rd year of the PhD program. The student representative is responsible:
- for collecting and voicing concerns;
- offering constructive feedback on curriculum and program elements;
- collecting feedback from students on issues related to SSW tenure and faculty searches.

**DOCTORAL CONTINUATION**

After successfully completing the requirements for Candidacy, students are enrolled in Dissertation I and II. If students are not ready to defend their dissertation after completing Dissertation I and II, they are required to register for Doctoral Continuation (SCWK 9911) each semester until their defense date. If the student registers for Doctoral Continuation after their 4-year doctoral fellowship has expired, the student is responsible for paying for the 1-credit tuition fee. If a student intends to defend their dissertation in the summer, that student will be registered for Doctoral Continuation but the 1-credit tuition fee will be waived by the Office of Student Services.

**ENROLLMENT STATUS**

Full-time enrollment is 9 or more credits. All students are considered half-time with 6 credits.

The credit amounts listed above are used to determine a student's enrollment status for loan deferments, immunizations, medical insurance requirements, and verifications requested by other organizations.

**Doctoral students who are registered for Doctoral Publishable Paper Writing Project, Integrative Dissertation Seminar, Dissertation Direction I or II, or Doctoral Continuation are considered full-time and exempt of the 9 credit minimum.**

**EXAMINATIONS AND PAPERS**

Final (semester) examinations must be scheduled during the period stipulated by the University. The examination schedule is set before classes begin. It is available to the public, and students are responsible for consulting it. A student who misses a final examination is not entitled, as a matter of right, to a makeup examination except for serious illness and/or family emergency. No student should make travel arrangements which are at odds with his or her examination schedule.

Individual instructors may allow retake examinations and/or papers but the grade so earned can be no higher than a B-. Any retake examination or paper must be completed at the discretion of the instructor within 30 days of the original grade deadline.

**FACULTY ROLES**

Doctoral students are encouraged to develop strong professional relationships with faculty members. In some cases, faculty members may assume formal roles associated with advising and mentoring; in other situations, they informally provide advice and guidance. These relationships with faculty members provide students with important support and practical assistance in course selection, defining and sharpening research interests, and long-range career planning.

Faculty members may assume formal responsibilities at different times during the doctoral student’s educational experience.
In consultation with faculty members and accepted students, the Director of the Doctoral Program formally assigns a Mentor to each student prior to the start of the first year of study. The Mentor assists students with planning for required and elective courses. Students meet with their Mentors at least once each semester, typically when the student is selecting courses for the following semester. The courses and other activities that are planned for the student’s course of study are recorded on the Doctoral Study Plan. This Doctoral Study Plan must be filed with the Director of the Doctoral Program by the end of each semester. Students are welcome to discuss possible reassignment of Mentors at any time with the Director of the Doctoral Program. Change of Mentor request forms are available on the Canvas doctoral site.

During the second year of doctoral studies, doctoral students complete a Research Assistantship, working with a faculty member on a faculty member’s study (See Canvas doctoral site for more information). While it is possible that the student complete the Research Assistantship with their Mentor, students are free to identify a study that aligns with their career goals and objectives. The faculty members supervising the Research Assistantship is called the Research Assistantship Supervisor.

Typically, doctoral students complete their publishable papers before entering their third year of study (See Appendix G). After consulting with their Mentor, the student identifies a faculty member who is willing to serve as the Publishable Paper Advisor.

Doctoral students usually submit a request for the Chair of their Dissertation Committee after they have completed their publishable paper, typically in the spring semester of Year 3 (See Appendix H). Oftentimes, the Chair is the faculty member designated as Mentor prior to matriculation; however, other faculty members may be more appropriate for the responsibilities as Chair.

Students should refer to the Canvas doctoral site for additional information about faculty Mentors and suggestions for developing constructive relationships with them.

**FILES OF STUDENTS AND GRADUATES**

Files of candidates for the degree will be maintained and accessed by the office of the Associate Dean for Academic and Student Services and will contain:

1) Application summary page
2) Transcript
3) Letters of reference
4) Autobiographical statement/statement of purpose
5) Letters of acceptance
6) Certification of passing the publishable paper
7) Certification of dissertation proposal acceptance
8) Dissertation signature page
9) Disciplinary findings of probation, suspension, and/or expulsion

In accordance with University regulations, the record of grades shall be maintained by the Office of Student Services.

The School shall retain files of degree candidates who have withdrawn or are dismissed temporarily. The files are retained for five years. Additionally, a copy of the completed University withdrawal form is included in the file, and the original of this form is transmitted to the University’s Office of Student Services.

Access to student files shall include:
1) The student
2) The student’s Mentor
3) The Dean
4) The Director of Admissions
5) The Director of the Doctoral Program
6) The Assistant Director, Academic and Student Services, Doctoral Program
7) The Associate Dean of Academic and Students Services
8) Those designated by the Dean who may have access to the files for specific educational purposes

Individuals who are permitted access to a student file shall request the file from the Assistant Director of Academic and Student Services, Doctoral Program, who shall maintain a record of who has the file and for what period of time.

Mentors may take appropriate student files to their offices, preferably for no longer than a day.
Students wishing to read their file shall read it in the office where it is kept. If a student has waived their right of access to letters of references, all reference material will be removed from the file prior to a student’s review.

Files of graduates are retained by the School. Such files will contain:
1) Application Summary Page
2) Previous transcripts
3) Information on grants and/or external scholarships
4) Certification of passing the Publishable Paper
5) Certification of Dissertation Proposal Acceptance
6) Dissertation Signature Page
7) Relevant Correspondence

Statistical information may be maintained in the Dean’s Office. This information shall be used only for analyzing trends and shall be reported aggregately.

**FINANCIAL AID APPLICATION AND THE AWARDING OF GRANTS, LOANS, AND FELLOWSHIPS.**

There are different types of financial aid available to SSW students: institutional financial aid (see section below for information about the BC Doctoral Fellowship in Social Work), federal financial aid, alternative loan borrowing, and external grants and fellowships.

**Institutional Financial Aid**

**Boston College Doctoral Fellowship in Social Work**

This award is provided to a select group of individuals who represent the greatest potential to become leading scholars and teachers in the field of social work. The fellowship is a stipend and tuition remission for four academic years. Starting in 2014, the stipend award is $20,000 a year for 4 years. The tuition remission covers up to 45 course credits plus Dissertation credits, including social work courses taken at other universities in the Consortium. Once a student has reached the 45 credits (92 for MSW/PhD students), it will be the student’s responsibility to pay for additional courses. The Doctoral Program may cover the cost of courses needed for dissertation on a case by case basis if the budget permits and with approval of the Doctoral Committee. Although the award is assured for the first year, a student must remain in good academic standing and make timely progress toward completing the degree in order to continue to receive the fellowship. Specific details of the financial award can be referenced in the fellowship letter received at admission.

In many cases Boston College will cover partial or all costs of health insurance for graduate and professional students offered through the University.

There are no formal work requirements attached to the first and fourth year of the fellowship for PhDs and the first two years for MSW/PhDs. In these years, awards are classified as non-service stipends. This award requires no service to Boston College. Non-service stipends are not subject to federal and state income tax withholding, but it must be declared by the recipient as taxable income in accordance with current federal tax law. This type of stipend does affect the amount of federal financial aid a student is eligible to receive during that period because it is awarded to assist students with expenses while in pursuit of their degree and does not require any service. Non service stipends are paid out in equal amounts over 8 months – Sept, Oct, Nov, Dec, (not January) Feb, March, April, May. Non service stipends cannot be directly deposited so students will have to pick up checks on the 10th of every month at Accounts Payable located at 129 Lake Street, Room 200 (617-552-3366).

However, the Fellowship awarded to Doctoral Students is considered a service stipend for two years. During Year 2 for the PhD program and Year 3 for the MSW/PhD program, the students are expected to complete a 5 hour per week research assistantship. During Year 3 for the PhD program and Year 4 for the MSW/PhD program, the students are required to complete a 5-hour a week teaching assistantship. Service stipends are considered taxable income and students will receive the appropriate tax forms at the end of the year from Boston College. It does not affect the amount of federal financial aid that a student is eligible to receive.

Assignments are made in consultation with the Director of the Doctoral Program and designed to connect a student with a faculty member who could serve as a research or teaching Mentor. Service stipends are paid in equal amounts over 8 months – Sept, Oct, Nov, Dec, (not January) Feb, March, April, May. Checks are direct deposited on the 16th of every month. Students will need to fill out an I9 form. International students must first apply for a Social Security number with the Foreign Tax Specialist/Timekeeper at the Human Resources Service Center at 129 Lake Street, Room 100F (617-552-6415).

**Boston College Doctoral Fellowship in Social Welfare**

This award is provided to a select group of individuals from Latin American Partner Universities who represent the greatest potential to become leading...
scholars and teachers. The fellowship is a stipend and tuition remission for four academic years. The award in the first year is tuition for online courses at Boston College for 6 credits. Year 2 the award is a $20,000 non-service stipend plus full tuition. In Year 3 the award is a $10,000 non-service stipend for any semester in residence at Boston College in addition to tuition for all courses at Boston College. In Year 4, the tuition remission covers the online Integrative Dissertation Seminar. In many cases Boston College will cover partial or all costs of health insurance for graduate and professional students offered through the University while in residence at Boston College. Although the award is assured for the first year, a student must remain in good academic standing and make timely progress toward completing the degree in order to continue to receive the fellowship.

**Federal Financial Aid**
Federal funding is administered through the University's Student Services Office (<www.bc.edu/offices/stserv>), which determines a student’s eligibility for Direct Stafford Loans, Work-Study, and Perkins Loans. Institutional funding is determined by the SSW.

**External Grants and Fellowships**
Advanced students are encouraged to secure fellowships and dissertation grants from a wide array of foundations and governmental sources. As applications are prepared, students should schedule an appointment at least 4 weeks before a grant deadline with the Assistant Director, Academic and Student Services, Doctoral Program and SSW Grant Manager to review guidelines, determine a faculty member to serve as Principal Investigator, identify potential expenses and outline the budget.

External funding sources that include a SSW commitment, financial match, a faculty principal investigator or has tuition remission must be reviewed by various Boston College departments. The final draft of the application and all materials must be submitted to the SSW Grant Manager a minimum of 12 business days before the deadline so that the proposal can be reviewed first by the Dean of the School of Social Work, next by the Office of Sponsored Projects (OSP) and finally by the Office of the Provost.

Potential funding sources can be found in your weekly SWRnet email and at: <http://www.bc.edu/schools/gssw/admission/phd/fellowships.html>.

**Boston College's Policy on Student Work Hours**
Graduate students may work no more than a total of 20 hours per week for Boston College during the academic year. This aggregate limit applies to all assistantships, stipends in compensation for services, and hourly positions. Students may work more than 20 hours per week (but less than 30 hours) between semesters and during school breaks. During the summer period, a student may work more than 30 hours per week (but no more than 40 hours), but any period during which a student averages 30 or more hours per week may not exceed 12 weeks. It is the student's responsibility to keep track of all hours worked during the semester and to make sure the 20-hour limit is not exceeded.

**GOOD STANDING**
In the School of Social Work, a student is expected to maintain a minimum cumulative average of 3.0. Failure to maintain this requirement will result in the student's being placed on probation or being required to withdraw. A grade of F in a required course is grounds for review by the Academic Standards Review Committee and possible dismissal from the School of Social Work.

In order to remain in good standing, the student is expected to maintain normal progress toward fulfilling degree requirements.

The Academic Standards Review Committee reviews student performance each semester and recommends decisions to the Dean regarding warnings, probation or dismissal. Students are notified in writing when placed on academic probation, and, if appropriate, are asked to meet with the Committee.

The Dean reserves the right to dismiss a student from the school because of failure to meet requirements for education in the profession of social work. The policy regarding student review and evaluation is contained in Appendix C.

**GRADING**
The grading scale for courses in the School of Social Work is as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Range</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>94-100</td>
<td>4.00</td>
</tr>
<tr>
<td>A-</td>
<td>90-93</td>
<td>3.67</td>
</tr>
<tr>
<td>B+</td>
<td>87-89</td>
<td>3.33</td>
</tr>
<tr>
<td>B</td>
<td>84-86</td>
<td>3.00</td>
</tr>
</tbody>
</table>
Doctoral Grading
In the School of Social Work Doctoral Program, graduate credit is granted for courses in which the student receives a grade of A, A-, B+, or B. No degree credit is granted for a course in which a student receives a grade of B- or below.

The grade “I” (incomplete) is recorded at the discretion of the instructor because of extenuating circumstances such as illness when the requirements of the course have not been completed by the end of the semester in which the course was initiated. An “I” grade can be given only upon request by the student to the instructor.

A student who has not completed the research or written work for a course taken in the fall, spring, or summer semester or is absent from the course examination in any semester, may, with adequate reason and at the discretion of the instructor, receive a temporary “I” grade. An “I” grade must be removed within a period of thirty days from the final date grades are due in the respective semester. However, students who enroll in the summer session must have all “I” grades resolved by the Summer Session Drop/Add deadline. If an “I” grade has not been resolved, the summer courses will be dropped. Students not enrolled in summer courses will have thirty days to resolve the “I” grade.

Following this thirty day period, all “I” grades will automatically be changed to a grade of “F”. In extraordinary cases, the student may petition the Academic Standards Review Committee for an exception prior to the deadline (see Appendix C). Please note the following deadlines for changing an “I” grade:

January 23, 2017 (Fall semester, 2016)
May 22, 2017 (Spring semester, 2017—if enrolled in summer courses)
June 16, 2017 (Spring semester, 2017—if not enrolled in summer courses)
July 27, 2017 (Summer semester, 2017)

A grade “J” (deferred) is recorded when the grade is deferred. A faculty member may only assign a grade of “J” for courses that continue beyond the normal semester period. Upon completion of course requirements, the “J” grade becomes a “P” grade.

A grade “U” (ungraded) is recorded for ungraded courses such as Publishable Paper or Doctoral Continuation.

A pass/fail option is available for a limited number of elective courses. All courses taken pass/fail must meet with the approval of the Director of the Doctoral Program.

Although electives may be taken pass/fail, only electives courses for which a student receives a letter grade will count towards degree requirements. Grading, including the pass/fail option, for courses taken through other departments at Boston College, in the Consortium, or at an international partner university is determined by the department or university offering the course.

Students may enroll in a course as pass/fail before they reach the minimum number of required credits for graduation, but the course will not count towards the total credit hours needed for degree completion.

Forms for the Pass/Fail Option for Elective Courses are available on the Canvas doctoral site or from the Assistant Director of Academic and Student Services, Doctoral Program and must be completed during the registration period for the relevant semester. The pass/fail option cannot be initiated or rescinded later in the semester.

GRIEVANCE POLICY

Academic Standards Review Committee Function and Purpose
The Academic Standards Review Committee is a committee appointed annually by the Dean, and is advisory to the Dean. Its responsibilities include the evaluation of performance, the oversight of program modifications for individual students, and review of grievances from faculty and students. The evaluation of student performance is considered an ongoing process at the School of Social Work.

At least once each semester, the Academic Standards Review Committee shall conduct a formal review of performance. The Academic Standards
Review Committee also may be requested by faculty or students to call a formal review as needed at any time during the academic year. That review focuses on student performance, issues of integrity, requests to modify the usual program of study, or grievances related to the rights and responsibilities of students including, but not limited to, grade grievances.

The review is considered an essential part of the ongoing evaluation process and provides opportunity for the student involved to participate in the process. Any matter requiring formal Academic Standards Review Committee review shall be brought to the committee's attention as soon after its identification as is practicable. All requests for review shall be submitted in writing to the Committee Chairperson at least two weeks, if possible, before a formal review meeting.

**Procedures for Grievances**

Situations where the student is in disagreement with faculty evaluation and/or program planning or assesses a violation of rights should be approached in the following manner:

- a. The student shall arrange to meet with the faculty member involved and attempt to resolve the differences/difficulty;
- b. The student shall notify the Mentor and instructor of a continuing difference/difficulty;
- c. The student's Mentor shall discuss the situations with the student and with the instructor and shall try to assist in resolving the difference/difficulty;
- d. The Academic Standards Review Committee shall be notified in writing by the student if additional input into resolving the difference/difficulty is sought or if attempts at resolution are unsatisfactory;
- e. Description of the difference/difficulty, attempts to resolve the difference/difficulty and the present state of affairs shall be forwarded to the Academic Standards Review Committee by the student prior to any formal review;
- f. Faculty involved in the difference/difficulty are free to submit written material to the Academic Standards Review Committee.

**Timeline for Grievances**

Any student who believes she or he has a grievance should communicate with the faculty member involved as soon as possible after the action being grieved, but no later than the close of the semester immediately following the semester in which the action giving rise to the complaint occurred. A grade grievance beyond a year is rarely, if ever, considered.

During the academic year the faculty member should communicate within two weeks of the student’s request to discuss the grievance. If the matter cannot be resolved, the student should notify the Mentor in writing of the grievance specifying the nature of the complaint and the remedy requested. Within two weeks of receiving the complaint, the student's Mentor shall discuss the situation with the student and with the instructor and shall try to assist in resolving the difference/difficulty. If a mutually acceptable solution cannot be reached, the student shall notify the Academic Standards Review Committee in writing if additional input into resolving the difference/difficulty is sought or if attempts at resolution are unsatisfactory.

In matters of student grievance, the Academic Standards Review Committee shall assume responsibility for notifying all parties involved of the scheduled review. The Mentor and the student shall attend the Academic Standards Review Committee meeting and present a summary of the difficulty or grievance, efforts presently underway or previously undertaken for resolution of the difficulty or grievance, and their recommendations. The Academic Standards Review Committee, the Mentor or the student may request additional information from specific individuals having knowledge relevant to the situation.

The Academic Standards Review Committee shall meet within two weeks of a written request and shall notify both faculty and student verbally and in writing, if possible, ten days in advance of the meeting.

**Conflict of Interest**

If a member of the Academic Standards Review Committee has a conflict of interest, he/she will recuse him/herself from consideration of the matter under review.

**Decisions**

During deliberations, only members of the Academic Standards Review Committee shall be present. The Committee shall determine the seriousness and/or validity of the student's difficulties and/or grievances. After considering any recommendations made by the Mentor, the student and/or relevant others, the Academic Standards Review Committee must recommend to the Dean a course of action to be followed. Their recommendation may include no action, probation, dismissal, program
modification or action as seems warranted regarding a grade grievance. When the difficulty or disagreement appears to be amenable to remedy, a specific time period shall be established for overcoming the issue under deliberation. At the end of this period, the Academic Standards Review Committee shall again review the situation and recommend appropriate action. The Dean shall notify the student of the final decision in writing.

**Appeal of Academic Standards Review Committee Decision**

The student has the right to request an appeal of the action on a grievance in cases where there has been a procedural violation or a demonstrable mistake of fact. A written petition of appeal must be submitted to the Dean within ten working days of written notification of the action on a grievance. The petition should succinctly state all facts relevant to procedural violations or factual errors.

If a petition for appeal is accepted by the Dean, the Dean shall appoint an Ad Hoc Appeals Committee to review the decision. The Appeals Committee shall be composed of three faculty members (not members of the Academic Standards Review Committee) and the Dean.

The Dean, who shall act as Chairperson, shall be a non-voting member. The student has the right to challenge, for cause, any individual member appointed to the Appeals Committee. The final decision on membership rests with the Dean.

In presenting to the Appeals Committee, the student shall introduce material of a substantiating nature and may request additional information from specific sources or individuals having knowledge relevant to the issue under appeal.

**LEAVE OF ABSENCE**

Students who do not register for course work, publishable paper or doctoral dissertation in any given semester must request a leave of absence for that semester.

Students may apply for a personal or medical leave of absence. As described below, appropriate documentation is required for a medical leave of absence. Students may obtain a personal or medical leave of absence form online through the Boston College Office of Student Services at [http://bc.edu/offices/stserv/forms.html](http://bc.edu/offices/stserv/forms.html) and submit it to the Director of the Doctoral Program for approval.

Leaves of absence are not usually granted for more than two semesters at a time. Leave time for either a personal or medical leave of absence will normally be considered a portion of the total time limit for the degree unless the contrary is decided upon initially between the student and the Director of the Doctoral Program.

Leaves of absence for students in Doctoral Continuation are rarely granted. During the leave the student is not considered to be an active student and would receive no funding from the University. Upon returning from a leave of absence there is no promise of funding from the PhD program.

**Personal Leave of Absence**

Students on an approved personal leave of absence should contact the Director of the Doctoral Program at least six weeks prior to the semester in which they expect to reenroll. The Director of the Doctoral Program in conjunction with the Associate Dean of Academic and Student Services will make the decision on the readmission request.

**Medical Leave of Absence**

If a student is unable to complete the coursework or other course of study for a semester due to medical reasons, the student may request a medical leave of absence. Medical leave, whether requested for mental health or physical health reasons, must be supported by appropriate documentation from a licensed care provider. The student must submit this documentation to Counseling Services or Health Services as applicable, who will review it in confidence and make a recommendation to the Director of the Doctoral Program and Associate Dean of Academic and Student Services, who must approve the leave.

The University reserves the right to impose conditions on readmission from a medical leave, which may include the submission of documentation from the student's health care provider, the student's consent for the provider to discuss the student's condition with University clinicians, and/or an independent evaluation of the student's condition by University clinicians. Students seeking to return from leave are encouraged to contact the Director of the Doctoral Program and Associate Dean of Academic and Student Services as soon as possible prior to seeking readmission, but in no event later than eight (8) weeks prior to the desired readmission date. Students seeking to return to a practicum, clinical or field education placement must contact the Director of the Doctoral Program and Associate Dean of
SSW STUDENT GUIDE

Academic and Student Services expressing the intent to seek readmission at least a full semester before the desired return.

At the time of requesting a medical leave, please consult the Director of the Doctoral Program and Associate Dean of Academic and Student Services with regard to school policy concerning funding upon return.

Students who are enrolled in the student insurance plan and who are required to take a leave of absence from Boston College for medical reasons will continue to be covered for the remainder of the semester in which the withdrawal takes place. Coverage may also be extended for the following semester with approval from Boston College. Please contact the Office of Student Services for more information: <http://www.bc.edu/medinsurance>.

Students granted a medical leave because of a severe medical situation may be entitled to a semester's tuition credit to be provided upon readmission.

Involuntary Leave of Absence
Students may be separated from the University for academic reasons (see Appendix C) or for reasons of health, safety, or when a student's continuance at Boston College poses significant risk to the student or others (please review for additional information available from: <http://www.bc.edu/publications/studentguide/judicial.html>.

PROGRAM MODIFICATION
A student can request a program modification for the following reasons:

- extension to complete degree;
- extension of an incomplete grade beyond 30 days;
- substitutions for required course;
- or other curriculum plan adjustments.

The forms can be found on the SSW website <http://www.bc.edu/schools/gsw/students> and must be submitted with a Mentor’s signature. The form must be delivered to the Assistant Director, Academic and Student Services, Doctoral Program in McGuinn 119. The Director of the Doctoral Program reviews all requests and reserves the right to consult the Academic Standards Review Committee. Students will be mailed a signed copy of the decision.

READMISSION
Students requesting readmission to the School of Social Work must contact the Director of the Doctoral Program at least one semester before their intended return. The readmission decision will include a review of the student's prior academic and field performance, the length of his/her absence, current admission policies, enrollment, and changes in the program or degree requirements that may have taken place during the period of absence. The decision will be based on a consideration of the best interests of both the student and the University.

Students who have taken a medical leave of absence may be required to provide current documentation from a medical care provider for review by Health Services or University Counseling Services prior to readmission.

TIME-TO-DEGREE
The maximum time-to-degree is 8 years for PhD students and 9 years for MSW/PhD students. A student who has not completed the degree requirements within the maximum time limit is not allowed to continue in the program without an approved extension by the Dean.

TRANSCRIPT/DIPLOMA HOLDS
Diplomas will not be issued, nor transcript requests honored, for any student with an outstanding financial obligation to the University. The same policy applies to any student who does not complete the required loan exit interview.

TRANSFER OF CREDIT
Doctoral students in Social Work or Social Welfare may request transfer of not more than six graduate credits (or two graduate courses) taken prior to admission. Only doctoral level courses in which the student received a grade of B (or the equivalent) or better will be considered for transfer. If approved, the transfer course and credit, but not the grade, will be recorded on the student's academic record. Students must produce the syllabus and the products or assignments. Credit received for courses completed five years prior to a student’s admission to his or her current degree program are not acceptable for transfer.

TRAVEL FUNDS AND CONFERENCE FEES
The Doctoral Program has limited funds to support conference travel. Students should consider the following avenues for securing funding to support conference travel:
1) Speak with mentors about available conference travel funds.
2) If presenting at GSA, students should first apply for travel grants from the BC Institute on Aging.
3) Check out the Graduate Student Association (GSA) Sponsored Funding Opportunities:
   http://www.bc.edu/offices/gsc/gradorgs/gsa/gsa_funding.html
4) Check conference websites for potential volunteer opportunities that will waive the registration fee.

Students wishing to apply for support from the SSW Doctoral Program should complete the Request to Travel form on Canvas before the conference. Only students who have had papers or posters accepted will be considered for grants up to $500. Students in the Social Work PhD program should submit this form to the Assistant Director, Academic and Student Services, Doctoral Program. Students in the International Social Welfare PhD program should submit this form to the Assistant Director, Academic & Student Services, Social Welfare Program. Requests must be approved by the Director of the Doctoral Program.

TUITION REFUND SCHEDULE 2016-17
Fees are not refundable. Tuition is cancelled subject to the following conditions:

- Notice of withdrawal must be made in writing to the Associate Dean of Academic and Student Services.
- The date of receipt of written notice of withdrawal by the Dean's Office determines the amount of tuition cancelled.

The cancellation schedule that follows will apply to students withdrawing voluntarily, as well as to students who are dismissed from the University for academic or disciplinary reasons.

Fall Semester
by Sept. 7, 2016: 100% of tuition charged is canceled
by Sept. 9, 2016: 80% of tuition charged is canceled
by Sept. 16, 2016: 60% of tuition charged is canceled
by Sept. 23, 2016: 40% of tuition charged is canceled
by Sept. 30, 2016: 20% of tuition charged is canceled
by Oct. 10, 2016: 10% of tuition charged is canceled
by Oct. 31, 2016: 0% of tuition charged is canceled

Spring Semester
by Jan. 25, 2017: 100% of tuition charged is canceled
by Jan. 27, 2017: 80% of tuition charged is canceled
by Feb. 3, 2017: 60% of tuition charged is canceled
by Feb. 10, 2017: 40% of tuition charged is canceled
by Feb. 17, 2017: 20% of tuition charged is canceled
by Feb. 24, 2017: 10% of tuition charged is canceled
by Mar. 1, 2017: 0% of tuition charged is canceled

No cancellations are made after the 5th week of classes.

Summer Session
Prior to the second class meeting, 100% of tuition charged is cancelled. No cancellation of tuition is made after the second class meeting due to the shorter length of the SSW summer session.

UNIVERSITY COMMUNICATION POLICIES AND STUDENT RESPONSIBILITIES
Official communications of the University with its currently enrolled students, including notices of academic and administrative matters and communications from faculty and administrative staff may be sent via postal service, campus mail, or email. To assure that these communications arrive in a timely manner, all enrolled students have the following responsibilities:

Postal Service and Campus Mail
For purposes of written communication, the student's local and permanent addresses on record at Student Services will be regarded as the student's official local and permanent residences. All students have a responsibility to provide both local and permanent mailing addresses and to enter corrections through Agora Portal <portal.bc.edu> if the addresses are not accurate in University records. Students should review their address record for accuracy at the beginning of each semester and again soon after submitting any correction.

Email
The University recognizes and uses electronic mail as an appropriate medium for official communication. The University provides all enrolled students with email accounts as well as access to email services from computer stations at various locations on campus. All students are expected to access their email accounts regularly to check for official University communications and to respond as necessary to such communications.

Students may forward their email messages from their University email accounts to non-university email systems. In such cases, students shall be solely responsible for all consequences arising from such forwarding arrangements, including any failure by the non-university system to deliver or retain official University communications. Students should send test
messages to and from their University email account on a regular basis to confirm that their email service is functioning reliably.

All student responses to official email communications from the University must contain the student's University email address in the "From:" and "Reply To:" lines and should originate from the student's University email account, to assure that the response can be recognized as a message from a member of the University community.

WITHDRAWAL
Graduate students who withdraw from a course after the drop/add period will have a "W" recorded in the grade column of their academic record. Please see the Canvas doctoral site for the current academic calendar.

To withdraw from a course all students must go to the Forms page of the Student Services website <http://www.bc.edu/offices/stserv/forms.html#academic>, print the withdrawal form, and then go to the SSW Associate Dean for Academic and Student Services in McGuinn 136. Students will not be permitted to withdraw from courses after the published deadline. Students who are still registered at this point will receive a final grade for the semester.

Withdrawal from University
Students who wish to withdraw from Boston College in good standing are required to file a withdrawal form in the office of the Director of the Doctoral Program. In the case of students who are dismissed for academic or disciplinary reasons, the Director of the Doctoral Program will process the withdrawal.

The student's Mentor will write a summary evaluation of the student indicating both an evaluation of the student's performance and reason for withdrawal or dismissal.

The total doctoral academic program (class and dissertation) must be completed within 8 years of initial registration for PhD students and 9 years for MSW/PhD students.
Appendices
APPENDIX A: NOTICE OF NON-DISCRIMINATION

Founded by the Society of Jesus in 1863, Boston College is dedicated to intellectual excellence and to its Jesuit, Catholic heritage. Boston College recognizes the essential contribution a diverse community of students, faculty and staff makes to the advancement of its goals and ideals in an atmosphere of respect for one another and for the University’s mission and heritage. Accordingly, Boston College commits itself to maintaining a welcoming environment for all people and extends its welcome in particular to those who may be vulnerable to discrimination on the basis of their race, color, national origin, sex, religion, disability, age, marital or parental status, sexual orientation, military status, or other legally protected status.

Boston College rejects and condemns all forms of harassment, wrongful discrimination and disrespect. It has developed procedures to respond to incidents of harassment whatever the basis or circumstance. Moreover, it is the policy of Boston College, while reserving its lawful rights where appropriate to take actions designed to promote the Jesuit, Catholic principles that sustain its mission and heritage, to comply with all state and federal laws prohibiting discrimination in employment and in its educational programs on the basis of a person’s race, color, national origin, sex, religion, disability, age, marital or parental status, genetic information or family medical history, or military status, and to comply with state law prohibiting discrimination on the basis of a person’s sexual orientation.

To this end, Boston College has designated its Executive Director for Institutional Diversity to coordinate its efforts to comply with and carry out its responsibilities to prevent discrimination in accordance with state and federal laws, including Title VI, Title IX, Section 504 and the ADA. Any applicant for admission or employment, and all students, faculty members and employees, are welcome to raise any questions regarding this notice with the Executive Director for Institutional Diversity:

Boston College Office for Institutional Diversity (OID)
129 Lake Street, Room 211, Brighton Campus
140 Commonwealth Avenue
Chestnut Hill, MA 02467
Phone: 617-552-2323
Email: <diversity@bc.edu>

The Executive Director for Institutional Diversity oversees the efforts of the following additional Title IX coordinators: (i) Student Affairs Title IX Coordinator (for student sexual harassment complaints), 260 Maloney Hall, Chestnut Hill, MA 02467, reachable at 617-552-3482 or <odair@bc.edu>; (ii) University Harassment Counselor, reachable via OID (see above contact information); and (iii) Athletics Title IX Coordinator, the Senior Women’s Administrator, 310 Conte Forum, Chestnut Hill, MA 02467, reachable at 617-552-4801 or <jody.mooradian@bc.edu>.

In addition, any person who believes that an act of unlawful discrimination has occurred at Boston College may raise this issue with the Assistant Secretary for Civil Rights of the United States Department of Education.
APPENDIX B: STUDENT RIGHTS UNDER FERPA

Boston College maintains a large number of records regarding its students in the administration of its educational programs, as well as its housing, athletics, and extracurricular programs. The University also maintains employment and financial records for its own use and to comply with state and federal regulations. Boston College is committed to protecting the privacy interests of its students and to maintaining the confidentiality of student records in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA).

These rights are as follows:

- The right to inspect and review the student's education record within 45 days of the day the University receives a request for access.

- Any student who wishes to inspect and review information contained in an education record maintained by any office of the University may, with proper identification, request access to the record from the office responsible for maintaining that record. In general, and absent an exception under FERPA, the student is to be granted access to the record as soon as possible and, unless the circumstances require the existence of a formal request, an oral request may be honored.

- Whenever an office responsible for maintaining education records is unable to respond at once, the student may submit to the Office of Student Services, dean, academic department head, or other appropriate official a written request that identifies the record he or she wishes to inspect. The University official is to make arrangements for access, and is to notify the student of the time and place the record may be inspected. If the record is not maintained by the University official to whom the request is submitted, that official is to advise the student of the correct official to whom the request is to be addressed.

- The right to request the amendment of the student's education record if the student believes that information contained in his or her record is inaccurate, misleading or in violation of his or her rights of privacy.

- Any student who believes that information contained in his or her education record is inaccurate, misleading, or in violation of his or her rights of privacy is to write to the University official responsible for the record, clearly identifying the part of the record he or she wants changed, and specifying why the record should be amended.

- If the University concludes that the record should not be amended as requested, the University will notify the student, advise the student of his or her right to a hearing and provide information about the hearing process.

- The right to consent to the disclosure of personally identifiable information contained in the student's education record, except to the extent permitted under FERPA. One exception that permits disclosure without consent is disclosure to University officials with legitimate educational interests, which may include employees in administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); members of the Board of Trustees; and students serving on an official committees, such as a disciplinary or grievance committees, or assisting another University officials in performing their tasks. University officials may also be contractors, consultants, volunteers or other outside parties to whom the University has outsourced institutional services or functions that would ordinarily be performed by University employees. The University may disclose education records without consent to officials of other educational institutions that have requested the records and in which a student seeks or intends to enroll or is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer.

- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. Written complaints may be directed to the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C., 20202-8520.
APPENDIX C: ACADEMIC STANDARDS REVIEW COMMITTEE: POLICY AND PROCEDURES

Adopted: December 10, 1971

Introduction
The Academic Standards Review Committee is a committee of faculty approved by the Dean, and is advisory to the Dean. Its responsibilities include the evaluation of performance, the oversight of program modifications, and review of grievances from faculty and students. The evaluation of student performance is considered an ongoing process at the Graduate School of Social Work.

Mentors, field instructors (for those in the combined MSW/PhD program), and classroom faculty are directly involved in defining expectations for performance and in assisting students in meeting these expectations. That involvement presupposes mutual activities between student and faculty in identifying standards and expectations while at the same time facilitating student fulfillment of expectations.

Function and Purpose
At least once each semester, the Academic Standards Review Committee shall conduct a formal review of performance. The Committee also may be requested by faculty or students to call a formal review as needed at any time during the academic year. That review focuses on student performance, issues of integrity, requests to modify the usual program of study, or grievances related to the rights and responsibilities of students.

The review is considered an essential part of the ongoing evaluation process and provides opportunity for the student involved to participate in the process. Any matter requiring formal Committee review shall be brought to the Committee's attention as soon after its identification as is practicable. All requests for review shall be submitted in writing to the Committee Chairperson at least two weeks, if possible, before a formal review meeting.

The purposes of a formal review are:
1. To assist the student in his/her professional growth;
2. To maintain the standards of the School and of the profession;
3. To make recommendation to the Dean in regard to the issues under review.

Expectations
1. Performance
The student is responsible for maintaining a satisfactory level of performance each semester in meeting class (B average) and, for the students in the combined MSW/PhD program, field (Pass) requirements. In order to remain in good standing, the student is expected to maintain normal progress toward fulfilling degree requirements.

2. Integrity
The student must maintain high standards of integrity and ethical behavior. Any student who cheats or plagiarizes on examinations or assignments, or any student who violates the ethical standards of the profession of social work is subject to immediate dismissal from the Graduate School of Social Work.

3. Rights
The student should be free to express differing views or reserved judgment in matters of opinion on content offered in either the classroom or the practice agency. He/she is also afforded protection from prejudicial or capricious evaluation and should expect the usual exercise of confidentiality. However, the student remains responsible for learning course content and fulfilling course requirements.

Procedures
If a student is experiencing difficulty in any area at any time during his/her program of studies, the following process should be followed:

1. Classroom instructors may meet with each student whose performance is not satisfactory. Student and instructor may try to develop a plan to improve the student's performance.

Classroom instructors shall notify the student's advisor when a student's performance is open to question. (Grade of B- or less or incomplete course requirements.)
a. The student's advisor shall discuss the student's situation with the instructor and with the student and shall try to assist the student in overcoming the difficulty, if possible.
b. The Academic Standards Review Committee shall be notified in writing if additional input into resolving the problem is sought or if any segment of the student's performance continues at an unsatisfactory level beyond the semester's end.

c. A statement of the student's present performance in his/her field placement and in all classroom work, as well as efforts to resolve the problem, shall be forwarded to the Committee by the advisor prior to any formal review.

d. The student is free to submit written material to the Committee.

2. MSW only: The advisor shall maintain regular contact (SSW Student Guide - "Advisors") with field instructors and shall discuss the student's field performance with the student. If the student's performance is questionable, a plan shall be developed by advisor, field instructor and student to facilitate improvement where possible.

a. The Academic Standards Review Committee shall be notified in writing by the advisor of a student's questionable field performance. A plan to facilitate improvement or factors negating such planning shall accompany the notification to the Committee.

b. A statement of the student's performance in his/her field placement and in all classroom work as well as efforts to resolve the problem shall be forwarded to the Committee by the advisor prior to any formal review.

c. The student is free to submit written material to the Committee.

3. Situations involving academic and professional integrity or ethical violations shall follow the Academic Integrity and Code of Ethics policy in the SSW Student Guide.

4. Situations requiring exceptions to the usual program of academic and field study because of extraordinary circumstances* shall be referred to the Committee for action. These exceptions include:

a. Deferment of basic foundation courses;

b. Modification in the usual combination of class and field experience;

c. Enrollment in core or foundation courses outside the School;

d. Enrollment in elective courses outside the School during time periods other than the usual academic semesters.

5. Situations where the student is in disagreement with faculty evaluation and/or program planning or assesses a violation of rights should follow the process as outlined in the Grievance Policy (see SSW Student Guide - "Grievance").

The Committee shall meet within two weeks of a written request and shall notify both faculty and student verbally and in writing, if possible, ten days in advance of the meeting.

Although attendance is not required during the Committee’s deliberations of a program modification request the student initiating the request may be present. The student should contact the Chair of the Committee for the date of the scheduled review. During deliberations, only members of the Academic Standards Review Committee shall be present.

*Extraordinary is not to be interpreted as inconvenience or the normal range of family obligations. Extraordinary circumstances are interpreted as events or situations that interfere with progress in student learning. Extraordinary circumstances may include but are not limited to:

1. onset of serious illness of student;
2. serious illness or death of immediate family member;
3. unanticipated severe financial strain;
4. language difficulty where English is a second language;
5. unanticipated caregiving responsibilities;
6. hardship caused by travel time/distance in combination with other factors.
Request for Review
The Academic Standards Review Committee is responsible for notifying faculty and students at least ten days in advance of a regularly scheduled review period. Requests for a formal review by the Academic Standards Review Committee may be presented to the Committee Chairperson by either faculty or student. In matters of performance and/or integrity, faculty shall assume primary responsibility for involving the Committee. In matters of program modification, faculty and student shall be equally involved. In matters of grievance, the student shall assume primary responsibility for involving the Committee and demonstrating a need for intervention. In matters of performance, integrity and program, the Mentor shall notify the student of the review both verbally and in writing at least ten days, if possible, in advance of the Committee meeting. In matters of student grievance, the Committee shall assume responsibility for notifying all parties involved of the scheduled review. The advisor and the student shall attend the Committee meeting and present a summary of the difficulty or grievance, efforts presently underway or previously undertaken for resolution of the difficulty or grievance, and their recommendations. The Committee, the advisor or the student may request additional information from specific individuals having knowledge relevant to the situation.

Decisions
During deliberations, only members of the Academic Standards Review Committee shall be present. The Committee shall determine the seriousness and/or validity of the student's difficulties and/or grievances. After considering any recommendations made by the advisor, the student and/or relevant others, the Committee must recommend to the Dean a course of action to be followed. Their recommendation may include no action, probation, dismissal, program modification or action as seems warranted. When the difficulty or disagreement appears to be amenable to remedy, a specific time period shall be established for overcoming the issue under deliberation. At the end of this period, the Committee shall again review the situation and recommend appropriate action. The Dean shall notify the student of the final decision in writing.

The Mentor shall assume responsibility for

1. notifying other faculty involved with the student of the Committee's planning and recommendation, and
2. including in the student record a well-defined and delineated statement of the student's difficulty, present status and any plans for overcoming the difficulty.

Appeal of Academic Standards Review Committee Decision
The student has the right to request an appeal of the decision of probation or dismissal or action on a grievance in cases where there has been a procedural violation or a demonstrable mistake of fact. A written petition of appeal must be submitted to the Dean within ten working days of written notification of probation or dismissal or action on a grievance. The petition should succinctly state all facts relevant to procedural violations or factual errors.

If a petition for appeal is accepted by the Dean, the Dean shall appoint an Ad Hoc Appeals Committee to review the decision. The Appeals Committee shall be composed of three faculty members (not members of the Academic Standards Review Committee) and the Dean.

The Dean, who shall act as Chairperson, shall be a non-voting member. The student has the right to challenge, for cause, any individual member appointed to the Appeals Committee. The final decision on membership rests with the Dean.

In presenting to the Appeals Committee, the student shall introduce material of a substantiating nature and may request additional information from specific sources or individuals having knowledge relevant to the issue under appeal.
APPENDIX D: GUIDELINES FOR DOCTORAL INDEPENDENT STUDY

Purpose
An Independent Study provides a student with an opportunity to thoroughly investigate, under the supervision of an approved faculty member, a specific aspect of social work which is of special interest and which is not covered adequately in existing courses. The area of investigation must be of clear and substantial significance to the field of social work.

Eligibility
Any doctoral student is eligible to pursue Independent Study. Furthermore, an Independent Study can be undertaken at any time in a student’s program of study, but must be completed prior to entering the dissertation stage. Independent Studies must conform to the school policy regarding elective courses.

Procedures
Students are strongly encouraged to discuss their interest in an Independent Study with their faculty Mentor and, if useful, with other faculty members. These early conversations often assist students in clarifying the specific learning objectives of the project and identify those faculty members qualified to serve as the instructor for the Independent Study.

A student who plans to elect Independent Study in any semester should submit a proposal to the Director of the Doctoral Program before the add/drop deadline. The proposal, limited to two or three pages, shall include:

- Title of Independent Study;
- Name of the requested faculty instructor;
- Description of the relationship of the proposed study to the student’s overall program and educational objectives;
- The anticipated course product (for example, a scholarly paper, a grant proposal, a curriculum module, a workshop presentation);
- A brief list of related references.

Furthermore, the student is encouraged to discuss the Independent Study proposal with the prospective faculty member prior to submitting the proposal to the Director of the Doctoral Program. If the proposal is approved, the faculty member will be formally appointed to serve as course instructor.

Once approved, the student and the faculty member will jointly develop a written learning agreement. This agreement should include:

- How the student will utilize the faculty member in the program of study;
- A time line for completion of the project; and,
- Criteria for evaluation.

A copy of the approved proposal will be filed in the student’s academic file in the Assistant Director of Academic and Student Services, Doctoral Program’s office, and other copies will be filed with the Director of the Doctoral Program.

Coursework Expectations
For a 1-credit course, students are expected to engage in no less than 45 hours of total work, including in class instruction and outside work.

Academic Credit
Academic credit for Independent Study will be one (1) credit.

Grading
A pass/fail grade will be assigned, unless the student and instructor, in advance, choose the option of a letter grade.
Introduction
The Doctoral Research Internship is an opportunity for doctoral students to participate in a research project under the supervision and guidance of a faculty Mentor. The internship is designed for students interested in developing further research skills by building on the required research courses and the required Research Assistantship. The research project is part of an ongoing research study directed by a faculty member. The Doctoral Research Internship could be used for a student’s Doctoral Publishable Paper Writing Project.

Purpose
The overall purpose of the Doctoral Research Internship is to provide doctoral students with supervised study, training, and experience in a research project in order to enhance the student’s research skills and prepare her or him more fully for producing scholarly work. The selection of the research project will depend on the student’s background and training needs, career objectives, and the availability of suitable research projects.

Learning objectives for students are:
1. To advance understanding of the research process.
2. To apply research methodologies to social work practice and social problems.
3. To advance skills in the conceptualization and implementation of a research study.
4. To contribute to theory building or theory testing in social work.
5. To develop skills in collaboration as part of a research team.

Organization
The Doctoral Research Internship provides a highly individualized approach for applying and enhancing research skills. The effectiveness of the internship is dependent on the working relationship between the student and the Research Internship Faculty Advisor. The doctoral student brings unique professional interests, personal motivation, individual capabilities and readiness to accept research responsibilities. For this reason, the design of the Doctoral Research Internship develops within the advisor-student relationship and may take diverse forms. The research experience may be quantitative, qualitative, or a combination of both.

The student should engage in some or all of the following research activities:
1. Formulate a research problem.
2. Survey pertinent literature and related research.
3. Develop hypothesis, research questions, or conceptualization of theoretical issues.
4. Formulate the research design and methodology.
5. Data collection.
6. Data analysis and interpretation of findings.
7. Preparation of study findings or research report.

It is expected that the student will engage in a series of interrelated research activities constituting a significant research experience and that minimal use of the student’s time will be made for routine research activities such as administration of questionnaires, coding, and collating of data. It would thus be insufficient for the student’s role in a research project to be limited to a single set of research tasks such as theoretical explication, or to coding alone, or to carrying out pre-planned analyses of the data, or to writing final reports. Nor should the student engage in research activities that do not require the learning and acquiring of research skills.

The Doctoral Research Internship should also provide the student with regular supervision by the Research Internship Faculty Advisor. Students should receive appropriate recognition in any publication based upon their work.

Eligibility
Any doctoral student is eligible to enroll in a Doctoral Research Internship. Such study is elective in nature and conforms to school policy regarding elective courses.

Procedures for Students
The student will review available Doctoral Research Internship opportunities and discuss a potential project with her or his Mentor and with the person who will serve as the Research Internship Faculty Advisor. Research Internship Faculty Advisors will be full-time members of the faculty of the School of Social Work who have demonstrated excellence in research for scholarly work. In exceptional circumstances or for special reasons, the Research Internship Faculty Advisor may be someone from
another department at Boston College. Students are required to apply for the internship at least one full semester before they wish to enroll.

The student must prepare a brief proposal, which includes the following elements:

1. Identification of the research problem.
2. The research activities the student will engage in.
3. Methodological procedures to be employed.
4. Selected references.
5. A description of the anticipated product.
6. The relationship of the proposed Research Internship to the student’s educational program and objectives.

The student and the proposed Research Internship Faculty Advisor must sign the proposal. A copy of the proposal must be submitted to the Director of the Doctoral Program for review and approval before the add/drop deadline.

At the conclusion of the internship, the student is required to submit a research report to the Research Internship Faculty Advisory and to the Mentor. A copy must also be submitted to the Doctoral Office and will be kept in the student’s academic file. This report should be a complete final report of the student’s research project, in journal article form. If the student was part of a larger team, the report should consist of:

1. A summary of the student’s activities, role, responsibilities, contributions to the total project and;
2. A scholarly essay based on the student’s research work.

The Research Internship Faculty Advisor will evaluate this report.

**Procedures for Research Internship Faculty Advisor**

1. Faculty members within the School of Social Work who wish to supervise students in the Doctoral Research Internship may submit a summary or prospectus of their research project to the Director of the Doctoral Program. These statements will be summarized and circulated to all interested doctoral students. Students will then negotiate internships with the faculty member with whom they wish to work.

2. A prospectus submitted by faculty members should include the following:
   a. The content area of the research project;
   b. Areas of activities the student is asked to participate in;
   c. Time schedule;
   d. Financial arrangements, if any;
   e. Possibilities of continued participation in the project toward a dissertation; and
   f. Opportunities for publication.

3. Faculty members outside of the School of Social Work are not expected to submit a prospectus unless they wish to do so; these tutorials will be negotiated with the assistance of the Director of the Doctoral Program or the student’s faculty Mentor because of specialized interests of the student. After the student completes a tutorial proposal and discusses it with her or his faculty Mentor, the student obtains the prospective Research Internship Faculty Advisor’s signature on the proposal and submits it to her/his Mentor and the Director of the Doctoral Program.

**Academic Credit**

Doctoral Research Internship may last for no more than two semesters and carry one (1) hour of credit per semester.

**Grading**

A pass/fail grade will be assigned, unless the student and instructor in advance choose the option of a letter grade.
APPENDIX F: GUIDELINES FOR DOCTORAL TEACHING PRACTICUM

Purpose
The overall purpose of the Doctoral Teaching Practicum is to provide doctoral students, who shall be referred to as teaching interns, with opportunities to demonstrate mastery of a specific foundation area in social work education and develop skills in the teaching of that subject matter.

The Doctoral Teaching Practicum is intended to provide students with intensive teaching experience so that they increase the competencies needed to teach social work at the graduate or undergraduate level. The Doctoral Teaching Practicum is an experiential component that entails some classroom teaching under the direction of a Doctoral Teaching Practicum Advisor who has professional expertise and teaching experience in the student’s area of interest. Full time junior or senior faculty or experienced part-time faculty who have demonstrated exceptional achievement in teaching and scholarship may be considered as Doctoral Teaching Practicum Advisors.

The Doctoral Teaching Practicum discussed here is limited to classroom teaching. Other laboratories might focus on supervision, consultation, and staff development. This program is different from Teaching Fellowships and/or Assistantships in the University, which may also be available to doctoral students.

Learning Objectives:

1. To develop a systematic understanding and intellectual appreciation of a course in the foundation and advanced required content area of the MSW curriculum (see next page for list of appropriate courses);
2. To recognize the place of the foundation and advanced required courses in the curriculum of social work education;
3. To conceptualize a method for teaching content in that area, building on their prior preparation in the theory and methods of professional education;
4. To enhance personal teaching skills by both observation and actual teaching experience;
5. To engage in a process of evaluation of and reflection upon the dynamics of the student-teacher relationship in the process of professional education.

Eligibility
Doctoral students who have completed or are enrolled in SCWK 9992 Theory and Methods of Professional Education are eligible to enroll in a Doctoral Teaching Practicum. Such study is elective in nature and conforms to School policy regarding elective courses.

Procedures
Prospective teaching interns will apply for the program at least one full semester before they wish to enroll in the practicum. The applications will be made in writing (two to three pages) to the Director of the Doctoral Program. Prior to submission, the student shall discuss the proposal with his or her faculty Mentor and the prospective Doctoral Teaching Practicum Advisor.

The application will consist of a statement of:
- the student’s interest in a specific curriculum area at the MSW level;
- the proposed learning objectives;
- a summary of previous practice and/or teaching experiences related to the area;
- the relationship of the proposed teaching laboratory to the student’s educational program and objectives.

A copy of the approved proposal will be filed before the add/drop deadline with the Doctoral Program office.

The Director of the Doctoral Program will confer if needed, with the student, faculty Mentor, and Doctoral Teaching Practicum Advisor, to explore the feasibility of a teaching practicum. Once the Dean approves the recommendation made by the Director of the Doctoral Program, the designated faculty member will be invited to serve as a Doctoral Teaching Practicum Advisor.

To avoid role conflict, students completing their service stipend Teaching Assistant duties may not develop a practicum in SCWK7747 or SCWK8841.

Organization
The Doctoral Teaching Practicum provides a highly individualized approach for developing skills in the learning and teaching of social work.
The effectiveness of the program is dependent on the working relationship between the teaching intern and the Doctoral Teaching Practicum Advisors. Interns will bring unique agendas to the program with regard to professional interests, personal motivation, individual capabilities, and readiness to accept teaching responsibilities. Because these variables may be manifested in a variety of ways among interns, the design of each Doctoral Teaching Practicum is developed within the advisor-intern relationship and may take diverse forms. Regardless of the specific form, each practicum should include the following components:

1. **Students are encouraged to participate in teaching seminars and presentations sponsored by the SSW as well as the BC Center for Teaching Excellence** <http://www.bc.edu/offices/cte.html>. Students can find additional resources on the Canvas doctoral site.

2. Interns should schedule regular meetings with the Doctoral Teaching Practicum Advisor. The intern is expected to attend all of the regularly schedule class sessions.

3. In consultation with the Doctoral Teaching Practicum Advisor, interns should teach at least 3 one-hour segments of the course. The intern should consult with the faculty mentor regarding incorporating specific teaching methods, including those presented in SCWK9992: Theory and Methods of Professional Education, to enhance the classroom experience.

4. The intern will be expected to participate (in a manner determined by the faculty mentor) in the construction of evaluation instruments that assess student mastery of course material and have an opportunity to participate in some part of the actual grading of classroom assignments.

5. Some interns will select a foundation course for the practicum. Foundation courses involve multiple sections, although a standard syllabus is used in all sections of the course. A Course Coordinator is assigned to develop and review the syllabus on a regular basis. The doctoral intern should meet with the Course Coordinator prior to the semester, if possible, to review the syllabus and discuss the overall goals of the course for all MSW students and its relationship to the foundation curriculum. As possible, the intern should also attend the regularly scheduled course coordination meetings which focus on the syllabus, assignments, and evaluations.

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**Evaluation**

The intern’s teaching performance will be determined by a combination of student feedback, summative evaluation by the Doctoral Teaching Practicum Advisor, and self-assessment by the intern.

Criteria for evaluation of the intern’s performance include:

a. mastery of content area being taught (e.g., ability to integrate research findings into presentation);

b. teaching style (e.g., organization of material);

c. teaching effectiveness (e.g., ability to involve class members)

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**Academic Credit**

A Doctoral Teaching Practicum runs for one semester and carries one (1) hour of credit.

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**Grading**

A pass/fail grade will be assigned, unless the student and instructor in advance choose the option of a letter grade.

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The following courses would be appropriate for the Teaching Practicum:

- SCWK 7701 Social Welfare System
- SCWK 7721 Human Behavior in the Social Environment
- SCWK 7722 Psychosocial Pathology
- SCWK 7723 Diversity and Cross-Cultural Issues
- SCWK 7747 Research Methods in Social Work Practice
- SCWK 7762 Basic Skills in Clinical Social Work
- SCWK 8800 Basic Skills in Macro Practice
- SCWK 8802 Policy for Aging Society: Issues & Options
- SCWK 8805 Policy Issues in Family & Child Services
- SCWK 8817 Health and Mental Health Policy
- SCWK 8833 Leadership & Social Transformation
- SCWK 8841 Program Evaluation
- SCWK 8855 Clinical Practice: with Children and Families: Assessment and Evidenced-Based Practice
- SCWK 8856 Clinical Practice with Adults: Assessment and Evidenced-Based Practice
- SCWK 8886 Social Change: Financial Management & Resource Development
- SCWK 8889 Social Innovation

The Director of the Doctoral Program submits a recommendation for all Doctoral Teaching Practicum Advisors to the School’s Dean who provides final approval.
APPENDIX G: GUIDELINES FOR THE PUBLISHABLE SCHOLARLY PAPER

Purpose
The overall purpose of the paper is to demonstrate a capacity to integrate theory and research bearing on a social welfare problem. The student demonstrates this competence by articulating a significant social welfare question, using the most relevant social science theory and empirical research to elucidate and frame the problem, implementing an appropriate analytic procedure to extend knowledge about that problem, and by presenting and discussing the results of that inquiry.

The Publishable Paper assignment is required and considered to be the second part of the qualifying exam. Consequently, students do not receive course credit for this important work.

Format
The paper should clearly demonstrate the student’s substantive knowledge (theoretical and empirical) of a social welfare issue and analytical (research) capabilities. The paper should follow a standard format for the type of scholarly article that the paper represents. The paper may be written for a behavioral science, social science, health, or social welfare-related journal. The target journal for the paper should be identified.

There are different methods of structuring scholarly papers. Scholarly papers reporting quantitative findings will be structured differently than those using qualitative methods of inquiry. Whatever type of scholarly paper that is undertaken, it is imperative that the approach selected allow the student to display a mastery of the subject, its theoretical base and empirical foundations, and its applicability to a social welfare problem or issue. A purely descriptive review of some body of literature would not meet this requirement, nor would a paper that reports data without embedding it in some intellectual or research tradition.

As a general guide, the paper is expected to be about 15-25 pages in length and must conform to a particular journal’s style requirements (such as the common APA format used by many social welfare and social science journals).

Content
The student has wide latitude in selecting a topic and organizing the approach to it. The specific topic, however, should be a significant one in social work and be sufficiently broad and established so that there is a body of scholarly literature and research that can be critically brought to bear on the problem, and the analysis should be rigorous.

There are no restrictions regarding the type of analysis undertaken as long as the methodology is systematic and appropriate for the research question. Whether the paper is based on original or secondary data, qualitative or quantitative methods of inquiry, or involves an experiment, survey, or case study, it must conform to accepted, rigorous methods of inquiry and analysis.

The paper would generally begin with a clear description of the problem in question, followed by a critical review and assessment of the theory and research bearing on that problem, a rigorous analysis of new or existing data/information, and a discussion of the implications of this analysis.

The paper may be a product of a research internship, an extension of a previously written course paper, or the result of a new inquiry.

Co-authored papers are acceptable as long as the student is the primary author of the work. In the case of co-authorship, a written statement is required from co-authors affirming the student’s leadership role in developing the manuscript.

Faculty Roles
There are two roles that faculty play in the Publishable Paper assignment: either Publishable Paper Advisors or Faculty Reviewers.

Publishable Paper Advisor: The Publishable Paper Advisor assists the student in the preparation of the paper. The faculty’s role as the Publishable Paper Advisor appears on official transcripts as the assigned professor. Publishable Paper Advisors and students are encouraged to schedule regular meetings to guide the writing process and to review and comment on the paper before it is submitted to the Assistant Director of Academic and Student Services for review. The Publishable Paper Advisor cannot serve as a reviewer. The Publishable Paper Advisor can be a co-author on the paper, but the student must be first author.

Faculty Reviewer: Each paper has two to three Faculty Reviewers. Faculty Reviewers must be SSW faculty members. Students can make up to three
suggestions for reviewers, but the final assignment is assigned by the Director of the Doctoral Program. Reviewers are expected to read and review papers within three weeks. Students will be given the identity of the review team with the first round of revision results. Reviewers also participate in the oral defense of the student’s paper.

**Evaluation Standards and Process**
The content, quality and format of the paper must be comparable to scholarly articles in major professional journals. Information about the standards of excellence for a publishable paper can be found on the Canvas doctoral site.

**Review Process**
Once the Publishable Paper Advisor and the student determine that the manuscript is ready for review, the student submits the following information to the Assistant Director of Academic and Student Services, Doctoral Program:

1. An electronic copy of the paper;
2. Suggestions for up to three reviewers, one of whom can have a faculty appointment outside of the SSW;
3. Instructions for authors from the journal to which they plan to submit;
4. A published article from that journal that has served as a model for the student’s manuscript.

The evaluation of the Publishable Paper Assignment proceeds at three stages: (1) after the first submission; (2) after revisions (see paragraph on Revision (with Possible Re-submission) on the next page); and (3) after the oral defense (see paragraph on Oral Defense on the next page).

**Review after First Submission and Revisions:** Once the Faculty Reviewers have been confirmed, the Assistant Director of Academic and Student Services, Doctoral Program will forward the materials listed above to the Faculty Reviewers along with an evaluation form.

Reviewers are instructed to: (1) evaluate the paper, making comments about it either on the manuscript or on a separate sheet; (2) complete a rating form; and (3) forward the form, comments, and manuscript to the Assistant Director of Academic and Student Services, Doctoral Program. The rating form will ask the reviewer to determine whether the paper: (A) meets the requirement of a scholarly publication, (B) needs minor revisions to meet the requirement, or (C) needs major revisions to meet the requirement.

The outcome of the review will be determined by agreement between two reviewers.

1. If two reviewers agree that the manuscript meets the standard of a publishable paper, the Assistant Director of Academic and Student Services, Doctoral Program schedules an oral defense of the paper with the student and the reviewers.

2. If two reviewers agree that the paper needs minor revisions, the Assistant Director of Academic and Student Services, Doctoral Program will forward the reviewers’ comments to the student, asking the student to revise the manuscript, address the concerns of the reviewers, and resubmit the paper within three months. The student is encouraged to meet with the reviewers to discuss the revisions. Upon receiving the revised manuscript, the Assistant Director of Academic and Student Services, Doctoral Program schedules an oral defense of the paper with the student and the reviewers.

3. If two reviewers agree that the paper needs major revisions, the Assistant Director of Academic and Student Services, Doctoral Program will forward the reviewers’ comments and ask the student to revise the manuscript, addressing the concerns of the reviewers, and to resubmit the paper within six months. The student is encouraged to meet with the reviewers to discuss the revisions. Upon receiving the revised manuscript, the Assistant Director of Academic and Student Services, Doctoral Program will submit the revision to all the original reviewers to reassess the paper. If the revised submission is judged to require major revisions, the Director of the Doctoral Program will forward the evaluations of the revised manuscript to the Academic Standards Review Committee to determine the student’s status in the program. After meeting with the student and the student’s Mentor, the Committee may recommend probation with a third resubmission or dismissal from the program.
4. In cases where no two reviewers agree, the Director of the Doctoral Program, in consultation with the Academic Standards Review Committee, will decide on the appropriate course of action.

**Publishable Paper Tasks and Activities**

According to the recommended Plan of Study (See Appendix K.), students should aim to complete or should make significant progress on their Publishable Paper prior to enrollment in the Dissertation Seminar (typically in Year 3.) The publishable paper requirement must be completed within the first five years in the PhD program.

Students should check with the Assistant Director, Academic and Student Services, Doctoral Program about the options for participating in a non-credit seminar for students working on their publishable papers.

There are four primary stages of the Publishable Paper: (1) writing; (2) submission; (3) revision (with possible re-submission); and (4) oral defense.

**Writing**: There is extensive information about the Publishable Paper on the Canvas doctoral site. Students should remember to meet with their Publishable Paper Advisors on a regular basis to receive suggestions for improvement.

**Submission**: Papers should be submitted to the Assistant Director, Academic and Student Services, Doctoral Program. The following list highlights the process:

1. There are two submission time periods.
   a. September 3-December 1
   b. January 19-May 1
      (Papers received at other times will be reviewed in the next review period.)
2. Papers received during these time periods will be sent out for review within a week.
3. Faculty members invited to review the paper are expected to reply within five days to acknowledge agreement to review paper.
4. Faculty have three weeks to review paper.
5. Evaluation forms and comments are sent back to Assistant Director, Academic and Student Services, who will forward them to the students when reviews are complete. Publishable Paper Advisors will be notified of results.

There are three possible outcomes for the first submission:

a. Papers with no revisions - The Assistant Director, Academic and Student Services, Doctoral Program will schedule a defense.

b. Papers with minor revisions – The student must re-submit a revised manuscript along with a sheet describing the changes made within three (3) months. The resubmission process follows steps 1, 2, 4, and 5 outlined above.

c. Papers with major revisions - The student must re-submit a revised manuscript along with a sheet describing the changes made within six (6) months. The resubmission process follows steps 1, 2, 4, and 5 outlined above.

**Revision (with Possible Re-submission)**: Students are advised that publishable papers typically are evaluated as needing some revision.

Papers can be resubmitted a maximum of two times unless permission is granted by the Academic Standards Review Committee for a third submission.

If a student is not successful in completing the Publishable Paper assignment within the maximum limits or time period, the student may be subject to dismissal from the program.

**Oral Defense**: Following the agreement of at least two reviewers that the manuscript meets the standards of a publishable paper or only has minor revisions, the Assistant Director, Academic and Student Services, Doctoral Program contacts all parties to schedule a defense.

Students are required to submit an updated copy of the manuscript to reviewers 10 days before the oral defense or it will be necessary to reschedule.

At the defense the student is required to present their paper orally in a 20-30 minute Power Point presentation.
Publishable Paper Advisors are invited but are not required to attend. If they do attend, Publishable Paper Advisors are asked not to participate in the presentation and discussion, even if they are a co-author.

After the student’s presentation, the Faculty Reviewers ask questions and engage in a scholarly discussion. The student, Publishable Paper Advisor, and any staff members present are asked to leave the room while the reviewers discuss the decision.

The student will be invited back in for a private discussion with the reviewers. If there is a question from the Publishable Paper Advisor to the student or reviewers, or from the reviewers to the Publishable Paper Advisor, then the scholarly discussion can continue.

Review after Oral Defense: Following the student’s presentation and discussion, the reviewers discuss the presentation and decide if the manuscript, with no or minor revision, is ready to submit for publication and if the student is ready to take on dissertation research.

Once the reviewers have made their decision, the student is invited back into the room and the reviewers render the decision to the student.

If the student passes the Publishable Paper assignment and has met all of the other requirements for dissertation eligibility, the student attains the status of a doctoral candidate.

If the reviewers conclude that the student's oral presentation fails to demonstrate appropriate research skills, or mastery of the research topic, the student will fail the oral defense. Students are then required to meet with the Director of the Doctoral Program. Failing the oral defense is grounds for dismissal from the program.
APPENDIX H: GUIDELINES FOR DISSERTATIONS

**Dissertation Eligibility**
A student attains the status of a doctoral candidate by satisfying all departmental requirements except the dissertation. This includes:

1. Successful completion of a written comprehensive examination after the first year of study;
2. Earning a minimum of 45 credit hours;
3. Approval of Publishable Paper;

**Criteria for Appropriateness of Dissertation Study**
The proposed dissertation should:

1. Be a substantial, scholarly undertaking that will significantly contribute to the social work body of knowledge;
2. Demonstrate originality;
3. Build on the foundations of a substantive area of social work and social and behavioral science;
4. Reflect analytic integrity;
5. Utilize a sound research methodology that engages rigorous research skills.

**Selection of Dissertation Committee**
Once the student has completed the publishable paper requirement, the student submits a request to form a dissertation committee with the input and final approval of the Dean. Dissertating students in the International Social Welfare program are expected to work with faculty from both Boston College and their home universities.

The candidate, in consultation with the Director of the Doctoral Program, will nominate a member of the Boston College School of Social Work faculty to serve as Chair of her or his dissertation committee. The student works with the Director to recommend the members of the full committee, consisting of a minimum of three faculty members. At least two members must be from the School of Social Work and at least one member must be from another academic unit at Boston College. At least two of the dissertation committee members must be tenured. Faculty at other universities and professionals in social work or a related field or may serve as additional members on the committee.

Students should discuss their dissertation plans with each prospective dissertation committee member before the committee membership is submitted for formal nomination. Formal nomination of the dissertation committee is made after the student and Chair notify the Director of the Doctoral Program of the committee membership they recommend. The Director of the Doctoral Program submits the dissertation committee nomination to the Dean for approval. A sample email request can be found on the Canvas doctoral site.

Dissertation Co-Chairs are permitted with approval from the Dean and the Director of the Doctoral Program. Examples of appropriate co-chaired dissertations include a junior and senior faculty pairing or when expertise and analytical skills are complementary and both faculty members are equally involved.

**Roles of the Student, Dissertation Chair, and Committee Members**

**Student:** The dissertation study is planned and carried out by the candidate, with advice, feedback, and periodic evaluation by the student’s Dissertation Committee. The candidate must schedule regular meetings with the Chairperson and Committee members.

At a minimum, the candidate should send an update to the Committee every semester indicating: progress made, challenges encountered, and requests for changes in the work plan/target dates. (See Canvas doctoral site for sample forms.)

**Chair:** The committee Chair acts as the candidate’s faculty and dissertation advisor. At regular intervals throughout the dissertation process, the Chair recommends, evaluates, and critiques the progress of the dissertation.

Each semester, the Chair should review the candidate’s progress report. The candidate should send one copy of the progress report to the doctoral program office. The correspondence will be attached as an update to the ongoing study plan.

**Committee Members:** Periodically, at time determined by the Chair and student as being the most appropriate, the student will share dissertation documents with Committee members for feedback and input.
Dissertation Proposal and Defense

Proposal: Before work is officially undertaken on the dissertation, the candidate shall submit a proposal to the dissertation committee for its review and approval. The proposal is intended to provide a clear and exact written statement of what the candidate proposes to do in carrying out the dissertation.

The candidate could either propose to work on a traditional dissertation focused on a single study or a three-paper dissertation with three related sub-studies. (Additional information about these two types of dissertations can be found on the Canvas doctoral site.)

The candidate must be sole author of the dissertation although the candidate can make the choice to co-author any subsequent publications that are derived from or related to the dissertation research.

The candidate can involve committee members in the development of the proposal. (See the Canvas doctoral site for a Suggested Outline of Dissertation Proposal.)

After receiving input from committee members, the candidate will revise the proposal. The student can use suggestions that committee members make about the initial draft of the dissertation proposal to revise the proposal.

Dissertation Proposal Defense: The dissertation committee Chair shall schedule a meeting with the candidate and the committee no sooner than thirty (30) days after the committee members received the formal proposal. The Chair shall notify the Assistant Director, Academic and Student Services, Doctoral Program that the candidate is ready to schedule a dissertation proposal defense. The student will identify at least two times no sooner than thirty (30) days after the members have received a formal proposal when all committee members are able to attend the defense (in person or virtually).

The Chair shall notify the Assistant Director, Academic and Student Services, Doctoral Program that the candidate is ready to schedule a dissertation proposal defense. The student will identify at least two times no sooner than thirty (30) days after the members have received a formal proposal when all committee members are able to attend the defense (in person or virtually).

The Chair of the dissertation committee must be present at the oral defense of the proposal. There is a strong preference that all members attend in person; however, up to two members of the committee may join the defense via videoconference. Arrangements for videoconference must be made in advance with the Assistant Director, Academic and Student Services, Doctoral Program. When the date and time of this meeting have been set, the Director of the Doctoral Program must be notified.

Following the candidate’s presentation of the proposal, the members of the committee engage in dialogue with the student. The committee makes comments and recommendations for improvement.

The candidate leaves the room when the Chair and other committee members discuss the proposal.

Each member of the dissertation committee casts a vote on the oral defense of the proposal as "passed" or "not passed". Regardless of the size of the committee, the dissertation proposal is not approved if one or more member votes "not passed". In the event that the candidate does not pass the first oral defense of the proposal, the oral defense of the dissertation proposal may be repeated once with approval from the Academic Standards Review Committee.

Passing the oral defense is official when the committee signs the Endorsement Form (provided by the Assistant Director, Academic and Student Services, Doctoral Program). The results of the proposal defense are immediately reported in writing to the Director of the Doctoral Program. No work can be officially undertaken on a dissertation until the dissertation committee has approved the candidate’s proposal.

In those situations where a student proposes a three paper dissertation, the committee should also agree during the proposal defense whether to read each paper as it is completed or to read the three paper dissertation altogether as a single dissertation. If a committee agrees to read papers as they are completed, then articles may be published prior to the dissertation defense as long as the copyright holder or journal allows. At the proposal defense, committee members should sign an agreement about how many papers may be submitted for publication before the dissertation defense. Papers accepted or published before the dissertation defense are acceptable in the dissertation as long as the committee can make suggested edits at the defense to the dissertation. A committee member can still request changes to articles that have been accepted or published by a journal.

Human Subjects Review

The candidate cannot begin the dissertation study until the Human Subjects Protection Committee gives its approval (either exemption, expedited, or
full committee) of the proposed research, taking into consider the protection of the subjects. Forms and information on the required procedure are available from the Human Subjects Committee. Please see the Research Integrity webpage: <http://www.bc.edu/research/rcip/>.

Dissertation Submission, Defense and Filing
Submission of Final Manuscript: After informal approval of the dissertation by each of the committee members, the student shall submit the final manuscript to the dissertation committee. The committee should receive the manuscript at least sixty (60) days prior to the student’s intended defense date. The dissertation’s content and format must conform to the criteria within the most recent version of the APA Manual. (See the Canvas doctoral site for more information.)

Dissertation Defense: The main purpose of the dissertation defense is to provide an opportunity for the candidate to present, explain, and justify the research that he or she has carried out and its contribution to the profession.

The Chair shall notify the Assistant Director, Academic and Student Services, Doctoral Program that the candidate is ready to schedule the defense of the dissertation. The date of the defense shall be no sooner than sixty (60) days after the committee members have received the final manuscript.

Students must defend their dissertations by April 1, December 1 or August 1 for the semester in which they intend to complete. If the date falls on a weekend or holiday, the deadline is the next university class day. (See timeline below.) Students are encouraged to defend their dissertation at least 2 weeks prior to the University’s deadlines to allow sufficient time for minor revisions.

<table>
<thead>
<tr>
<th>Expected term to graduate</th>
<th>University deadline to submit signed and approved copy of dissertation</th>
<th>Deadline for manuscript submission to committee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring</td>
<td>April 1</td>
<td>February 1</td>
</tr>
<tr>
<td>Summer</td>
<td>August 1</td>
<td>June 1</td>
</tr>
<tr>
<td>Fall</td>
<td>December 1</td>
<td>October 1</td>
</tr>
</tbody>
</table>

All dissertation defense presentations are open to the Boston College community and to the candidate’s family members and are to be publicly posted for two (2) weeks prior to a defense. The announcement will also run in the SSW Weekly Student Updates email.

The Chair of the dissertation committee must be present at the oral defense of the proposal. There is a strong preference that all members attend in person; however, up to two members of the committee may join the defense via videoconference. Arrangements for videoconference must be made in advance with the Assistant Director, Academic and Student Services, Doctoral Program.

When the date and time of this meeting have been set, the Director of the Doctoral Program must be notified.

Under the leadership of the Chair, the dissertation committee members take responsibility for the structure of the defense. The student typically has 30 – 45 minutes to present her/his research followed by 15-30 minutes discussion with the committee members.

Members of the dissertation committee shall vote in regard to approval of the dissertation. The vote will take place in a separate closed meeting of only the committee immediately following the defense.

Decisions are based upon majority vote of committee members after each has read the completed dissertation and participated in the defense. The committee’s responsibility ends with the vote to recommend the candidate for the awarding of the Degree. Committee members certify their acceptance by signing the title page of the dissertation.

After the defense, students shall correct any minor changes or formatting issues. The Chair may elect to hold signature until the changes are complete. The result of the defense is official when the committee signs the Dissertation Signature Page (provided by the Assistant Director, Academic and Student Services). The Chair reports the decision to the Director of the Doctoral Program and the Dean of the School of Social Work.

In order for the degree to be granted at the end of any given semester, the committee must have accepted the final dissertation by April 1, August 1 or December 1.

Dissertation Filing: For guidance in filing procedures and preparation of the manuscript the candidate should consult the Filing the Dissertation Section of the Canvas doctoral site. It is important to allow sufficient time for preparation, formatting, and proofreading of the final manuscript and to
make any necessary arrangements well in advance of the projected date for filing of the dissertation.

The candidate should obtain and complete the Dissertation Defense Checklist (in Canvas) to ensure that all necessary requirements are completed within one month after the defense date. These requirements include the Survey of Earned Doctorates, NASW abstract submission, and dissertation upload to ProQuest. After successful completion of the ProQuest upload, the Assistant Director, Academic and Student Services, Doctoral Program, submits the dissertation signature page to the Boston College Library.

**Dissertation Embargo Policy**

Boston College uses the eTD@BC system to submit theses and dissertations. Allowing BC to post your dissertation on its institutional repository does not alter your copyright ownership. Students may need an embargo (also known as delayed open access) while you are preparing a publication based on your dissertation. Additional information: [http://www.bc.edu/libraries/help/howdoi/etd.htm](http://www.bc.edu/libraries/help/howdoi/etd.htm).

Upon submission of a completed doctoral dissertation in the School of Social Work, a student may request an embargo for not more than one year without special permission. To request an extension beyond one year, but for no more than two years, a student must submit a written rationale to the Director of the Doctoral Program. The Doctoral Committee and the Chair(s) (and Co-Chair, if any) of the dissertation committee must approve any extension.

Permission for an extension will be given only for specific reasons, such as the graduate’s intention to publish work from the dissertation in a journal or book with a publisher that restricts consideration of manuscripts derived from dissertations that have been made available online. It is the graduate’s responsibility to request an extension of the dissertation embargo. Permission is not guaranteed.
APPENDIX I: GSSW CONSTITUTION AND BYLAWS
Boston College Graduate School of Social Work

Adopted: May 7, 1969
Approved by the Board of Directors and Trustees of Boston College: October 18, 1969
Amended: May 3, 1974
Amendments Approved by Board of Trustees of Boston College

Article I
Purpose
1. The purposes of the Constitution and Bylaws are:
   a) to provide a means whereby faculty, students and alumni can aid in fulfilling the goals both of the Graduate School of Social Work and the University;
   b) to provide a means of governance of the Graduate School of Social Work;
   c) to provide a definition of rights and responsibilities of faculty, students and alumni in governing the Graduate School of Social Work.
   d) to provide a method for the formulation and implementation of policies internal to the Graduate School of Social Work.
   e) to provide a method for facilitating the continued professional, intellectual and personal growth of the faculty, students and alumni.

2. This Constitution and Bylaws are designed, moreover, to fulfill and facilitate the rights and privileges of faculty and students. It is hoped that faculty and students through their own organizations and associations will cooperate, assist, and advise the Executive Board and its Committees in the governance of the School.

Article II
Executive Board
1. The purpose of the Executive Board is to encourage and stimulate excellence in the continuing development of the Graduate School of Social Work. The Board, in cooperation with the Dean, shall be responsible and have authority for all academic matters in the quality of instruction and the intellectual climate of the School. The Executive Board shall be the legislative body for the Graduate School of Social Work and shall initiate, design and act on policy decisions for the direction of the School.

2. The Board recognizes that final authority and responsibility to implement the institutional objectives of the University rests by law in the Board of Trustees established by charter granted by the General Court of the Commonwealth of Massachusetts.

3. A motion of the Board becomes effective if a majority of the members present (providing there is a quorum) and the Dean vote for its implementation. A motion not approved by the Dean can be overridden by a vote of two-thirds of the Executive Board members. All decisions of this Board are subject to review by the Board of Trustees.

Article III
Membership
1. The Executive Board shall be composed of seven faculty members, five students, two alumni and Dean. The Dean shall serve as Chairperson.
   a. seven faculty members shall be selected in a manner determined by the faculty.
   b. two alumni members shall be selected in a manner determined by the Executive Committee of the Alumni Association.
   c. five students shall be selected in a manner determined by the students.

2. The term of a faculty member shall be for two years and a faculty member may not serve for more than six consecutive years.

3. The term of an alumni member shall be for two years and an alumnus may not serve for more than four consecutive years. The first alumni selected on the Executive Board will be assigned one-year and two-year terms by lot and, thereafter, one alumni member will be selected each year.

4. The term of a student member will be for one year. Students may serve for two consecutive terms.

5. Vacancies occasioned by separation from the University by leave of absence or sabbatical for a whole semester or by death or resignation from the Executive Board shall be filled by the Executive Board to serve out the balance of the year. Such vacancies shall be filled within fourteen days of the resignation or separation of the member. In the case of vacancies of members...
whose term extends beyond the year, the balance of the unexpired term shall be filled at the time of the next election or appointment. Such individuals shall serve out the balance of the unexpired term.

Article IV
Meetings, Quorum and Minutes
1. The Executive Board shall hold regular meetings at least four times each academic year.
2. A special meeting of the Executive Board may be called by the Dean or at written request of twenty percent of the faculty, students, Alumni Association Executive Committee or a combination of these or one-third of the members of the Executive Board.
3. A majority of the membership shall constitute a quorum for the transaction of business.
4. Minutes of regular and special meetings shall be sent to all members of the Board, the faculty, officers of the student government, and president of the Alumni Association Executive Committee and shall be available for access and use by students and faculty.
5. The procedure of Board Meetings shall be governed by Roberts’ Rules of Order, revised.

Article V
Committees
The Executive Board shall establish standing and/or special committees for the conduct of its business.

Article VI
Amendments
1. Proposals to amend this Constitution shall require a petition signed by one-third of the faculty; or one-fifth of the students; or one-fifth of the two groups combined; or two-thirds of the members of the Executive Board.
2. Proposals to amend the Constitution shall be posted in a place conspicuous to both students and faculty for at least fourteen days prior to a vote on such proposals.
3. Amendments to the Constitution shall be effective upon adoption by a majority of the faculty voting, a majority of the students voting, and approval of the Board of Trustees of Boston College, providing that one-third of the total students and one-third of the faculty have cast a vote.

Article VII
Bylaws
1. The Executive Board, by majority vote of all its members may enact, amend, or repeal Bylaws to the School’s Constitution and establish rules for the conduct of its affairs where such rules are not specifically provided by the Constitution.
2. The agenda for the Executive Board of the Graduate School of Social Work is the order of business to be considered at any of its meetings. The agenda shall be in two parts.
   A. Part I contains the permanent agenda items which are:
      1. approval of the minutes of the previous meeting, providing that two weeks shall have elapsed since the last meeting. Where two weeks have not elapsed, the minutes shall be approved at the next regularly scheduled meeting;
      2. when necessary, a report from the Dean on the progress of implementation of reports, recommendations, and/or studies passed by the Executive Board;
      3. review of agenda items for the meeting.
   B. Part II of the agenda shall contain the business items to be considered at any of the Executive Board meetings. These shall include:
      1. reports from standing committees
      2. reports from special or Ad Hoc Committees
      3. unfinished business
      4. new business
   C. Agenda items may be submitted under new business by any member of the Executive Board or any constituent member of the Graduate School of Social Work providing that such items shall be submitted to the Dean at least twelve days in advance of the scheduled meeting.
   D. The agenda for the regular meetings of the Executive Board shall be posted in an area convenient for faculty and students at least seven days prior to the meeting. After such postings,
the agenda shall be considered the order of business for the Executive Board.

E. Notice of special meetings of the Executive Board shall be posted in a manner as stated above except that the requirement of the seven days’ notice is waived.

F. Any items submitted as new business for the agenda in less than twelve days may be considered by the Executive Board providing that two-thirds of the members present vote to consider the item. Such items will be voted for consideration under "Review of agenda items for the meeting."

G. Final reports from committees and requests for items to be included on the agenda shall be typed and copies shall be available for distribution to Executive Board members upon request.

3. Meetings of the Executive Board shall be open except when a majority votes that a meeting or any part thereof, is in executive session.

4. Admissions Policy Committee

There shall be an Admissions Policy Committee, the purpose of which is to recommend policies and procedures regarding recruitment and admission of students to BCGSSW. The Committee shall be composed of four faculty members, including one from each method sequence, the Director of Admissions, two students, and one alumnus/a. The Director of Admissions shall serve as Chairperson. The Committee shall meet at least three times per academic year; the date and time of such meetings shall be at the discretion of the Director of Admission. The term of office shall be as follows:

   a. faculty - two years
   b. Director of Admissions - no limit
   c. students - determined by the student government
   d. alumnus/a - determined by the Alumni Association
APPENDIX J: STUDENT COLLECTIVE CONSTITUTION AND BYLAWS
Boston College Graduate School of Social Work

Adopted: 1994; Revised: 2011

ARTICLE I. NAME
The governing body of the Boston College School of Social Work (BC SSW) student organization shall be called the School of Social Work (SSW) Student Collective.

ARTICLE II. PURPOSE
The purpose of the organization shall be to:
- Enhance the quality of the BC SSW student life through programs, activities, and open meetings.
- Serve as liaison between students and BC SSW administration.

ARTICLE III. MEMBERSHIP
Membership in the SSW Student Collective shall be open to all students currently enrolled at the Boston College School of Social Work and who pay a graduate student activities fee.

ARTICLE IV. LEADERSHIP COUNCIL
1. Leadership Council Membership
   a. The Leadership Council is the senior leadership body of the SSW Student Collective.
   b. The Leadership Council consists of the Executive Coordinator, Budget Secretary, Social Events Coordinator, and Social Justice Coordinator.
   c. The Leadership Council members shall be elected at-large by members of the SSW Student Collective in an annual election, outlined in the SSW Student Collective bylaws, and shall hold their offices for a term of 12 months beginning in May.

2. Duties & Powers
   a. Executive Coordinator:
      - Utilizes various forms of media to inform all BC SSW students about Student Collective meetings.
      - Facilitates SSW Student Collective meetings in accordance with prepared agenda or delegates responsibility to another Leadership Council member when unable to attend the meeting.
      - Coordinates student groups and committees to facilitate scheduling and budgeting for all events.
      - Coordinates the process of group creation and dissolution.
      - Serves as the spokesperson for the SSW Student Collective to the administration of BC SSW.
      - Serves as liaison to the Graduate Student Association (GSA) and attends monthly GSA meetings, or delegates responsibility to other Leadership Council members.
      - Oversees the election process in March.
   b. Budget Secretary:
      - Oversees allocation and administration of SSW Student Collective funds dispersed by the Student Association, according to procedures described in bylaws.
      - Prepares a quarterly budget summary and reports to the SSW Student Collective.
      - Obtains and maintains documentation that funds were spent appropriately.
      - Takes minutes at SSW Student Collective meetings and provides those to SSW Student Collective members within one (1) week of each meeting.
      - Assist Executive Coordinator as necessary.
   c. Social Events Coordinator:
      - Recruits other students to form Social Events Committee, which is responsible for planning orientation week social.
SSW STUDENT GUIDE

events and at least 1 BC SSW-wide social event each semester.
• Leads at least one open meeting each semester
• Coordinates social events advertising, scheduling, reservations and budgeting
• Elicits student ideas for social programming and works with students to secure activity approval and budgeting from the SSW Student Collective
• Assist Executive Coordinator as necessary

d. Social Justice Coordinator:
• Recruits other students to form Social Justice Committee, which is responsible for planning community volunteering, advocacy, and academic enrichment events, including at least 1 BC SSW-wide event each semester.
• Leads at least one open meeting each semester
• Coordinates community action event advertising, scheduling, reservations and budgeting
• Elicits student ideas for community action related programming and works with students to secure activity approval and budgeting from the SSW Student Collective
• Assist Executive Coordinator as necessary

ARTICLE V. STUDENT GROUPS
The SSW Student Collective supports opportunities that enhance the experience of Boston College School of Social Work students, and, in doing so, supports the activities of student groups that provide these opportunities. Student groups may be formed to address social justice issues, to provide a forum for dialogue around a particular topic, to create academic enrichment opportunities, or to promote the quality of life of SSW students. The SSW Student Collective will support groups through funding of group activities and through assistance in organizing, advertising, and securing space for events.

1. Group Membership:
a. All SSW student groups shall be open to all SSW students.

2. Group Leaders:
a. Shall be appointed as described in the bylaws
b. Shall be SSW students who, with support from a faculty advisor, serve as the liaison between the student group and the SSW Student Collective
c. Shall coordinate group activity scheduling and budgeting
d. Shall present information about ongoing and upcoming group activities at monthly SSW Student Collective meeting as determined by the Executive Coordinator

3. Group Development:
a. Any SSW student may propose the creation of a new student group by presenting the idea to the SSW Student Collective Leadership Council and supporting the need for the group’s creation, as described in the SSW Student Collective bylaws.
b. Groups approved by the Leadership Council will be shown to:
i. Meet needs unmet by any other student group
ii. Be open to all SSW students
iii. Appeal to a sufficient number of students, as described in the bylaws.

4. Group Inactivity and Dissolution:
a. Student groups that are deemed by the SSW Student Collective as lacking student interest or in conflict with the SSW Student Collective’s policy on inclusion of all SSW students will be deemed inactive, as described in the SSW Student Collective bylaws.
b. Groups that are deemed inactive for two consecutive academic years will be dissolved.

ARTICLE VI. ADVISOR
1. Role of Advisor to Leadership Council (ALC)
a. The Advisor to the SSW Student Collective Leadership Council (ALC) is the Associate Dean of Academic and Student Services.
b. The ALC serves as the primary resource to the Leadership Council and assures that the SSW Student Collective functions
in compliance with the rules and regulations of Boston College and the mission of the University.

c. The ALC, or when necessary the designated representative of the ALC, attends and assists in the development of SSW Student Collective meetings, functions, and events.

d. The ALC does not vote on SSW Student Collective matters, but will hold the SSW Student Collective to the tenets of the Constitution and to Boston College’s principles, policies, and procedures.

2. Role of Advisor(s) to Student Groups (ASG)
   a. Each Student Group shall have an Advisor.
   b. The ASG is a resource regarding group issues, including programming, budgeting, membership, and group dissolution.
   c. The ASG does not vote on issues, but will hold each Student Group to the tenets of the Constitution and to Boston College’s principles, policies, and procedures.

ARTICLE VII. MEETINGS

1. Purpose
   a. SSW Student Collective meetings shall occur six to eight times per academic year and serve the purposes of:
      i. Informing the SSW student body of ongoing events and opportunities for involvement
      ii. Gathering ideas and feedback from SSW students regarding the SSW and SSW Student Collective programming
      iii. Providing academic, professional, or social enrichment experiences.

2. Attendance
   a. SSW Student Collective meetings shall be open to all SSW students.
   b. To ensure inclusion of students who are unable to attend regularly scheduled meetings, alternative scheduling shall be considered.

ARTICLE VIII. FUNDS

1. A budget for each semester will be prepared, as further described in the SSW Student Collective bylaws, by the Budget Secretary, in consultation with the Leadership Council.

2. The budget shall include allocations to student groups, committees, and to miscellaneous expenditures, including but not limited to, supplies and conference grants.

3. Student Activities Funds may only be used for activities serving the SSW student body, and may not be donated to organizations external to the SSW Student Collective.

ARTICLE IX. IMPEACHMENT

Members of the Leadership Council and Group Leaders shall be impeached if they are unable to fulfill their duties as described herein. The impeachment process is further described in the SSW Student Collective bylaws.

ARTICLE X. AMENDMENTS

Amendments or revisions shall be made to this Constitution pending approval by a two-thirds majority of the SSW Student Collective. The procedure for introducing amendments or revisions is described in the SSW Student Collective bylaws.

BYLAWS

ARTICLE I. LEADERSHIP COUNCIL ELECTIONS

1. Candidacy
   a. All Candidates must be SSW students in good standing, as established by Boston College School of Social Work (BC SSW) policy.
   b. At least 15 days prior to elections, the Leadership Council shall announce a call for candidates to all members of the SSW community.
   c. Candidates shall be asked to prepare a written statement regarding their candidacy to be posted with the ballot

2. Election proceedings
a. Elections shall be held in March
b. All SSW students shall have the opportunity to vote electronically in Leadership Council elections
c. A plurality, defined as the largest number of votes received by any individual candidate, will be required for a candidate to be elected.

ARTICLE II. STUDENT GROUPS

1. Student Group Leadership
   a. Student group leaders shall be selected by April for the next academic year within the student group, as follows:
      i. Incumbent leaders shall announce a call for candidates for leadership at a group meeting and by email to group members in the Spring semester
      ii. If more than one group member is interested in leading the group, a secret election shall be held where all group members have the opportunity to vote on the candidates
      iii. Candidates shall be elected by simple majority
   b. If a student group member believes the leader is not performing the duties outlined in the Constitution, the member may arrange for an impeachment, pending a two-thirds majority vote by group members, defined as at least two-thirds of votes placed.

2. Creation of Student Group
   a. Students interested in creating a student group shall submit a written proposal to the SSW Student Collective Executive Coordinator.
   b. The written proposal shall include:
      i. The purpose of the group and the need it will fulfill
      ii. Description of student interest surrounding the group
      iii. Ideas regarding programming or activities within the group
   c. The Leadership Council shall consider all proposals for student groups and shall approve the creation of groups that:
      i. Enhance SSW student life in a unique way
      ii. Are inclusive of all SSW students
      iii. Have demonstrable student interest

3. Group Inactivity and Dissolution Procedure
   a. In the case that no student demonstrates interest in leading a group or that no student demonstrates interest in being a member of a group by April, the group shall be deemed inactive for the next school year
   b. There will be a call for interest by the Executive Coordinator in leadership and membership of inactive groups through email in September and at the first SSW Student Collective meeting.
      i. If there is no interest in leadership or membership for two consecutive years, the group shall be dissolved and there will no longer be a call for interest regarding the group
      ii. If there is demonstrable interest in membership, as determined by the Leadership Council, and interest in leadership by at least one student, the group will be deemed active and will follow the bylaws governing student groups
      iii. If there is interest in leadership by more than one student and the students are not interested in co-leadership, a secret election shall be held during the SSW Student Collective meeting and a simple majority will be required for the election of one candidate

ARTICLE III. FUNDING

1. Student Groups and Committees
   a. At the beginning of each academic year, all student groups and committees will be invited to submit a budget proposal for both semesters to the Budget Secretary, who will provide group leaders with information regarding appropriate spending
   b. After analysis of all budget proposals received and in consultation with the Leadership Council, the Budget Secretary shall allocate funds for each semester and inform each student group or committee leader of the group or committee’s budget
   c. All groups must request approval from the Budget Secretary for any expenditure above $150.

2. Individual Student Research or Conference Funds
   a. Each year, the Budget Secretary will allocate a portion of the SSW Student Collective budget to student research or conference funds and will advertise the application process to all SSW students each semester.
   b. Students may request funds for conference or research-related expenses, pending approval by the Budget Secretary.
c. In order to receive research or conference funds, students will be requested to complete an application provided by the Budget Secretary.

3. Miscellaneous expenses
   a. The SSW Student Collective may fund miscellaneous expenses related to SSW student life, including but not limited to supplies in the MSW and Doctoral student lounges.

ARTICLE IV. IMPEACHMENT

1. Any member of the SSW Student Collective who believes a Leadership Council member is unable to perform the duties described in the Constitution shall contact another Leadership Council member regarding their intention to impeach the aforementioned party.

2. Impeachment shall require a two-thirds majority vote, defined as at least 2/3 of votes placed, in an electronic election that is open to all SSW members.

ARTICLE V. CHANGES TO THE CONSTITUTION AND BYLAWS

1. Changes to the SSW Student Collective Constitution or Bylaws may be proposed by any SSW student.

2. Changes must be voted upon in an electronic election, open to all SSW students, and must be approved by a simple majority, defined as more than half of the votes placed.
APPENDIX K: CURRICULUM PLANS
Students starting September 2016

Overview

The study plans for students vary depending on a number of factors, including the student’s year of matriculation and the specific Doctoral Program in which the student is enrolled: PhD in Social Work, MSW/PhD Program, or the International Social Welfare Program.

Figure 1 below provides a generic depiction of a four-year doctoral student experience.

Figure 1: Sample Course of Study for a Four Year Doctoral Student Experience

http://www.bc.edu/schools/gssw/academics/phd/phd-social-work/curriculum.html
**Course Requirements and Restrictions**

**Full-time Student Status:** Students retain full-time student status if they are registered for either: (1) 9 credits per semester; (2) Publishable Paper; (3) Integrative Dissertation Seminar; (4) Dissertation Direction I or Dissertation Direction II, or (5) Doctoral Continuation.

**Maximum Number of Courses:** The tuition support offered to students is available for up to four courses per semester until the student has reached the 45 credit minimum needed to register for Dissertation I.

**Consortium:** Although electives may be taken pass/fail, only electives courses for which a student receives a letter grade will count towards degree requirements. Grading, including the pass/fail option, for courses taken through other departments at Boston College, in the Consortium, or at an International Partner University is determined by the department or university offering the course.

With concurrence of the Mentor, a student may cross-register for one social work-related doctoral level elective per semester at other graduate schools of the Consortium (Boston University, Brandeis, and Tufts) or the Graduate Consortium in Women's Studies (GCWS) (Radeliffe, Boston College, Brandeis, Harvard, Northeastern, MIT, and Tufts). Graduate students enrolled in degree programs at Boston College may take GCWS seminars with department permission and should follow the cross-registration procedures described below. Note that cross-registration through the Consortium or GCWS is not available during the summer session.

To cross-register, follow the procedures below:
- Obtain the Cross-Registration form in Lyons 101;
- Obtain authorization from the SSW Associate Dean of Academic and Student Services by contacting the SSW Assistant Director of Academic and Student Services, Doctoral Program;
- Obtain signature of host university course instructor;
- Obtain signature of host university registrar. In most cases this is the main University Registrar but some schools have their own registrar and require the signature of the school registrar;
- Return the completed form to Lyons 103 by the Drop/Add deadline: September 9 (Fall) or January 27 (Spring)

You will not receive credit for the class without returning the signed Cross-Registration Form.

For more information visit the Canvas doctoral site.

**Credit for Courses:** Students will receive the credits assigned to those doctoral courses for which they are registered (including the credits assigned by universities in the Consortium). Some departments and universities offer specific seminars to doctoral students and masters students as graduate level courses. Unless there is a comparable doctoral only course, the student will receive course credit for such a course.

Student will not receive any course credits toward the doctoral requirements if the grade received for a specific course is a B- or below. Students who receive a B- or below for a required doctoral course will be asked to take the class again.

**Course Designation as Doctoral Level**

The following guidelines should be used to determine if a course is doctoral level. If there is a course that does not meet these guidelines, the student must consult with the Doctoral Program office.

1) Doctoral only course offered by another BC graduate school or a school in the Consortium;
2) Graduate level course designed for both doctoral and masters students through a BC graduate school or the Consortium;
3) Graduate level masters course (but not an MSW course) that is important to the student’s doctoral studies for which there is no comparable doctoral course offered by another BC graduate school or the Consortium. (The student must receive approval by her/his Mentor and the Director of the SSW Doctoral Program prior to registration.)

**Auditing:** While doctoral students can audit courses, the student needs to obtain the permission of the instructor prior to registering. Audits cannot be covered by Doctoral Fellowships therefore students who choose to audit a course must pay the one and a half credit fee. The student will not receive course credit toward meeting the doctoral credit requirement.

**Pass/Fail:** Although electives may be taken pass/fail, only electives courses for which a student receives a letter grade will count towards degree requirements. Grading, including the pass/fail option, for courses taken through other departments at Boston College, in the Consortium, or at an International Partner University is determined by the department or university offering the course.
Course Withdrawal: To withdraw from a course all students must go to the Forms page of the Student Services website, print the withdrawal form, and then go to the SSW Associate Dean for Academic and Student Services in McGuinn 136. Students will not be permitted to withdraw from courses after the published deadline. Students who are still registered at this point will receive a final grade for the semester.

Fees are not refundable. Tuition is cancelled subject to the following conditions:

- Notice of withdrawal must be made in writing to the Associate Dean of Academic and Student Services.
- The date of receipt of written notice of withdrawal by the Dean's Office determines the amount of tuition cancelled.

The cancellation schedule that follows will apply to students withdrawing voluntarily, as well as to students who are dismissed from the University for academic or disciplinary reasons.

Fall Semester
by Sept. 7, 2016: 100% of tuition charged is canceled
by Sept. 9, 2016: 80% of tuition charged is canceled
by Sept. 16, 2016: 60% of tuition charged is canceled
by Sept. 23, 2016: 40% of tuition charged is canceled
by Sept. 30, 2016: 20% of tuition charged is canceled

Spring Semester
by Jan. 25, 2017: 100% of tuition charged is canceled
by Jan. 27, 2017: 80% of tuition charged is canceled
by Feb. 3, 2017: 60% of tuition charged is canceled
by Feb. 10, 2017: 40% of tuition charged is canceled
by Feb. 17, 2017: 20% of tuition charged is canceled

No cancellations are made after the 5th week of classes.

Summer Session
Prior to the second class meeting, 100% of tuition charged is cancelled. No cancellation of tuition is made after the second class meeting due to the shorter length of the SSW summer session.

Graduate students who withdraw from a course after the drop/add period will have a “W” recorded in the grade column of their academic record.

Summer Courses: While the selection of courses at Boston College is limited, doctoral students can register for appropriate summer courses.

Course Selection and Registration
Prior to the registration period for the following semester, the Assistant Director, Academic and Student Services, Doctoral Program will send each student an updated copy of their study plan which will list the courses taken.
<table>
<thead>
<tr>
<th>FIRST YEAR</th>
<th>FALL</th>
<th>CR HRS</th>
<th>SPRING</th>
<th>CR HRS</th>
<th>SUMMER</th>
<th>CR HRS</th>
<th>REQUIREMENTS COMPLETED</th>
</tr>
</thead>
</table>
| SCWK9951  | Survey of Research Methods in Social and Behavioral Science | 3 | Elective | 3 | Independent Study: Collaborative Research in the Community | 3 | • Written Comprehensive Exam passed  
• Research Internship Plan Approved (optional)  
• Study Plan Filed |
| SCWK9980  | History & Philosophy of Social Welfare in the US | 3 | SCWK9960 Regression Analysis for Social and Behavioral Sciences | 3 | | | |
| SCWK9952  | Tools for Scholarship | 1 | Social and Behavioral Science Theory Elective | 3 | Elective: Tools for Research | 1 | |
| Elective:  | Intro to Statistics and Data Analysis | 3 | Elective | 3 | | | |
| Suggested Electives: SOCY7702 Introduction to Statistics and Data Analysis and a wide array of courses offered at BC, BU, Brandeis or Tufts. SCWK9956: Dialectics of Social and Behavioral Theory |

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<th>SECOND YEAR</th>
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<th>SUMMER</th>
<th>CR HRS</th>
<th>REQUIREMENTS COMPLETED</th>
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</table>
| SCWK9961   | Introduction to Structural Equation Modeling | 3 | SCWK9992 Theories & Methods of Teaching in Professional Education (must be taken with SCWK9991) | 3 | | | Research Assistantship for 5 hrs/per week  
• File Revised Study Plan  
• Scholarly Paper Approved & Defended by end of summer  
• Teaching Practicum Plan Approved |
| Social and Behavioral Science Theory Elective | 3 | SCWK9991 Doctoral Teaching Practicum (must be taken with SCWK9992) | 1 | | | |
| Elective:  | Independent Study: Pro Seminar | 1 | Elective | 3 | | | |
| Elective | 3 | SCWK9959 Doctoral Publishable Paper Writing Project | 0 | | | |
| Suggested Electives: SCWK9973 Theories & Research in Behavioral Science; Research Internship; Advanced Seminars on Selected Social Welfare Topics or Advanced Research Design or Statistics Course offered at BC, BU, Brandeis or Tufts. SCWK9953 Cross-Cultural Issues in Social & Behavioral Research |

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<th>THIRD YEAR</th>
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<th>SUMMER</th>
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<th>REQUIREMENTS COMPLETED</th>
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</table>
| SCWK9994   | Dissertation Preparation Seminar (meets periodically as outlined in syllabus) | 1 | SCWK9995 Dissertation Direction I | 3 | | | Teaching Assistantship for 5 hrs/per week  
• Required 45 Credits in Courses Completed  
• Dissertation Committee Appointed  
• Dissertation Proposal Developed  
• Pass Oral Defense of Dissertation Proposal  
• File Revised Study Plan |
| Elective | 3 | | | | | |
| Elective | 1-3 | | | | | |

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<tr>
<th>FOURTH YEAR</th>
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<tr>
<td>SCWK9996</td>
<td>Dissertation Direction II</td>
<td>3</td>
<td>SCWK9911 Doctoral Continuation</td>
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<td>• Dissertation Defended &amp; Filed</td>
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<tr>
<td>Online Course</td>
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### MSW/PhD CURRICULUM PLAN
STUDENTS STARTING SEPTEMBER 2016
(RECOMMENDED STUDY PLAN)

#### FIRST YEAR

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<tr>
<th>FALL</th>
<th>CR HRS</th>
<th>SPRING</th>
<th>CR HRS</th>
<th>SUMMER</th>
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<tr>
<td>SCWK7721 Human Behavior &amp; the Social Environment</td>
<td>3</td>
<td>SCWK7701 Social Welfare System</td>
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<td>SCWK7723 Diversity &amp; Cross-Cultural Issues</td>
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<td>SCWK8833 Leadership &amp; Social Transformation (Macro)</td>
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<tr>
<td>SCWK7762 Basic Skills in Clinical Social Work</td>
<td>3</td>
<td>SCWK8856 Clinical Practice with Adults: Assessment, Intervention &amp; Evidence Based Practice (Clinical) OR</td>
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<td>SCWK9919 Early Start Field Education – Clinical or Macro (suggested early start if approved by Field Department)</td>
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<td>SCWK8886 Financial Management &amp; Resource Development (Macro)</td>
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<tr>
<td>SCWK8800 Basic Skills in Macro Social Work</td>
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<td>SCWK8855 Clinical Practice with Children &amp; Families: Assessment, Intervention &amp; Evidence Based Practice (Clinical) OR</td>
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<td>SCWK8889 Social Innovation (Macro)</td>
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<td>SCWK9921 Field Education I*</td>
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<td>SCWK9942 Field Education II – Macro*</td>
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* Field 2 days per week in first year
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<th>FALL</th>
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<th>SPRING</th>
<th>CR HRS</th>
<th>SUMMER</th>
<th>CR HRS</th>
<th>REQUIREMENTS COMPLETED</th>
</tr>
</thead>
</table>
|                  | Advanced Practice in Concentration | 3      | Advanced Policy in Concentration | 3      | Independent Study: Collaborative Research in the Community | 3      | • Written Comprehensive Exam passed  
|                  | SCWK9951 Survey of Research Methods in Social and Behavioral Science ♦ ♦ | 3      | Elective ♦                 | 3      |                          |        | • Research Internship Plan Approved (optional)  
|                  | SCWK9952 Tools for Scholarship (meets periodically as outlined in syllabus) | 1      | SCWK9960 Regression Analyses for Social & Behavioral Sciences ♦ | 3      |                          |        | • Study Plan Filed  
|                  | SCWK9980 History & Philosophy of Social Welfare in the US ♦ | 3      | Social and Behavioral Science Theory Elective | 3      | Elective: Tools for Research ☠ | 1      | • Required 65 Credits in Courses & Field Education Completed to earn MSW  
|                  | Elective: Intro to Statistics and Data Analysis | 3      |                          |        |                          |        |                          |
|                  | SCWK9933 Field Education III – Clinical** OR SCWK9943 Field Education III – Macro** | 4      | SCWK9934 Field Education IV – Clinical** OR SCWK9944 Field Education IV – Macro** | 4      |                          |        |                          |
|                  |                          |        |                          |        |                          |        |                          |
|                  | SCWK9961 Introduction to Structural Equation Modeling | 3      | SCWK9992 Theories & Methods of Teaching in Professional Education (must be taken with SCWK9991) | 3      |                          |        | • Research Assistantship for 5 hrs/per week  
|                  | Social and Behavioral Science Theory Elective | 3      | SCWK9991 Doctoral Teaching Practicum (must be taken with SCWK9992) | 1      |                          |        | • File Revised Study Plan  
|                  | Elective: Independent Study: Pro Seminar | 1      | Elective                  | 3      |                          |        | • Scholarly Paper Approved & Defended by end of summer  
|                  | Elective                  | 3      | SCWK9959 Doctoral Publishable Paper Writing Project | 0      |                          |        |                          |
|                  |                          |        |                          |        |                          |        |                          |
|                  | Suggested Electives: SCWK 9973 Theories & Research in Behavioral Science; Advanced Seminars on Selected Social Welfare Topics or Advanced Research Design or Statistics Course offered at BC, BU, Brandeis or Tufts. |  |                          |        |                          |        |                          |
|                  |                          |        |                          |        |                          |        |                          |
|                  | SCWK9994 Dissertation Preparation Seminar (meets periodically as outlined in syllabus) | 1      | SCWK9995 Dissertation Direction I | 3      |                          |        | • Teaching Assistantship for 5 hrs/per week  
|                  | Elective                  | 3      |                          |        |                          |        | • Teaching Practicum Plan Approved (optional)  
|                  | Elective                  | 1-3    |                          |        |                          |        | • Required 92 Credits in Courses & Field Completed  
|                  |                          |        |                          |        |                          |        | • Dissertation Committee Appointed  
|                  |                          |        |                          |        |                          |        | • Dissertation Proposal Developed  
|                  |                          |        |                          |        |                          |        | • Pass Oral Defense of Dissertation Proposal  
|                  |                          |        |                          |        |                          |        | • File Revised Study Plan  
|                  | SCWK9996 Dissertation Direction II | 3      | SCWK9911 Doctoral Continuation | 1      |                          |        | • Dissertation Defended & Filed  

** Field 3 days per week in the second year unless an early start is requested.  ♦ Applied to both MSW and PhD. Must be completed to confer the MSW.  ☠ Indicates an online course.
# International Social Welfare PhD Curriculum Plan

**Students Starting September 2016**

*(Recommended Study Plan)*

## First Year

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<tr>
<th></th>
<th>Fall</th>
<th>Spring</th>
<th>Summer</th>
<th>CR Hrs</th>
<th>CR Hrs</th>
<th>CR Hrs</th>
<th>Requirements Completed</th>
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</table>
| SCWK9951   | Survey of Research Methods in Social and Behavioral Science ◄ | SCWK9954 Models of Social Welfare Intervention ◄ |                | 3      | 3      |        | • Written Comprehensive Exam passed  
|            | 1 or 2 Electives at Home University | 1-2 Electives at Home University |                | 4-6    | 4-6    |        | • Research Internship Plan Approved (optional)  
|            |                       |                                 |                |        |        |        | • Study Plan Filed      |

Suggested Electives: Social Behavioral Science Theory Courses, Social Welfare Problem Courses. If needed, courses to improve English Language Skills may be pursued.

## Second Year

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<thead>
<tr>
<th></th>
<th>Fall</th>
<th>Spring</th>
<th>Summer</th>
<th>CR Hrs</th>
<th>CR Hrs</th>
<th>CR Hrs</th>
<th>Requirements Completed</th>
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<tr>
<td>SCWK9952</td>
<td>Tools for Scholarship (meets periodically as outlined in syllabus)</td>
<td>SCWK9960 Statistical Analyses for Social &amp; Behavioral Research</td>
<td>SCWK9961 Introduction to Structural Equation Modeling</td>
<td>1</td>
<td>3</td>
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<td>SCWK9992</td>
<td>Theories &amp; Methods of Teaching in Professional Education</td>
<td>2 or 3 Electives</td>
<td>6-9</td>
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<td>1 or 2 Electives</td>
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<td>6-9</td>
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Suggested Electives: Research Internship; SOCY9702 Intro to Statistics Data Analysis; SCWK9973 Theories & Research in Behavioral Science; SCWK9980 History & Philosophy of Social Welfare; or approved course at BC, BU, Brandeis or Tufts.

## Third Year

<table>
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<th>Fall</th>
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<th>CR Hrs</th>
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| SCWK9959   | Doctoral Publishable Paper Writing Project | SCWK9959 (cont.) Doctoral Publishable Paper Writing Project | SCWK9994 Dissertation Preparation Seminar (meets periodically as outlined in syllabus) | 0      | 0      | 1      | • Scholarly Paper Approved & Defended  
|            | 1 or 2 Electives: Advanced Seminars on Selected Social Welfare Topics, Research Design, Statistics Course, or Research Internships | 1 or 2 Electives: Advanced Seminars on Selected Social Welfare Topics, Research Design, Statistics Course, or Research Internships |                | 3-4   | 3-4   |        | • Required 45 Credits in Courses Completed  
|            |                       |                                 |                |        |        |        | • File Revised Study Plan  
|            |                       |                                 |                |        |        |        | • Dissertation Committee Appointed  
|            |                       |                                 |                |        |        |        | • Dissertation Proposal Developed      |

## Fourth Year

<table>
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<th>Fall</th>
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<th>Summer</th>
<th>CR Hrs</th>
<th>CR Hrs</th>
<th>CR Hrs</th>
<th>Requirements Completed</th>
</tr>
</thead>
</table>
| SCWK9995   | Dissertation Direction I | SCWK9996 Dissertation Direction II | SCWK9999 Doctoral Continuation | 3      | 3      | 0      | • Pass Oral Defense of Dissertation Proposal  
|            |                       |                                 |                |        |        |        | • Dissertation Defended & Filed          |

◄Online Course
APPENDIX L: USE OF BOSTON COLLEGE INDICIA
(University Trademarks and Logos)

Those individuals or student groups that propose to use the University's indicia or the School of Social Work logo for commercial or fundraising purposes, must first consult with the Associate Dean for Academic and Student Services. For more information, see the Boston College Policies and Procedures Manual at
<http://www.bc.edu/content/bc/offices/policies/universitypolicies.html>
Use of Boston College Indicia, 1-100-050.

APPENDIX M: POLICY FOR THE PROTECTION OF HUMAN RESEARCH PARTICIPANTS (IRB)

Federal and University regulations require that all faculty, staff, and student research projects involving human participants and/or materials of human origin be reviewed and approved by the Boston College (BC) Institutional Review Board (BC IRB) before initiation. Basic information about applications and forms can be found at:
<www.bc.edu/research/oric/human.html>

Find out if your project needs IRB review and other procedures at:
<http://www.bc.edu/content/bc/research/oric/human/irbreview.html>.

For more information review the
Policy for the Protection of Human Research Participants at:

and the companion document Standard Operating Procedures for Researchers at:
# SSW Student Guide

## Important BC Telephone Numbers & Websites

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
<th>Website</th>
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<tr>
<td>Athletics Information &amp; Tickets</td>
<td>617-552-3000</td>
<td>&lt;www.bceagles.com&gt;</td>
</tr>
<tr>
<td>Bookstore</td>
<td>617-552-3520</td>
<td>&lt;www.bc.edu/bookstore.html&gt;</td>
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<tr>
<td>Boston College Main Telephone</td>
<td>617-552-8000</td>
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<tr>
<td>Campus Police</td>
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<tr>
<td>Emergency</td>
<td>617-552-4444</td>
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<tr>
<td>Non-emergency</td>
<td>617-552-4440</td>
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<tr>
<td>Escort Service</td>
<td>617-552-8888</td>
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<tr>
<td>Dining Services</td>
<td>617-552-2263</td>
<td>&lt;www.bc.edu/dining&gt;</td>
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<tr>
<td>School of Social Work</td>
<td>617-552-4020</td>
<td>&lt;www.bc.edu/socialwork&gt;</td>
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<tr>
<td>Admissions</td>
<td>617-552-4024</td>
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<tr>
<td>Career Services</td>
<td>617-552-4035</td>
<td></td>
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<tr>
<td>Class Schedule/Cancellation</td>
<td>617-552-2610</td>
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<tr>
<td>Field Placement</td>
<td>617-552-4027</td>
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<tr>
<td>Graduate Student Association</td>
<td>617-552-1855</td>
<td>&lt;www.bc.edu/gsc&gt;</td>
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<tr>
<td>Murray Graduate Center</td>
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<tr>
<td>Health Services (Cushing Hall)</td>
<td>617-552-3225</td>
<td>&lt;www.bc.edu/offices/uhs/&gt;</td>
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<tr>
<td>Inclement Weather</td>
<td>617-552-INFO</td>
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<tr>
<td>Information Technology</td>
<td>617-552-HELP</td>
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<tr>
<td>Library, O’Neill</td>
<td>617-552-4472</td>
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<tr>
<td>Library, Social Work</td>
<td>617-552-0109</td>
<td>&lt;www.bc.edu/swlib&gt;</td>
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<tr>
<td>Recreation Complex</td>
<td>617-552-0797</td>
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<tr>
<td>Boston College Office of Student Services</td>
<td>800-294-0294</td>
<td>&lt;www.bc.edu/offices/stserv/&gt;</td>
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<tr>
<td>Agora Portal</td>
<td></td>
<td>or 617-552-3300</td>
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<tr>
<td>Financial Aid</td>
<td>800-294-0294</td>
<td>&lt;portal.bc.edu&gt;</td>
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<tr>
<td>Grades (8 a.m. - 11 p.m.)</td>
<td>617-552-8801</td>
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<td>Transcripts/Degree Verification</td>
<td>617-552-3300</td>
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<td>U-Dial</td>
<td>617-552-8800</td>
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<tr>
<td>University Counseling Services</td>
<td>617-552-3310</td>
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## Questions

<table>
<thead>
<tr>
<th>Question</th>
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<tbody>
<tr>
<td>Username and PIN #</td>
<td>Sally Gillen</td>
</tr>
<tr>
<td>Senior Admissions Assistant</td>
<td>617-552-4024 or <a href="mailto:sally.berry@bc.edu">sally.berry@bc.edu</a></td>
</tr>
<tr>
<td>Transfer credit</td>
<td>Teresa Touhey Schirmer</td>
</tr>
<tr>
<td>or SSW financial awards</td>
<td>Assoc. Dean, Academic &amp; Student Services</td>
</tr>
<tr>
<td></td>
<td>617-552-4762 or <a href="mailto:teresa.schirmer@bc.edu">teresa.schirmer@bc.edu</a></td>
</tr>
<tr>
<td>修改课程</td>
<td>Debbie Hogan</td>
</tr>
<tr>
<td>或SSW财务奖励</td>
<td>Assistant Director, Academic and Student</td>
</tr>
<tr>
<td>服务,博士项目</td>
<td>Program</td>
</tr>
<tr>
<td></td>
<td>617-552-4064 or <a href="mailto:debbiehogan92@bc.edu">debbiehogan92@bc.edu</a></td>
</tr>
<tr>
<td>支持服务/住宿</td>
<td>Teresa Touhey Schirmer</td>
</tr>
<tr>
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<td>Assoc. Dean, Academic &amp; Student Services</td>
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<td>617-552-4762 or <a href="mailto:teresa.schirmer@bc.edu">teresa.schirmer@bc.edu</a></td>
</tr>
<tr>
<td>修改课程</td>
<td>James Lubben</td>
</tr>
<tr>
<td>或SSW财务奖励</td>
<td>Director, Doctoral Program in Social Work</td>
</tr>
<tr>
<td></td>
<td>617-552-4033 or <a href="mailto:martha.pitt-catsoupes@bc.edu">martha.pitt-catsoupes@bc.edu</a></td>
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<tr>
<td>毕业审批</td>
<td>Teresa Touhey Schirmer</td>
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<tr>
<td>或SSW财务奖励</td>
<td>Assoc. Dean, Academic &amp; Student Services</td>
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<td>Director, Doctoral Program in Social Welfare</td>
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<tr>
<td></td>
<td>617-552-1366 or <a href="mailto:james.lubben@bc.edu">james.lubben@bc.edu</a></td>
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