

T SOCIAL WORK

2025-2026
**MSSW
Student
Handbook**



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WELCOME FROM THE PROGRAM DIRECTORS

Welcome to the MSSW program at the University of Tennessee, Knoxville!

It is with great excitement that we share the long tradition of social work education with our students who are entering a noble profession of service. The future for the College of Social Work looks bright as we stand on our history of educating, serving, and building on the knowledge base of the profession, all with the goal of empowering those seeking social work services. Our MSSW program provides an excellent, evidence based curriculum through our on-campus programs located in Nashville and Knoxville as well as through an innovative and accessible distance education format in which course work is completed entirely online. This coursework is expanded upon through our many field opportunities where students gain experiences through a wide variety of services. The College spans the state in its educational, research and public service initiatives. Our outstanding students make the most out of the opportunities provided them through solid educational content conveyed using innovative approaches, excellent field opportunities, specified areas of study including clinical practice as well as organizational leadership. The students of our college continue to excel and attract the attention of both local and national news for their accomplishments, while our graduates go from our program to impact the lives of those they serve and continually demonstrate the high quality of education and training at the UTK College of Social Work. Graduates will apply advanced critical thinking skills in collaboration with and on behalf of individuals, families, groups, organizations, communities, and societies, viewing themselves as life-long learners and their client systems as experts of their own life experiences.

Sincerely,



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INTRODUCTION FROM THE GRADUATE SCHOOL

In order to serve the mission and vision of the Graduate School and preserve the integrity of Graduate Programs at the University of Tennessee, Knoxville, information related to the process of graduate education in each department is to be provided for all graduate students. Based on Best Practices offered by the Council of Graduate Schools, it is important that detailed articulation of the information specific to the graduate degrees offered in each department/program be disseminated.

The Department Graduate Handbook does not deviate from established [Graduate School Policies](#) noted in the Graduate Catalog, but rather provides the specific ways in which those policies are carried out.

The Graduate Catalog

The [Graduate Catalog](#) represents the offerings and requirements in effect at the time of publication, but there is no guarantee that they will not be changed or revoked. The course offerings and requirements of the institution are continually under examination and revision. However, adequate and reasonable notice will be given to students affected by any change. This catalog is not intended to state contractual terms and should not be regarded as a contract between the student and the institution. The institution reserves the right to change any provision, offering, or requirement to be effective when determined by the institution. These changes will govern current and readmitted students. Enrollment of all students is subject to these conditions. The current catalog should be referred to during each year of study. The university further reserves the right to dismiss a student from the university for cause at any time.

Student Responsibility

Graduate students must assume full responsibility for knowledge of rules and regulations of the Graduate Council and departmental requirements for the chosen degree program. Any exceptions to the policies stated in the *Graduate Catalog* must be approved by the Dean of the Graduate School. Individual colleges and departments may have requirements beyond the minimum established by the Graduate Council. A calendar of deadlines and policies and procedures for graduate programs are found on the Graduate School web page (<http://gradschool.utk.edu>). A statement of graduate students' rights and responsibilities is included with the admission notification.

Current information about the university can also be found at

The University of Tennessee Homepage	http://utk.edu
The Graduate School	https://gradschool.utk.edu
Graduate Admissions	https://graduateadmissions.utk.edu/
OneStop	https://onestop.utk.edu/
Office of the Bursar	https://bursar.utk.edu/
Office of Financial Aid and Scholarships	https://onestop.utk.edu/scholarships-financial-aid/financial-aid/
Center for International Education	https://international.utk.edu/

Student Counseling Center	https://counselingcenter.utk.edu/
Student Disability Services	https://sds.utk.edu/
Office of Information Technology	https://oit.utk.edu/
Student Health Center	https://studenthealth.utk.edu/
University Libraries	https://www.lib.utk.edu/
Hilltopics Student Handbook	https://hilltopics.utk.edu/

PURPOSE OF MSSW HANDBOOK

The purpose of this handbook is to familiarize graduate students with procedures, policies, and requirements of the MSSW program. In addition, it provides information regarding the programs we offer, admission, registration, advising, financial assistance, and other pertinent information.

This handbook is meant to supplement the policies and procedures in the Graduate Catalog and Hilltopics. Graduate students are responsible for knowing and abiding by the various policies in all three of these documents, and are expected to be aware of and satisfy all regulations governing their work and study at the university.

For additional information please refer to the [Graduate Catalog](#), [Hilltopics](#) , and to the publications on the [Appeals Procedure](#).

CHANGES IN CURRICULUM REQUIREMENTS

This Handbook represents the offerings and requirements in effect at the time of publication, but there is no guarantee that they will not be changed or revoked. The course offerings and the requirements of the institution are continually under examination and revision. However, adequate and reasonable notice will be given to students affected by any changes.

The Handbook is not intended to state contractual terms and should not be regarded as a contract between the student and the institution. The institution reserves the right to change any provision, offering, or requirement to be effective when determined by the institution. These changes will govern current and readmitted students. Enrollment of all students is subject to these conditions. Current University catalogs are available online at: <https://catalog.utk.edu/index.php> . The University further reserves the right to dismiss a student from the University for cause at any time.

THE COLLEGE OF SOCIAL WORK

History

The University of Tennessee, Knoxville College of Social Work was established in Nashville as the Nashville School of Social Work in 1942 in a consortium arrangement with Vanderbilt University, George

Peabody College for Teachers, and Scarritt College. MSSW degrees were awarded through Vanderbilt University from 1944 through 1951. When the school became a part of the University of Tennessee, it expanded to Memphis in 1951 and to Knoxville in 1958. Since 1973, the Office of the Dean has been in Knoxville. In 1986, the UT School of Social Work became a college, and the name was changed to the College of Social Work. The College now offers four degrees: BSSW, MSSW., PhD, and DSW.

Programs Offered

The Master of Science in Social Work (MSSW) program is offered on the Knoxville and Nashville campuses as well as through the online program. The Bachelor of Science in Social Work (BSSW) degree is offered on the Knoxville campus and online. The Doctor of Social Work (DSW) in Clinical Practice and Leadership program prepares graduates for advanced clinical practice and leadership and is offered as an online program. Foundation courses for the PhD program are offered in Knoxville; dissertation research may be completed in either Knoxville or Nashville. Both campuses have full-time faculty, library facilities, computer labs, and field practice resources.

The Bachelor's, Master's, and DSW degree programs of the UT College of Social Work are accredited by the Council on Social Work Education (CSWE). The MSSW program is the state of Tennessee's first and oldest CSWE accredited program. Our MSSW program is recognized for its advanced social work curriculum with its courses for students studying social welfare policy, human behavior, and ethics, balanced with hands-on experience in clinical settings.

ORGANIZATIONAL STRUCTURE

The University of Tennessee, Knoxville College of Social Work offers the MSSW program. A description of the campuses follows.

Knoxville

The offices of the Dean, Associate Dean for Academic Affairs, Knoxville MSSW Program Director, Online MSSW Program Director, BSSW Program Director, PhD Program Director, DSW Program Director, and faculty and staff of the Knoxville campus are located in the Stokely Management Center, at 916 Volunteer Blvd, on The University of Tennessee campus. All facilities on the UT, Knoxville campus are available to the College including the University of Tennessee Libraries, the Student Union, and the University of Tennessee Medical Center. Also located in Knoxville are the Office of Social Work Research and Public Service and the Center for Behavioral Health Research. The BSSW, MSSW, and PhD programs are offered in Knoxville.

Nashville

The offices of the Assistant Dean for the Nashville Campus, Assistant Dean for Faculty Affairs, Nashville Program Director, Field Director, and faculty and staff of the Nashville and Online campus are located in the Polk Building at 193 Polk Avenue, Suite E. The building also houses offices of the Institute for Public Service and some offices for the Social Work Office of Research and Public Service. In addition to its full-time faculty members, the Nashville campus draws upon the research and teaching resources of 16 universities and colleges within the Nashville-Davidson County area. Students have access to the

educational, cultural and social resources of Nashville and middle Tennessee. Students have access to all resources of the University of Tennessee Libraries through online access to all library catalogs and databases, instant access to e-journals and rapid inter-library loan.

Online MSSW

The college offers an Online MSSW program for students who are unable to come to campus. This delivery is offered to advanced standing, full time, and extended study students. Students take all of their coursework online. Student internships are arranged within a reasonable driving distance from the communities within which Online MSSW students reside. Students have access to all resources of the University of Tennessee, Knoxville libraries through online access to library catalogs and databases, instant access to e-journals, and rapid inter-library loan.

The Online MSSW program is held to the same standards as the traditional on-campus MSSW degree, is fully accredited by the CSWE (Council on Social Work Education), and is taught by the same professors who teach on campus. The degree received is a Masters of Science in Social Work from the University of Tennessee, Knoxville.

ADMINISTRATIVE STRUCTURE

The Dean, located in Knoxville, serves as the chief academic and administrative officer of the College. The Dean is appointed by and reports to the Provost and Senior Vice Chancellor for Academic Affairs. The appointment of the Dean is reviewed at the discretion of the Provost and Senior Vice Chancellor for Academic Affairs in consultation with the faculty.

Three MSSW Program Directors are assigned the duty of directly administering the MSSW programs respectively on the Online, Knoxville and Nashville campuses. The MSSW Program Directors are appointed by the Dean and report directly to the Associate Dean for Academic Affairs of the College. The Associate Dean for Academic Affairs has oversight responsibility for administering the academic programs of the college, carries many responsibilities within the College that the "Department Head" assumes in other University of Tennessee, Knoxville colleges and schools, and also serves as the contact person with the Graduate School. The MSSW Program Directors are responsible for the administration of the MSSW program.

All support staff are responsible directly to the assigned administrative delegate. Responsibilities and rights of support staff are defined in UT Personnel Policies and Procedures.

Contact information for the Dean, Associate Deans, faculty and staff is located on the [College of Social Work website](#).

COLLEGE VISION, MISSION, AND VALUES

Grounded in social justice, we equip professional social workers with the skills needed to serve diverse and vulnerable populations. We build knowledge by conducting groundbreaking research that focuses on solving social problems. We engage with our communities through meaningful service.

The educational mission of the college is accomplished by faculty committed to the use of teaching methods that support critical thinking and life-long learning. The college's research mission embraces interdisciplinary collaboration and scholarship that seeks to increase knowledge for the benefit of individuals, families, organizations, and communities. Community outreach services are rendered by both faculty, staff, and students who seek to enhance the quality of life for people and human systems in Tennessee, with particular concern for improving life conditions and greater social justice for vulnerable populations.

College Vision

Communities where all people can thrive.

College Mission

Pursuing the college's vision in alignment with the [university's land grant mission](#) through...

- conducting groundbreaking, interdisciplinary research that informs policy and practice.
- building partnerships that leverage our resources to improve lives in Tennessee and beyond.
- equipping professional social workers with the knowledge and skills to facilitate well-being.

College Values

- **Innovation:** Committing to a spirit of continual learning and creativity in education, scholarship, engagement, and administration.
- **Empathy:** Informing action with curiosity and understanding.
- **Integrity:** Exemplifying transparency, accuracy, and the highest standards of professional ethics.
- **Respect:** Recognizing and honoring the dignity, value, and well-being of each person, in all of their identities and interests.
- **Collaboration:** Building authentic, mutually beneficial relationships that empower shared success.
- **Accountability:** Holding ourselves and one other responsible for living into our shared values.
- **Access:** Promoting an atmosphere where all members of the college community feel welcome, can thrive, and achieve success

NASW Code of Ethics

Professional ethics are at the core of social work. The profession has an obligation to articulate its basic values, ethical principles, and ethical standards. The [NASW Code of Ethics](#) sets forth these values, principles, and standards to guide social workers' conduct. The Code is relevant to all social workers and

social work students, regardless of their professional functions, the settings in which they work, or the populations they serve.

The NASW Code of Ethics serves six purposes:

1. The Code identifies core values on which social work's mission is based.
2. The Code summarizes broad ethical principles that reflect the profession's core values and establishes a set of specific ethical standards that should be used to guide social work practice.
3. The Code is designed to help social workers identify relevant considerations when professional obligations conflict or ethical uncertainties arise.
4. The Code provides ethical standards to which the general public can hold the social work profession accountable.
5. The Code socializes practitioners new to the field to social work's mission, values, ethical principles, and ethical standards, and encourages all social workers to engage in self-care, ongoing education, and other activities to ensure their commitment to those same core features of the profession.
6. The Code articulates standards that the social work profession itself can use to assess whether social workers have engaged in unethical conduct. NASW has formal procedures to adjudicate ethics complaints filed against its members.* In subscribing to this Code, social workers are required to cooperate in its implementation, participate in NASW adjudication proceedings, and abide by any NASW disciplinary rulings or sanctions based on it.

NASW Core Values

"The mission of the social work profession is rooted in a set of core values. These core values, embraced by social workers throughout the profession's history, are the foundation of social work's unique purpose and perspective:

- service
- social justice
- dignity and worth of the person
- importance of human relationships
- integrity
- competence

This constellation of core values reflects what is unique to the social work profession. Core values, and the principles that flow from them, must be balanced within the context and complexity of the human experience."

The College of Social Work faculty, staff and administrators embrace these values and work to embody these values throughout our learning community.

Ethical Standards

“The NASW ethical standards are relevant to the professional activities of all social workers. These standards concern (1) social workers’ ethical responsibilities to clients, (2) social workers’ ethical responsibilities to colleagues, (3) social workers’ ethical responsibilities in practice settings, (4) social workers’ ethical responsibilities as professionals, (5) social workers’ ethical responsibilities to the social work profession, and (6) social workers’ ethical responsibilities to the broader society. Some of the standards that follow are enforceable guidelines for professional conduct, and some are aspirational. The extent to which each standard is enforceable is a matter of professional judgment to be exercised by those responsible for reviewing alleged violations of ethical standards.”

ACCESS AND ENGAGEMENT

The [Office of Access and Engagement](#) supports the goals of the Statement of Aspirations, approved by the UT Board of Trustees on February 28, 2025. This office plays a critical role in enhancing the UTC SW strategic vision and mission as an equitable, supportive workplace that lives the college’s values through internal and external interactions.

In alignment with the CSWE Educational Policy and Accreditation Standards and NASW Code of Ethics, MSSW and BSSW degree Programs in Social Work Education, the University of Tennessee, Knoxville College of Social Work curricula shall prepare students to lead with equity, ethics, and cultural humility; engage in critical inquiry and knowledge development; and advance human, community, organizational, and societal well-being. Grounded in a person-in-environment framework, a global perspective, and multiple ways of knowing, the curriculum reflects the profession’s core values: service, social justice, the dignity and worth of the person, the importance of human relationships, integrity, competence, human rights, and scientific inquiry. These values—together with an anti-racist and anti-oppressive perspective—inform both the explicit and implicit curriculum, guiding the profession’s commitment to honoring all people and advancing social, racial, economic, and environmental justice.

Access and Engagement Advisory Committee and Fellows

This committee serves as an advisory committee to the Associate Dean of Access, Belonging, and Global Engagement, strengthening the College of Social Work’s enduring commitment to the CSWE Educational Policies and Accreditation Standards of 2022 and practices in accordance with the NASW Code of Ethics.

International Opportunities

The College of Social Work is dedicated to advancing international education and fostering meaningful global engagement. We provide students with a range of opportunities—including study abroad programs, international field placements, Collaborative Online International Learning (COIL), and other immersive experiences—that connect classroom learning with real-world contexts across diverse cultures and communities. We also encourage faculty to engage in international research collaborations and develop innovative academic initiatives abroad. Through these efforts, we equip students with cultural humility, global awareness, and professional competencies needed to address complex social

issues in an increasingly interconnected world. In addition, we actively support both national and international students through global recruitment for our BSSW, MSSW, PhD, and DSW programs.

Social Justice Innovation Initiative

The [Social Justice Innovation Initiative](#) at the College of Social Work is privately funded through a gift from longtime college supporter Susan Cooper. The initiative provides a distinctive framework for addressing many of society's most pressing issues related to education, healthcare, and social justice. The initiative provides grants to students and faculty to address challenges in their communities in creative ways.

Office for Campus Culture and Community

The [Office for Campus Culture and Community](#) enhances the Volunteer experience by fostering a supportive campus culture where Vol is a Verb. The Division of Student Life has established the Office for Campus Culture and Community to foster a supportive and connected community for all undergraduate and graduate students. This office brings together some initiatives previously led by the Pride Center and Multicultural Student Life under a new and expanded range of services.

Students with Disabilities

[Student Disability Services](#) is committed to partnering with the UT community to ensure an accessible university experience for students with disabilities by removing or minimizing barriers. They engage in disability education, advance the concepts of universal design and promote inclusion on campus. The College of Social Work has successfully accommodated the needs of students with a wide range of disabilities and is flexible in actively seeking adequate support for these students.

Student Disability Services seeks to establish an inclusive environment where every aspect of the university experience is readily accessible for all students without barriers or bias. Students may [register](#) with Student Disability Services to receive accommodations necessary to provide equitable access to courses and related activities. Once registered, students utilize the Student Portal to request and manage most accommodations. Each student is also assigned an SDS Coordinator who serves as their point of contact for any questions or concerns related to their accommodations.

Student Pregnancy Accommodations

The University of Tennessee, Knoxville (the "University") is committed to creating and maintaining a non-discriminatory learning environment for all students. This policy is intended to comply with Title IX of the Education Amendments of 1972, which prohibits discrimination based on sex in education programs and activities. Title IX includes prohibiting discrimination against students on the basis of pregnancy.

Discrimination against any student, or the exclusion of any student from participation in any part of a University education program or activity, on the basis of a student's actual or potential pregnancy is prohibited. These education programs and activities include, but are not limited to, classes, extracurricular activities, athletic programs, internships, fellowships, clinics, and labs.

In this policy, “pregnancy” means pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery from any of these conditions. This Policy applies to all aspects of the University’s education programs and activities. The full policy can be found online at:

<https://titleix.utk.edu/students/resources-for-pregnant-students/>

Veterans and Military Personnel

The University of Tennessee, Knoxville College of Social Work actively recruits veterans to continue to serve beyond the battlefield. Military training has provided vital skills that are often needed in the social work profession. The versatility of our programs provides for leadership development in both the clinical practice arena and the organizational management or advocacy positions. The University of Tennessee is highly ranked in U.S. News and World Report’s inaugural rankings for Best Colleges for Veterans, and the College of Social Work is on the quest to participate in assisting veterans to achieve their degree in Social Work. Proudly serving our veteran scholars, the University of Tennessee, Knoxville, offers [two offices](#) dedicated to supporting a rapidly growing population.

ETHICAL ACADEMIC AND PROFESSIONAL CONDUCT

Students in a graduate program in social work are simultaneously entering academic and professional worlds. Therefore, the norms of academia and professional social work practice must govern their behavior.

University of Tennessee Standards of Conduct

CSW students are responsible for adhering to the University of Tennessee’s [Standards of Conduct](#). This document is meant to serve as an overview of the Student Code of Conduct; please review the [Student Code of Conduct](#), email studentconduct@utk.edu, or call Student Conduct & Community Standards (865-974-3171) for more information.

The Office of Student Judicial Affairs is responsible for determining whether to initiate a disciplinary charge against a student for violating the Standards of Conduct. Potential penalties imposed through the Office of Student Judicial Affairs for violations of the Standards of Conduct include suspension and permanent dismissal from the University. In addition, the CSW may take independent action regarding the student’s status in the CSW if the student’s conduct violates the CSW’s standards of professional conduct, as described below.

Student Code of Conduct

The Student Code of Conduct details information about the institution’s expectations and student rights and responsibilities. It creates a standard by which students are expected to conduct themselves that is consistent with the educational goals of the university.

Students are responsible for conducting themselves in a lawful manner and in compliance with the guidelines set forth in the Code. To review the Code of Conduct, please visit

<https://studentlife.utk.edu/studentconduct/>

For more information, contact the Office of Student Conduct & Community Standards (865-974-3171) or email studentconduct@utk.edu.

Academic Conduct

The purpose of the academic environment is to facilitate the acquisition of knowledge and the ability to think critically about knowledge. A degree, such as the MSSW is an assessment by the faculty that these purposes have been accomplished. On the positive side, this means that a student is committed to the full application of themselves to the pursuit of knowledge and to an understanding of its meaning. Conversely, plagiarism, or any other form of cheating, is inimical to this purpose and is grounds for disciplinary action, including dismissal from the program. Graduate students are expected to understand proper use of others' materials and referencing of them in written works and to comply with academic standards in this regard. Guidelines for proper referencing and citations can be found in the current Style Guide of the American Psychological Association.

Honor Statement

The University of Tennessee, Knoxville is proud of its students' commitment to academic integrity and their pledge to abide by the Honor Statement found in [Hilltopics](#). The cooperation of students and faculty members maintains this tradition of intellectual honesty. "Each faculty member," according to Hilltopics ("Academic Conduct"), "is responsible for defining, in specific terms, guidelines for preserving academic integrity in a course." The faculty member will discuss the importance of the Honor Statement, as it relates to both individuals and groups in each course, at either the first or second class meeting.

An essential feature of the University of Tennessee at Knoxville is a commitment to maintaining an atmosphere of intellectual integrity and academic honesty. "As a student of the University, I pledge that I will neither knowingly give nor receive any inappropriate assistance in academic work, thus affirming my own personal commitment to honor and integrity." A thorough understanding of the Honor Statement is essential to the success of the honor system. The Honor Statement prohibits cheating, plagiarism, and any other type of academic dishonesty. Please refer to [Hilltopics](#) for additional information about and responsibilities associated with the Honor Statement, and the process to be followed in cases of alleged academic dishonesty.

Academic Integrity

Study, preparation, and presentation should involve at all times the student's own work, unless it has been clearly specified that work is to be a team effort. Academic honesty requires that the student present their own work in all academic projects, including tests, papers, homework, and class presentation. When incorporating the work of other scholars and writers into a project, the student must accurately cite the source of that work. For additional information see the Honor Statement on the Academic Policies and Procedures page of the [current catalog](#) or the [UT Libraries site](#). See also the [Student Code of Conduct](#). For additional information see the SCCS page on [Academic Integrity](#).

Academic Dishonesty

The Honor Statement of the Student Code of Conduct encourages each student to make a personal commitment to academic integrity. In addition, faculty members also have the responsibility to define and set guidelines for academic integrity in their courses as well as act on any violation of the Honor Statement. Both faculty members and students are integral parts to ensure that all students are able to have equitable learning environments.

Academic Evaluation

Academic performance is evaluated on academic requirements outlined by professors, departments, colleges and the university, and not on may expect their performance to be evaluated solely on an academic basis and not on opinions or conduct in matters unrelated to academic standards. Students are responsible for adhering to the guidelines each course in which they are enrolled as well as the requirements of their program and college. A student alleging unfair evaluation should follow the applicable process for academic appeal. Instructors are expected to make honest, professional judgments on the academic performance of students and to make clear to them the basis for academic evaluation used in their classes. For additional information, visit the [Policy and Procedures page](#) of the catalog.

Plagiarism

Students shall not plagiarize. Plagiarism is using the intellectual property or product of someone else without giving proper credit. The undocumented use of someone else's words or ideas in any medium of communication (unless such information is recognized as common knowledge) is a serious offense, subject to disciplinary action that may include failure in a course and/or dismissal from the university. Some examples of plagiarism are, but are not limited to

- *Using without proper documentation (quotation marks and citation) written or spoken words, phrases, or sentences from any source;*
- *Summarizing without proper documentation (usually a citation) ideas from another source (unless such information is recognized as common knowledge);*
- *Borrowing facts, statistics, graphs, pictorial representations, or phrases without acknowledging the source (unless such information is recognized as common knowledge);*
- *Collaborating on a graded assignment without the instructor's approval; and*
- *Submitting work, either in whole or partially created by a professional service and used without attribution (e.g., paper, speech, bibliography, or photograph).*

Extreme caution should be exercised by students involved in collaborative research to avoid questions of plagiarism. If in doubt, students should check with their advisor, the Director of Graduate Studies, and/or the department head/school director about the project. Plagiarism will be investigated when suspected and prosecuted if established.

All theses and dissertations must be scanned with university-approved plagiarism detection software prior to thesis or dissertation defense. The program must confirm, at the time the thesis or dissertation

is submitted to the Graduate School, that documents have been analyzed using the university-approved plagiarism detection software.

To learn more about plagiarism and how to avoid problems, view resources available on the University Libraries [website](https://libguides.utk.edu/style) (<https://libguides.utk.edu/style>).

Other Types of Academic Dishonesty

Specific examples of other types of academic dishonesty include, but are not limited to: (1) providing or receiving unauthorized information during an examination or academic assignment, or the possession and/or use of unauthorized materials during an examination or academic assignment; (2) providing or receiving unauthorized assistance in connection with laboratory work, field work, scholarship, or another academic assignment; (3) falsifying, fabricating, or misrepresenting data, laboratory results, research results, citations, or other information in connection with an academic assignment; (4) serving as, or enlisting the assistance of, a substitute for a student in the taking of an examination or the performance of an academic assignment; (5) altering grades, answers, or marks in an effort to change the earned grade or credit; (6) submitting without authorization the same assignment for credit in more than one course; (7) forging the signature of another or allowing forgery by another on any class or University-related document such as a class roll or drop/add sheet; (8) gaining an objectively unfair academic advantage by failing to observe the expressed procedures or instructions relating to an exam or academic assignment; and (9) engaging in an activity that unfairly places another student at a disadvantage, such as taking, hiding, or altering resource material, or manipulating a grading system, and (10) utilizing any form of Artificial Intelligence (i.e. ChatGPT) and representing the material as the student's own work.

Research Compliance

Research and creative work is an integral part of graduate education, regardless of the discipline. As part of graduate education, it is incumbent upon students to conduct their research in an ethical manner.

The [Office of Research, Innovation & Economic Development](#) (ORIED) drives the campus research enterprise by providing technical expertise in proposal development, faculty development, sponsored programs administration, and compliance requirements. Graduate students are expected to maintain high standards for the conduct of their research. To learn more about training, workshops and other resources available at the University, visit the ORIED's Compliance Training [web page](#).

CSW Standards of Professional Conduct

Separate and distinct from the University of Tennessee's Standards of Conduct, and the CSW's standards for academic performance (which are contained elsewhere in this handbook and in the Graduate Catalog), there are certain cognitive, emotional and character requirements that students must possess that provide the CSW with reasonable assurance that students can complete the entire course of study and participate fully in all aspects of social work education and the professional practice of social work. Students in the CSW are expected to possess the following abilities and attributes at a level appropriate to their year in the program. They are expected to meet these standards in the classroom and in their practica. Attention to these standards will be part of evaluations made by faculty responsible for

evaluating applications for admission and faculty responsible for evaluating students' classroom and practicum performance.

- **Professional Behavior** - The social work student behaves professionally by knowing and practicing within the scope of social work, adhering to the National Association of Social Workers Code of Ethics and the Tennessee Board of Social Worker Standards of Conduct (1365-01-.10) as found in the [Tennessee Board of Social Work Certification and Licensure General Rules and Regulations](#).
- **Interpersonal Skills** - The social work student communicates and interacts with other students, faculty, staff, clients and professionals in a professional manner, and demonstrates respect for and consideration of other students, faculty, staff, clients and professionals in spoken, written and electronic form. The social work student expresses their ideas and feelings clearly and demonstrates a willingness and ability to listen to others.
- **Self-awareness** - The social work student is willing to examine and change their behavior when it interferes with their working with clients and other professionals, and is able to work effectively with others in subordinate positions as well as with those in authority.
- **Professional Commitment** - The social work student has a strong commitment to the essential values of social work (the dignity and worth of every individual and their right to a just share of the society's resources). The social work student is knowledgeable about and adheres to the National Association of Social Workers Code of Ethics and the Rules of the Tennessee Board of Social Worker Certification.
- **Self-care** - The social work student recognizes the signs of stress, develops appropriate means of self-care, and seeks supportive resources if necessary.

The following list provides examples, but is not exhaustive, of professional misconduct :

- Misuse, alteration or falsification of documents.
- Unauthorized or improper use of University equipment, services and facilities.
- Harassing, coercing and intimidating behavior.
- Obstruction or disruption of teaching.
- Criminal activity.
- Failure to comply with an order from a legitimate university authority and failure to attend required meetings called by university faculty or administration such as Academic Committee Meetings and Field Evaluation Meetings.
- Threatening behavior and verbal abuse.
- Inappropriate relationships.
- Inability to secure, sustain, or perform satisfactorily in a field placement.
- Other behaviors determined to be unprofessional conduct towards colleagues, faculty, staff and/or clients.

College of Social Work Academic and Professional Standards Committee

Except for alleged academic dishonesty, which shall be addressed through the procedures set forth in Hilltopics, the following procedures are used to address student academic, behavioral and or professional standards concerns that have not been resolved through other student support procedures in the College. Examples include unsatisfactory progress in courses and field placement, consistent issues with professional behaviors (i.e., poor attendance, tardiness, missing/late assignments), not adhering to the core values described in the NASW Code of Ethics.

Procedures

1. A Professional Standards Committee will be constituted each year. The Associate Dean for Academic Affairs will select a faculty chairperson and 3 members including the student success representative, a field faculty member and one full-time faculty to serve on this Committee. The term of office for faculty members is one year and can be renewed. The Professional Standards Committee meets as needed. Faculty members of the Professional Standards Committee having direct prior involvement with a case shall recuse themselves. In such a circumstance, the Associate Dean for Academic Affairs will appoint an alternative faculty for consideration of that case.
2. The student shall be provided with written notice (e-mail is sufficient) of the time and place of the hearing of the Committee at least 7 business days in advance of the hearing.
3. The faculty member's prior written documentation of the student's conduct and the support plan(s) will be submitted along with any other relevant supporting documents. Prior to the hearing, the student may also submit written materials to the Committee. Copies of materials submitted to the Committee must be provided to everyone participating in the hearing.
4. At the hearing, the Committee will hear orderly presentations from the student and the faculty member(s) who raised the concern(s). Each party will be allowed to present witnesses in support of their position, ask questions, and respond to questions. However, a hearing of the Committee is not a legal proceeding and legal representation of the parties is not permitted in the hearing.
5. The Committee will deliberate in private and make a decision on the appropriate course of action, which may include, but is not limited to: no action against a student; placement of a student on probationary status, determine that the student is eligible for re-placement; putting the student on a leave of absence; or dismissing the student from the CSW. (Committee will have possible options decision rubric). The Committee will send documentation to the student, program director, faculty and advisor within 3 business days.
6. A student may appeal the decision of the Committee by sending a written appeal to the Associate Dean for Academic Affairs within 7 business days of receiving written documentation, who then shall make a decision on the student's appeal and communicate that decision to the student in writing with copies to the appropriate program director.
7. A student may appeal a decision of the Associate Dean for Academic Affairs to the Dean of the CSW by sending a written appeal to the Dean within 7 business days of receiving the appeal of the Associate Dean for Academic Affairs, who then shall make a decision on the student's appeal

and communicate that decision to the student in writing with copies to the Associate Dean for Academic Affairs.

8. To appeal the decision of the Dean of the College of Social Work, a student shall file a written appeal in accordance with the Undergraduate Council Appeal Procedure/ Graduate Council Appeal Procedure. The Undergraduate Council/ The Graduate Council considers student appeals only after they have been duly processed through the College of Social Work.

A complete statement of the Graduate Council Appeal Procedure is available from the UT-Knoxville Graduate School, <http://gradschool.utk.edu>.

Grievances and Appeals

The [Appeals Committee of the Graduate Council](#) is authorized to consider appeals from graduate students concerning a grievance that has been unresolved at the department and college level. Appeals may involve the interpretation of and adherence to university, college and department policies and procedures as they apply to graduate education and grievances concerning grades. This committee does not consider grievances related to race, gender, religion, national origin, age or handicap.

Appeals may involve the interpretation of and adherence to university, college, and department policies and procedures as they apply to graduate education and the issuance of grades based on specific allowable reasons stipulated in the [Graduate Council Appeal Procedure](#). In brief, appeals should be handled first at the department level through the student's academic advisor, the director of graduate studies, or the department or program head. Further appeal may be made to the dean of the respective college, the Graduate Council Appeals Committee through the Assistant Dean of the Graduate School, and ultimately to the Dean of the Graduate School. In the case of UT students, they may appeal the decision of the Dean of the Graduate School to the Provost and then the Chancellor.

Appeal procedures in regard to allegations of misconduct or academic dishonesty are presented in Hilltopics under [Student Code of Conduct](#).

Students with grievances related to race, sex, color, religion, national origin, age, disability or veteran status should file a formal complaint with the [Office of Equal Opportunity and Accessibility](#), 1840 Melrose Avenue.

UT Policy on a Drug-Free Campus and Workplace

It is the policy of the University of Tennessee to maintain a safe and healthful environment for its students and employees. Therefore, university policy prohibits the unlawful use, manufacture, possession, distribution, or dispensing of drugs ("controlled substances" as defined in the Controlled Substances Act, 21 U.S.C. 812) and alcohol on university property or during university activities.

Violation of this policy is grounds for disciplinary action--up to and including immediate discharge for an employee and permanent dismissal of a student. Federal and state laws provide additional penalties for such unlawful activities, including fines and imprisonment (21 U.S.C. 841 et seq.; T.C.A. 39-6-401 et seq.). Local ordinances also provide various penalties for drug- and alcohol-related offenses. The university is bound to take all appropriate actions against violators, which may include referral for legal

prosecution or requiring the individual to participate satisfactorily in an approved drug use or alcohol abuse assistance or rehabilitation program.

Individuals who are paid by the University of Tennessee from federal grants or contracts must notify the university of any criminal drug statute conviction for a violation occurring in the workplace within five days after such conviction. The university is, in turn, required to inform the granting or contracting agency of such violation within ten days of the university's receipt of notification.

Employees and their families needing treatment information should call their local Human Resources Office, Employee Assistance Program, or the State of Tennessee Employee Assistance Program. Students needing treatment information should contact their campus Student Affairs Office, Student Health Center or Counseling Center.

THE MASTER OF SCIENCE IN SOCIAL WORK (MSSW) PROGRAM

Program Mission and Goals

MSSW Program Goals

1. Are equipped for generalist and advanced Clinical or Organizational Leadership practice with individuals, families, groups, organizations, and communities.
2. Serve as skilled practitioners who engage in ethical, evidence based practice across system levels utilizing a Person-in-Environment perspective.
3. Serve as leaders who advance social, economic, and environmental flourishing, promote human rights, and engage in social action to help all people thrive.
4. Serve as leaders that value and appreciate human relationships, complexity, and thriving.
5. Practice life-long learning, engage in scientific inquiry, and utilize critical thinking to inform practice at the designated system levels.
6. Critically apply relevant theories and social work values to engage, assess, intervene, and evaluate practice within changing contexts at all systems levels.

Admission to the MSSW Program

Applicants apply for admission through the [Office of Graduate and International Admissions](#).

Application requirements include the completed Graduate Admissions application, a nonrefundable application fee, official transcripts of all undergraduate and graduate course work, MSSW professional statement, resume, and three MSSW reference forms.

Applications should be submitted as early as possible and a minimum of six weeks should be allowed for completing the application process. The priority deadline for completed applications is February 1 of the year in which admission is desired. Only completed applications will be considered for admission.

An admissions committee reviews completed applications and recommends or denies admission for applicants to all programs of study (full time, extended study, and advanced standing). The admission

committee may schedule interviews with applicants as needed before admission decisions are made. The applicant will be contacted if a personal interview is required. The MSSW Program Committee is responsible for formulating and reviewing policies related to the admission of students to the MSSW program.

Admission Requirements

Admission to the MSSW program is based on the following requirements:

1. Applicants must have obtained a bachelor's degree from a college or university accredited by the appropriate regional accrediting agency, recognized by the Council for Higher Education Accreditation (CHEA). A non-U.S. degree must be equivalent to a bachelor's degree from the United States and must be granted by a recognized or accredited foreign institution.
2. Preparation in the social sciences (at least three-fourths of the undergraduate work should be in the social sciences, humanities, physical sciences, and other liberal arts subjects). A liberal arts perspective with course work from at least four of these five areas:
 - a. economics or mathematics
 - b. government, political science, or history
 - c. sociology or anthropology
 - d. psychology
 - e. philosophy, literature, or the arts
3. United States degree holders must have earned a minimum of 2.7 out of a possible 4.0 or a minimum of 3.0 during the senior year of undergraduate study. If you have completed previous graduate coursework, you must have earned a minimum of 3.0 out of a possible 4.0.

Applicants with non-U.S. degrees must have earned a minimum of 3.0 on a 4.0 scale or other equivalent to a 'B' average. If you have completed previous graduate coursework, you must have earned a minimum of 3.3 out of a possible 4.0 or other equivalent to a 'B+' average.
4. All applicants applying for admission to the Advanced Standing program must have a BSSW/BSW degree from a CSWE-accredited program or, for international applicants, a degree deemed equivalent by CSWE's evaluation process.
5. Personal qualifications acceptable for entrance into the professional practice of social work.

Preference is given to applicants with a 3.0 cumulative GPA or above in their undergraduate work and with substantial preparation in the social sciences.

GRE scores are not required for admission to the MSSW program. However, applicants may submit current scores from the GRE General Exam to supplement their application materials. GRE scores are valid for five years from the date of the exam.

Applicants may be considered for admission at one campus. Applicants who have been denied admission may not be considered for admission to another campus for the same year; they must wait until the following year to reapply to the program. The MSSW program does not offer spring admission.

The MSSW program offers the option to defer admission for one year.

When a student is admitted to graduate study prior to having received their baccalaureate degree, that degree must be awarded before the first day of graduate courses at UT, Knoxville.

Students admitted on probationary status must successfully complete their first semester with a minimum GPA of 3.0. After completion of three or more hours of graduate credit with a 3.0 GPA the probationary status will be removed.

After Admission

After being admitted to the College of Social Work students must submit a non-refundable \$100 seating fee to accept their offer of admission. This fee will be applied to the student's account balance at the start of the semester. The seating fee is non-refundable and non-transferable. Students who pay the seating fee but do not matriculate will forfeit their seating fee.

Admitted applicants have access to welcome information which includes program, field placement, and registration information. The welcome information includes information regarding the \$100 seating fee that each admitted applicant is required to submit to reserve their seat in the program and instructions on how to pay it.

After admission is offered, the following must be provided to the Graduate School:

- Official transcripts and degree certificates (if separate from the transcript). See Graduate Admissions website for more information.
 - The Graduate School will reserve the right to revoke admission to a student if any unofficial or official documents are found to be fraudulent following review and comparison.
 - Registration is prohibited after the first semester of enrollment until students have submitted the official copy of transcripts, including any degree certificates or degree confirmations, from all institutions previously attended. See Conditional Admission Registration for more information.
- For those who submitted unofficial TOEFL or IELTS scores with the application, verification of official scores is required.
- For those who have the Eligibility Verification for Entitlement Act (EVEA) requirement, documentation that proves U.S. citizenship or lawful presence as required by state law. For information on EVEA, visit the One Stop Student Services website.

All documents submitted become the property of the university and will not be returned.

Conditional Admission Registration

Applicants who appear to meet the admission requirements for graduate study may be allowed to register for an initial term after submitting the Graduate Application for Admission form and application fee. Time is allowed to obtain official transcripts and additional requirements for admission. Students who fail to gain admission within seven weeks after registration will not be permitted to register again until all admission requirements are met. International students may not register until all required materials, including official transcripts, have been submitted.

International Applicants

For admission to a graduate program, an international student must have an equivalent 4-year bachelor's degree with at least a B average on all previous course work and a B+ on all previous graduate work. If graduating from a U.S. institution, the minimum is the same as that for domestic students.

Any person whose native language is not English must submit results of the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS). A minimum score of 550 on the paper test or 80 on the Internet-based test typically with a score of 20 on each of the sections of the test (reading, listening, writing, and speaking) is required for admission consideration. For the IELTS, a minimum score of 6.5 is required. Some programs require higher scores. The score must be no more than two years old from the requested date of entry.

An applicant may be exempted from the English Certification requirement if:

- English is an official language in the applicant's country of citizenship, according to [Countries With English as Official Language](#) as published by the Graduate School
- OR
- English is the primary language of instruction at the institution in which the applicant received an undergraduate, graduate, or professional degree.

All students whose native language is not English must take an English proficiency examination after arrival at the University of Tennessee, Knoxville.

Before admission can be completed, international applicants must document availability of sufficient funds for the first 12 months of studies.

Please refer to the [Admission Guide for International Applicants](#) for additional information.

International applicants who will/have entered the United States (a U.S. Visa is required) are eligible to apply for the following course delivery formats: Knoxville on-campus.

Residency Classification

Residency classification is needed to determine the tuition and fees assessed to each student. Initial residency classification is determined from information included on the UT Graduate Application for Admission. Notice of residency classification is included in the acknowledgement of the application for admission. Applicants who would like their residency classification reviewed may submit a Graduate

Application for In-State Classification appeal form as indicated on the Registrar's website at <https://registrar.utk.edu/student-residency-classification> . The appeal form and supporting documentation must be filed no later than the last day of regular, or priority, registration in order to have the reclassification effective for the semester. After review, the applicant will be notified by email. Additional information regarding the State of Tennessee regulations for classification may be found in the Residency Classification Guide at the Office of the University Registrar's website <https://registrar.utk.edu/student-residencyclassification/residency-classification-guide/> .

MSSW PROGRAMS OF STUDY

Students are admitted to either the full-time, extended study, or advanced standing program. Application for admission to all three programs is completed through the regular admissions process. The admissions requirements above and the degree requirements below are the same for all three programs with the exceptions indicated for the advanced standing program. Admitted applicants and current students who wish to transfer from full-time to extended study or extended study to full-time will need approval before they can change their program of study. Requests for such a transfer should be made by admitted applicants to the Program and Enrollment Support Manager and by enrolled students to their academic advisor.

It is strongly recommended that applicants who will be employed more than 20 hours per week select one of the part time program options.

A student's advisor is available to assist students with questions on the Program of Study they enroll in during their degree program. It is the student's responsibility to contact their advisor when advice, consultation and assistance is desired. Graduate Students are expected to keep track of their own academic progress and to contact their advisor if they experience academic difficulties. The advisor will also approve admission to candidacy for graduation.

MSSW advising forms, outlining course requirements, are available online at:
<https://www.csw.utk.edu/current-students/mssw-program-advising-information/>

Advanced Standing Program

The advanced standing program consists of 36 credit hours, which includes 12 credit hours of field practice. All advanced standing students begin the program summer semester and must complete SW 550 – Generalist Seminar I: Micro Social Work Practice (3 Credit Hours) and SW 551 – Generalist Seminar II: Macro Social Work Practice (3 Credit Hours) during the summer term.

Advanced standing students may complete the program on a full-time or part-time basis. Full-time advanced standing students complete the program in three (3) semesters of study. Part-time advanced standing students may complete the program in 24 months. At the start of summer classes, part time advanced standing students meet with their faculty advisors or Program Directors to work out their program of study for the remainder of their coursework.

Full-time Program

The full-time program (60 credit hours) begins fall semester. Students take 15 credit hours each semester and complete the full-time program in two years (four (4) semesters) of full-time study. They complete the generalist curriculum during the first year and the concentration curriculum during the second year. All generalist coursework must be completed before a student can begin their concentration coursework.

Students who are employed more than 20 hours per week are advised not to enroll in a full time MSSW program of study.

Extended Study Program

The extended study program (60 credit hours) allows students to complete the MSSW degree in three or four years depending on individual needs. The program begins fall and spring semester.

Extended study students generally take two years to complete the generalist curriculum, which must be completed before the concentration curriculum is begun. The two semesters of the generalist field placement are completed during the second year of study. Students then complete the concentration curriculum in three of four years based on their academic plan. If they choose the three year plan, they will complete the concentration curriculum in one year of full-time study. If they choose the four year plan, they will complete the concentration curriculum in two years of study.

The three year plan is part time for the first two years and full time the third year. The four year plan is part time for the duration of the program.

Pre-planning of the individual program by the student in conjunction with their advisor is necessary to ensure that the recommended sequence of generalist and concentration courses is followed, that adequate field practice plans are made, and that, to the extent possible, the course of study takes into account the student's individual interests and career plans.

Please be aware that on-campus classes in the extended study program are held on weekdays during daytime hours.

Evening Hybrid Program – Nashville Campus

The Evening Hybrid program is a flexible option for people juggling busy daytime schedules but who want the opportunity to learn in person with a cohort of other students. Classes are organized in a blended format: Half are facilitated on ground at the Nashville campus and half are guided asynchronously online. Cohorts meet every other week for in-person, evening, synchronous classes. Out-of-class learning takes place online asynchronously.

Please note that *most* field placement opportunities are only available during business hours, with evening and weekend field placements being very limited. You may be eligible for an employment-based placement if you work in a social service agency. Field Coordinators support students in finding placements that work best for learning goals and, when possible, their life needs.

Students can apply as Full-Time, Extended Study, or Advanced Standing hybrid evening students. Advanced Standing hybrid evening students begin classes in the summer semester. Full Time and Extended Study hybrid evening students begin classes in the fall semester.

GENERAL DEGREE REQUIREMENTS

Students must meet the following requirements for the MSSW degree:

1. All graduate and University requirements as stated in the University of Tennessee, Knoxville [Graduate Catalog](#);
2. A minimum of 60 semester credit-hours, which includes the following:
 - a. generalist courses and field practice (30 hours) and
 - b. concentration courses and field practice (30 hours);**OR** for Advanced Standing – a minimum of 36 credit hours.
3. A course-based capstone experience or successful defense of a thesis;
4. An overall GPA of 3.0 or better on all graded courses and satisfactory performance in field. A grade of C or higher must be obtained in all required courses. Required courses may not be repeated to receive a higher grade; and
5. Professional conduct appropriate for a social worker at all times according to the Code of Ethics of the National Association of Social Workers.

The [Graduate Catalog](#) in effect the year of graduation should be consulted for any revisions in requirements.

PROFESSIONAL CURRICULUM

Generalist Curriculum

The generalist curriculum for full-time and extended study students consists of 24 credit hours of course work and 6 credit hours of field instruction (30 credit hours total). It is completed by full-time students during the first year of study and by extended study students during the first two years of study.

The generalist curriculum contributes to the process of professional identification and provides a comprehensive base of theory, knowledge, skills, and professional social work ethics for students entering either concentration area so that they may operate in the future as practitioners, supervisors, managers, planners, and program developers.

- SW 503 Introduction to Interpersonal Social Work Practice (3)
- SW 504 Interpersonal Social Work Skills Lab (3)
- SW 510 Social Welfare Policy and Programs (3)
- SW 511 Introduction to Macro Social Work Practice (3)
- SW 515 Human Development in Context: Pre-Natal through Adolescence (3)
- SW 519 Foundations of Social Work Research (3)
- SW 538 Social Justice and Anti-oppressive Practices (3)

- SW 565 Psychosocial Assessment & Diagnostic Formulation in Behavioral Health Systems (3)
- SW 542 Generalist Field I (3)
- SW 544 Generalist Field II (3)

Advanced standing students do not repeat generalist course work, but rather they complete SW 550 – Generalist Seminar I: Micro Social Work Practice (3 Credit Hours) and SW 551 – Generalist Seminar II: Macro Social Work Practice (3 Credit Hours) during their first semester (summer) and then begin the Concentration curriculum in the fall.

Concentration Curriculum

Upon completion of the generalist curriculum, students must select a concentration in either Clinical Practice (CP) or Organizational Leadership (OL). The concentration curriculum consists of 12 hours of field instruction and a minimum of 18 hours of course work (30 credit hours total).

The generalist curriculum (courses and field practicum) must be completed before a student begins any concentration coursework, including electives. Exceptions may be made by the respective Program Director on a case-by-case basis.

Clinical Practice

The Clinical Practice (CP) concentration is based on the underlying principles of social justice, interprofessional practice, trauma-informed care, and professional social work ethics. Students in the CP concentration develop skills in interpersonal, evidence-based treatments and interventions for use in individual and group settings. The Clinical Practice concentration requirements are as follows:

- SW 560 Evidence-based Interpersonal Practice with Groups (3 hrs)
- SW 562 Interpersonal Practice with Adult Individuals (3 hrs)
- SW 563 Systematic Planning and Evaluation for Interpersonal Practice (3 hrs)
- SW 570 Policy and Practice with Families (3 hrs)
- Advanced Electives (6 hrs)
- SW 586 Advanced Field Practice I & II (12 hrs)

Organizational Leadership

The Organizational Leadership (OL) concentration is based on the underlying principles of social justice, interprofessional practice, trauma-informed care, and professional social work ethics. It equips students with management, social-economic development, and policy practice skills that enable them to lead nonprofit and governmental agencies and engage with communities to build strong organizations that address pressing needs. The Organizational Leadership concentration requirements are as follows:

- SW 545 Resource Development and Management (3 hrs)
- SW 547 Advanced Organizational Theory & Practice (3 hrs)
- SW 548 Advanced Change Management & Policy Practice (3 hrs)
- SW 549 Program Development & Continuous Improvement (3 hrs)
- Advanced Electives (6 hrs)

- SW 586 Advanced Field Practice I & II (12 hrs)

Electives for the Concentrations

Elective courses complete the professional curriculum course work. The available elective courses may vary between campuses. Also, not every course is offered every semester or even every year, so a student should check the current schedule for the availability of a particular course. The generalist curriculum (courses and field practicum) must be completed before a student begins any concentration coursework, including electives.

Curriculum Models

Curriculum models for each of the three program options are available on the [College of Social Work](#) website.

2022 EPAS Competencies

Competency 1: Demonstrate Ethical and Professional Behavior

Social workers understand the value base of the profession and its ethical standards, as well as relevant policies, laws, and regulations that may affect practice with individuals, families, groups, organizations, and communities. Social workers understand that ethics are informed by principles of human rights and apply them toward realizing social, racial, economic, and environmental justice in their practice. Social workers understand frameworks of ethical decision making and apply principles of critical thinking to those frameworks in practice, research, and policy arenas. Social workers recognize and manage personal values and the distinction between personal and professional values. Social workers understand how their evolving worldview, personal experiences, and affective reactions influence their professional judgment and behavior. Social workers take measures to care for themselves professionally and personally, understanding that self-care is paramount for competent and ethical social work practice. Social workers use rights-based, anti-racist, and anti-oppressive lenses to understand and critique the profession's history, mission, roles, and responsibilities and recognize historical and current contexts of oppression in shaping institutions and social work. Social workers understand the role of other professionals when engaged in interprofessional practice. Social workers recognize the importance of lifelong learning and are committed to continually updating their skills to ensure relevant and effective practice. Social workers understand digital technology and the ethical use of technology in social work practice.

Social workers:

- a) make ethical decisions by applying the standards of the National Association of Social Workers Code of Ethics, relevant laws and regulations, models for ethical decision making, ethical conduct of research, and additional codes of ethics within the profession as appropriate to the context.
- b) demonstrate professional behavior; appearance; and oral, written, and electronic communication;
- c) use technology ethically and appropriately to facilitate practice outcomes; and
- d) use supervision and consultation to guide professional judgment and behavior.

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

Social workers understand that every person regardless of position in society has fundamental human rights. Social workers are knowledgeable about the global intersecting and ongoing injustices

throughout history that result in oppression and racism, including social work's role and response. Social workers critically evaluate the distribution of power and privilege in society in order to promote social, racial, economic, and environmental justice by reducing inequities and ensuring dignity and respect for all. Social workers advocate for and engage in strategies to eliminate oppressive structural barriers to ensure that social resources, rights, and responsibilities are distributed equitably and that civil, political, economic, social, and cultural human rights are protected.

Social workers:

- a) advocate for human rights at the individual, family, group, organizational, and community system levels; and
- b) engage in practices that advance human rights to promote social, racial, economic, and environmental justice.

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

Social workers understand how racism and oppression shape human experiences and how these two constructs influence practice at the individual, family, group, organizational, and community levels and in policy and research. Social workers understand the pervasive impact of White supremacy and privilege and use their knowledge, awareness, and skills to engage in anti-racist practice. Social workers understand how diversity and intersectionality shape human experiences and identity development and affect equity and inclusion. The dimensions of diversity are understood as the intersectionality of factors including but not limited to age, caste, class, color, culture, disability and ability, ethnicity, gender, gender identity and expression, generational status, immigration status, legal status, marital status, political ideology, race, nationality, religion and spirituality, sex, sexual orientation, and tribal sovereign status. Social workers understand that this intersectionality means that a person's life experiences may include oppression, poverty, marginalization, and alienation as well as privilege and power. Social workers understand the societal and historical roots of social and racial injustices and the forms and mechanisms of oppression and discrimination. Social workers understand cultural humility and recognize the extent to which a culture's structures and values, including social, economic, political, racial, technological, and cultural exclusions, may create privilege and power resulting in systemic oppression.

Social workers:

- a) demonstrate anti-racist and anti-oppressive social work practice at the individual, family, group, organizational, community, research, and policy levels; and
- b) demonstrate cultural humility by applying critical reflection, self-awareness, and self-regulation to manage the influence of bias, power, privilege, and values in working with clients and constituencies, acknowledging them as experts of their own lived experiences.

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

Social workers use ethical, culturally informed, anti-racist, and anti-oppressive approaches in conducting research and building knowledge. Social workers use research to inform their practice decision making and articulate how their practice experience informs research and evaluation decisions. Social workers critically evaluate and critique current, empirically sound research to inform decisions pertaining to practice, policy, and programs. Social workers understand the inherent bias in research and evaluate design, analysis, and interpretation using an anti-racist and anti-oppressive perspective. Social workers know how to access, critique, and synthesize the current literature to develop appropriate research questions and hypotheses. Social workers demonstrate knowledge

and skills regarding qualitative and quantitative research methods and analysis, and they interpret data derived from these methods. Social workers demonstrate knowledge about methods to assess reliability and validity in social work research. Social workers can articulate and share research findings in ways that are usable to a variety of clients and constituencies. Social workers understand the value of evidence derived from interprofessional and diverse research methods, approaches, and sources.

Social workers:

- a) apply research findings to inform and improve practice, policy, and programs; and
- b) identify ethical, culturally informed, anti-racist, and anti-oppressive strategies that address inherent biases for use in quantitative and qualitative research methods to advance the purposes of social work.

Competency 5: Engage in Policy Practice

Social workers identify social policy at the local, state, federal, and global level that affects well-being, human rights and justice, service delivery, and access to social services. Social workers recognize the historical, social, racial, cultural, economic, organizational, environmental, and global influences that affect social policy. Social workers understand and critique the history and current structures of social policies and services and the role of policy in service delivery through rights-based, anti-oppressive, and anti-racist lenses. Social workers influence policy formulation, analysis, implementation, and evaluation within their practice settings with individuals, families, groups, organizations, and communities. Social workers actively engage in and advocate for anti-racist and anti-oppressive policy practice to effect change in those settings.

Social workers:

- a) use social justice, anti-racist, and anti-oppressive lenses to assess how social welfare policies affect the delivery of and access to social services; and
- b) apply critical thinking to analyze, formulate, and advocate for policies that advance human rights and social, racial, economic, and environmental justice.

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

Social workers understand that engagement is an ongoing component of the dynamic and interactive process of social work practice with and on behalf of individuals, families, groups, organizations, and communities.

Social workers value the importance of human relationships. Social workers understand theories of human behavior and person-in-environment and critically evaluate and apply this knowledge to facilitate engagement with clients and constituencies, including individuals, families, groups, organizations, and communities. Social workers are self-reflective and understand how bias, power, and privilege as well as their personal values and personal experiences may affect their ability to engage effectively with diverse clients and constituencies. Social workers use the principles of interprofessional collaboration to facilitate engagement with clients, constituencies, and other professionals as appropriate.

Social workers:

- a) apply knowledge of human behavior and person-in-environment, as well as interprofessional conceptual frameworks, to engage with clients and constituencies; and

- b) use empathy, reflection, and interpersonal skills to engage in culturally responsive practice with clients and constituencies.

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

Social workers understand that assessment is an ongoing component of the dynamic and interactive process of social work practice. Social workers understand theories of human behavior and person-in-environment, as well as interprofessional conceptual frameworks, and they critically evaluate and apply this knowledge in culturally responsive assessment with clients and constituencies, including individuals, families, groups, organizations, and communities. Assessment involves a collaborative process of defining presenting challenges and identifying strengths with individuals, families, groups, organizations, and communities to develop a mutually agreed-upon plan. Social workers recognize the implications of the larger practice context in the assessment process and use interprofessional collaboration in this process. Social workers are self-reflective and understand how bias, power, privilege, and their personal values and experiences may affect their assessment and decision making.

Social workers:

- a) apply theories of human behavior and person-in-environment, as well as other culturally responsive and interprofessional conceptual frameworks, when assessing clients and constituencies; and
- b) demonstrate respect for client self-determination during the assessment process by collaborating with clients and constituencies in developing a mutually agreed-upon plan.

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

Social workers understand that intervention is an ongoing component of the dynamic and interactive process of social work practice. Social workers understand theories of human behavior, person-in-environment, and other interprofessional conceptual frameworks, and they critically evaluate and apply this knowledge in selecting culturally responsive interventions with clients and constituencies, including individuals, families, groups, organizations, and communities. Social workers understand methods of identifying, analyzing, and implementing evidence-informed interventions and participate in interprofessional collaboration to achieve client and constituency goals. Social workers facilitate effective transitions and endings.

Social workers:

- a) engage with clients and constituencies to critically choose and implement culturally responsive, evidence-informed interventions to achieve client and constituency goals; and
- b) incorporate culturally responsive methods to negotiate, mediate, and advocate with and on behalf of clients and constituencies.

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

Social workers understand that evaluation is an ongoing component of the dynamic and interactive process of social work practice with and on behalf of diverse individuals, families, groups, organizations, and communities. Social workers evaluate processes and outcomes to increase practice, policy, and service delivery effectiveness. Social workers apply anti-racist and anti-oppressive perspectives in evaluating outcomes. Social workers understand theories of human behavior and person-in-environment, as well as interprofessional conceptual frameworks, and critically evaluate and apply this knowledge in evaluating outcomes. Social workers use

qualitative and quantitative methods for evaluating outcomes and practice effectiveness.

Social workers:

- a) select and use culturally responsive methods for evaluation of outcomes; and
- b) critically analyze outcomes and apply evaluation findings to improve practice effectiveness with individuals, families, groups, organizations, and communities.

MSSW THESIS

When faculty resources are available, a student may elect to write a thesis as partial fulfillment of the requirements of the MSSW degree. A thesis involves planning and conducting an original research project on a social work topic. It carries 6 hours of credit (SW 500), which are applied as elective hours. A student must be registered for course 500 each semester during work on the thesis, including a minimum of 3 hours the semester in which the thesis is accepted by the Graduate School. The thesis must be prepared according to the most recent Guide to the [Preparation of Theses and Dissertations](#) and approved by the student's committee prior to submission to the Graduate School for final approval and acceptance.

Interested students need to make a decision about writing a thesis shortly after entering the College. A student should notify their advisor of interest in developing a thesis. A thesis student will be required to have a GPA of 3.75 or higher upon completion of the Generalist year or, for advanced standing students, a cumulative undergraduate GPA of 3.75 in social work courses. The student needs to be aware of all UTK graduate thesis requirements. The student is responsible for meeting all UTK graduate deadlines and complying with the most recent Guide to the Preparation of Theses and Dissertations. See the [Graduate Catalog](#) for additional information.

During the second semester of the first year (or summer session for advanced standing students), the thesis student must notify the advisor of intent to develop a thesis and must secure a CSW faculty member to serve as chair of their thesis committee. In consultation with the thesis chair, two additional committee members must be selected to serve on the committee. At least one member of the thesis committee must have taught in the CSW masters program, and at least two members must be CSW faculty members. All members must be UT faculty. Working with the thesis committee, the student will develop a proposal and complete the appropriate Human Subjects Review Form. It is the student's responsibility to become informed about College and University human subjects policies and procedures. Experience shows that when human subjects approval is not in place by the beginning of the concentration year, projects can be delayed and difficult to complete in a timely manner. A thesis proposal should contain the following:

1. Description of the area of concern and problem to be studied;
2. Research question [hypothesis(es) when indicated];
3. Research design, including description of the study population and setting, plan for data collection and data analysis;
4. Initial bibliography; and

5. Proposed time-line for project.

Faculty who are asked to chair a thesis committee will evaluate the adequacy of the research proposal with the thesis committee and consult with appropriate faculty regarding the student's methodological skills. The student needs to be aware that some proposed projects can take longer than the time required for course work and thus could delay the student's graduation date. The student's thesis committee will meet with the student prior to the end of the student's first academic year to make a decision on acceptance of the thesis project.

A candidate presenting a thesis must pass a final comprehensive oral (or oral and written) examination on all work offered for the degree. The examination, which is concerned with coursework and the thesis measures the candidate's ability to integrate material in the major and related fields, including the work presented in the thesis. Academic units determine the appropriate venue for the comprehensive examination. The final draft of the thesis must be distributed to all committee members at least two weeks prior to the date of the final examination. This examination should be scheduled through the academic department at least two weeks prior to the examination. This examination must be held at least two weeks before the final date for acceptance and approval of thesis (indicated on the Graduate [Student Deadlines Dates](https://gradschool.utk.edu/graduation/graduation-deadlines/) (<https://gradschool.utk.edu/graduation/graduation-deadlines/>) by the Graduate School, and the results of the exam/defense submitted by the deadline. In case of failure, the candidate may not apply for reexamination until the following semester. The result of the second examination is final.

Thesis Option: Thesis Registration

When students select the Thesis option, they will be engaged in developing a research topic with the assistance of the major professor. Most programs require the development of a thesis proposal and many require a thesis proposal presentation to the program faculty prior to initiating research. See [Preparation and Submission of Theses and Dissertations](#) for guidance on preparing the thesis for submission and other publication policies governing theses.

Students register for course 500 Thesis while conducting their research and preparing the final written work. Students must register for a minimum of 3 credit hours in the semester in which the thesis is accepted by the Graduate School. A minimum of six credit hours of course 500 are required for the thesis option. After receiving the master's degree, a student is no longer permitted to register for 500 Thesis.

The thesis represents the culmination of an original research project completed by the student and is submitted in electronic format to the Coordinator of Student Services in the Graduate School for examination, final approval, and acceptance. The coordinator will review the material and assure that it is appropriately presented and free of technical errors in format. It must be prepared according to guidance provided at the [Theses and Dissertations](#) webpage. An electronic copy of the thesis must be accompanied by one original [Thesis/Dissertation Approval Form](#) (not a photocopy). The approval sheet must have the approved signatures of the members of the master's committee. The [Thesis/Dissertation](#)

[Approval Form](#) reflects the final format for submission. The [Thesis/Dissertation Approval Form](#) certifies to The Graduate School that the committee members have examined the final copy of the thesis and have found that its form and content are satisfactory. An [Initial Embargo Request Form](#) is required if a student would like to request an embargo on their work. More information about the embargo process is discussed in the [Thesis and Dissertation Embargo Option](#) in the Graduate Catalog. If the thesis is not accepted by the Coordinator of Student Services, the student must make corrections and resubmit the material. More detailed information is provided in the Preparation and Submission of Theses and Dissertations section of this catalog, including the requirement to use university-approved plagiarism detection software prior to thesis defense.

Thesis Option: Final Examination

A candidate presenting a thesis must pass a final comprehensive oral (or oral and written) examination on all work offered for the degree. The examination, which is concerned with coursework and the thesis measures the candidate's ability to integrate material in the major and related fields, including the work presented in the thesis. Academic units determine the appropriate venue for the comprehensive examination. The final draft of the thesis must be distributed to all committee members at least two weeks prior to the date of the final examination. This examination should be scheduled through the academic department at least two weeks prior to the examination. This examination must be held at least two weeks before the final date for acceptance and approval of thesis (indicated on the Graduate [Student Deadlines Dates](#) by the Graduate School. The advisor / major professor / committee chair must report the results of the exam/defense by submitting the [Report of Final Examination/Defense of Thesis/Project/Capstone — Master's or Specialist Degree](#) (Pass/Fail form) with, original or electronic, signatures by the deadline. In case of failure, the candidate may not apply for reexamination until the following semester. The result of the second examination is final.

COURSE-BASED CAPSTONE EXPERIENCE

All concentration students who do not develop and defend a thesis must pass the final semester of concentration field – SOWK 584, SOWK 586, or SOWK 587 – as the culminating internship experience.

FIELD PRACTICE

Field practice is a critical component of each student's program. The College of Social Work cooperates with a wide range of social service agencies, mental health and addiction treatment programs, medical, and school settings in Tennessee, other states, and international locations and is able to provide field placements in a variety of social work practice areas. The College works closely with placement agencies and field instructors to give each student a quality field experience.

The field practice competencies, which are identified on the MSSW Field Practice Learning Plan and Evaluation forms, define the content of the practicum. The competencies serve as the guide for selection of student assignments and are the basis for evaluation of student performance. The administration of the practicum is delineated in the [MSSW Field Practice Manual](#).

Each student is responsible for meeting the requirements of their placement agency in terms of hours, schedule, and workload coverage. Students may be expected to be at their field placement during University of Tennessee breaks and holidays, depending on the needs of the field agency. Students are responsible for conducting themselves in a professionally ethical manner, and in alignment with the UTKCSW Professional Standards Professional Conduct.

Students must expect and plan to be in field placement during regular, weekday business hours. Although a few placements offer some evening and weekend hours, these placements are very scarce and competitive. Even if a student is able to negotiate a substantial number of evening/weekend hours, organizations generally expect students to attend field during regular business hours for training, staff meetings, supervision, and integration into the organization's programs.

The generalist field placement reflects the educational competencies of the generalist curriculum and addresses values, theoretical knowledge, and skills common to all social work roles. The focus is on professional development, assessment, and intervention regardless of setting. MSSW address policy, advocacy, ethics, and generalist practice with individuals, families, small groups, organizations, and communities. Generalist students are in field two days per week for fall and spring to complete a minimum total of 400 field placement hours for the generalist year.

The concentration placement addresses the advanced competencies for the student's selected concentration and is individually designed to enhance career interests and educational needs. Emphasis is placed on the integration of advanced social work knowledge and values and the acquisition and development of advanced practice skills. Students completing certificate programs need to follow the procedure for certificate program placement planning in order to be sure to meet field requirements for the certificate.

For the advanced standing and two-year full-time programs, the concentration field practicum is typically scheduled for three days each week fall and spring semesters. Concentration students must complete a minimum total of 500 placement hours. Part-time advanced standing and extended study students may complete concentration field in three days a week over two semesters or two days a week over three semesters. While the extended study concentration field practicum is more flexible, a schedule is required that conforms to the hours of the agency where the student is placed. At times, block and international field placements (40 hours/week for one semester) are available.

Professional Liability Insurance

Students in field practicum can be sued for malpractice. Therefore, participation in a group plan for professional liability coverage is required by the University of all students enrolled in field practicum courses. Student Professional Liability Insurance covers liability of students and/or faculty members for the actions of the students while they are engaged in a University of Tennessee directed educational activity relating to their professional field. The professional liability insurance fee is paid each year before beginning the practicum experience. The cost of this insurance varies according to the current agreement with the University's insurance carrier. An effort is made to obtain the most economical coverage possible. Students are generally billed annually for this coverage by the University Bursar.

Students are not allowed to begin field practicum without paying this fee. This policy provides \$1,000,000 per claim and \$6,000,000 per annual aggregate per student.

Students must be registered as a student (enrolled) in order to be eligible to purchase UT professional liability insurance. If a student has a grade of Incomplete for field, they do not have to pay for the field course again in the following semester, but the student must maintain current professional liability insurance coverage. In order to be eligible for the required liability insurance coverage, the student may a) register for an additional social work course or b) register and pay for 1 credit hour of SW 502- Use of Facilities and pay the insurance fee.

Field Placement Fee

Each student enrolled in a field course is assessed a \$250 field placement fee which will be billed on the VOLXpress statement. This fee is assessed for each semester that a student is registered for field regardless of the number of credit hours. This fee is used to fund field instructor recruitment and training, field faculty and liaison salaries and travel, field materials, and other field education costs.

Field Practice Grading

The grade for field practice is either “satisfactory” or “no credit.” As is true for all required courses, a satisfactory level of performance is necessary for remaining in the program. The competencies define the minimum level of satisfactory performance. Field seminar is a part of generalist year field practice. Therefore, satisfactory performance in both the seminar and the agency placement is necessary to earn the grade of “satisfactory” in generalist field. If a student receives the grade of “No Credit”, the field course may not be repeated and the student will be dismissed from the program.

Placement Process

The field coordinator is responsible for facilitating all student placements for their respective campus or program. Placement planning is a joint process including the field coordinator, the student, and field agency personnel. Each student completes a placement application and then works with the field coordinator to identify prospective placements. Information regarding prospective placements is shared with students through meetings with the field coordinator, the online agency database, and field planning events. Each student must secure a placement through a successful interview with agency personnel.

Eligibility for Field Placement While Appealing Program Dismissal

A student who receives a grade of D or F in any required social work course will be dismissed from the MSSW program. If the student elects to appeal the grade and dismissal, the student will be permitted to commence or return to field while pursuing the appeal, as long as the field agency approves and the student is registered for field. If the student’s grade appeal is denied, the student may not return to field and would be required to withdraw from current social work classes.

STUDENT SUCCESS AND ADVISING

Student Success Mission and Purpose

To engage and support students as they work towards degree attainment. Focusing on developing academic and professional success, through academic and professional advising, in an environment that upholds Social Work ethics and values.

Advising Mission and Purpose

The University of Tennessee College of Social Work recognizes academic advising to be a critical component of students' educational experience and success. Academic advising for the MSSW program in the College of Social Work is an integral component of our students' educational experience and success as graduate students. Academic advising serves to develop and enrich students' educational plans in ways that are consistent with their personal values, goals, and career plans, preparing them for a life of learning in a global society.

The purpose of academic advising within the College of Social Work is to support, guide, and assist graduate social work majors with academic planning, career exploration, licensure, and resource referrals both within and outside of the University community.

What is student success in the College of Social Work?

The College of Social Work upholds a robust advising and student success framework to support students at every stage of their academic journey. Utilizing a professional advising model, all student success advisors hold a terminal degree in Social Work, ensuring expertise and guidance in the field. Committed to social work ethics and education advisors aim to ensure all students are prepared for professional social work practice.

Advisors work closely with MSSW students, offering proactive assistance to overcome challenges that may impact academic and career goals. They empower students to utilize their strengths and promote critical thinking. The Office of Student Success offers specialized workshops and training on social-specific career and professional development along with licensure preparation. Student success advisors are experts on curriculum and policy who advise students throughout their time in their graduate program. The work of student success is a collaborative, student-centered, educational process.

Advising Policy

Upon entry into the program, each student is assigned an academic advisor.

The primary goals of the advisor in the advising relationship are as follows:

1. Assist students in assessing their aptitude and suitability for a career in social work practice
2. Provide students with specific information about courses and program requirements
3. Advise on course planning in relation to the College's course requirements and the student's educational needs

4. Consult with students as they plan their method of practice concentration and their field practice area
5. Assist students in evaluating their progress and performance in the program
6. Advise students who experience class and field performance difficulties or other issues related to their professional education
7. Serve as mentor to students as they enter the social work profession.

Student Success advisors have a shared responsibility with students. No mandatory meetings with advisors are scheduled. It is the student's responsibility to contact their advisor when advice, consultation, and assistance is desired. Graduate Students are expected to keep track of their own academic progress and to contact their advisor if they experience academic difficulties. The advisor will also approve admission to candidacy for graduation.

Who is my advisor?

You can find the name of your primary advisor by logging into your MyUTK account. Your advisor will be listed on the right under your personal information.

Student Responsibilities

To gain maximum benefits from the student success and advising experience in the College of Social Work, students should:

1. Be familiar with the MSSW curriculum, which is available on the College of Social Work's website.
2. Monitor your academic progress by periodically reviewing your academic history.
3. Take an active role in your success and reach out to your advisor to discuss your educational plans and goals.
4. Come prepared to your appointment with any questions you have for your advisor.
5. Ask questions if you don't understand a requirement, policy, or if you have a specific concern
6. Be honest with your advisor about your academic performance, grades, and career goals
7. Consult with your advisor before making drastic changes to an agreed-upon schedule.
8. Be aware of important deadlines (drop/add, withdrawal deadlines) and academic policies (repeat policies, College of Social Work progression requirements).
9. Make decisions and take responsibility for your academic career.
10. Check your University email account regularly. Read any e-mails or letters that are sent to you by your advisor and/or the College of Social Work.

Advisor Responsibilities

To support student success and advising experience in the College of Social Work, advisor should:

1. Be accessible to you during reasonable hours through appointments, walk-in hours, telephone, and/or email

2. Understand the curriculum, admission requirements for the College of Social Work, graduation requirements, and University policies
3. Provide accurate information
4. Discuss specific University and College of Social Work requirements, procedures, and deadlines
5. Help you define and develop realistic goals and discuss the linkage between academic preparation and career opportunities
6. Assist you in planning programs of study, both short-term and long-term, that are consistent with your abilities and interests; such as course load, academic background, program demands, and employment or personal commitments
7. Help you identify special needs and acquaint you with services and programs provided by the College of Social Work and the University
8. Refer you to other services, departments, and specific individuals as special needs are identified
9. Monitor your progress toward educational goals and keep accurate, up-to-date records of your academic progress
10. Respect your right to privacy of educational records and discuss confidential information only with appropriate individuals and for the purpose of serving your best interests
11. Help you assume responsibility for your decisions and actions

ENROLLMENT AND REGISTRATION

Registration

All degree-seeking graduate students need to comply with UT's Continuous Enrollment requirement and are therefore required to maintain an active status through continuous enrollment from the time of first enrollment until graduation (for details see section above on Continuous Enrollment). Only graduate students who are properly registered may use university facilities and/or faculty time.

The minimum number of credit hours for registration is 1 credit hour, and registration allows use of services such as library checkout, laboratories, and recreation facilities not open to the public.

Students on an approved Leave of Absence (LOA) are exempted from the continuous enrollment requirement during the semesters approved for an LOA and they will consequently not be able to use university facilities and/or faculty services while on an approved Leave of Absence (LOA).

Information concerning registration is available at the One Stop Student Services web page (<http://onestop.utk.edu/class-registration/>). Registration is accomplished via the web through the MyUTK (<http://my.utk.edu/>) student portal (you will be asked to login using your UT NetID and password). During priority registration, the VolXpress statements are delivered electronically (e-VolXpress). Students will receive an email at their UT email address indicating their e-VolXpress statement is available for viewing. The e-mail will include the website address where the student may view the statement at MyUTK (<https://myutk.utk.edu>) Payment is due by the deadline noted on the bill. A graduated late fee is assessed to any student who fails to register during priority registration.

Additional information can be obtained from the One Stop Express Student Services Office, (865) 974-1111, online (<http://onestop.utk.edu/>), or in person at Hodges Library.

Failure to pay tuition and fees before the deadline, as noted each semester on the bill (VolXpress statement), will result in student's being dropped from all courses. Students may not attend and credit cannot be earned for classes without proper enrollment registration.

Students have the responsibility to assure courses they do not attend are dropped. Otherwise, a grade of F will be received for the course. Dropping courses may also impact repayment of some forms of financial aid and impact your ability to stay on assistantship. Consult with your advisor before dropping courses.

Graduate Credit

To earn graduate credit:

- A student must apply and be admitted by the Dean of the Graduate School.
- The student's enrollment must show the appropriate status / level as a graduate student.
- The registration must reflect graduate status / level in order to receive graduate credit.
- The course must be approved for graduate credit and be listed in the Graduate Catalog.

Coursework taken in any other status is unacceptable for graduate credit and cannot be changed retroactively to graduate credit. Special privileges are accorded UT seniors and professional students, as stated in the section on Undergraduates and Professional Students.

Graduate level courses are numbered as 500 and 600. Those 400-level undergraduate courses approved for graduate credit are listed in the Graduate Catalog. Other 400-level undergraduate courses that do not appear in the Graduate Catalog are **not** approved for graduate credit.

Students do not receive academic credit for life experiences or previous work experiences.

Course Loads

The maximum load for a graduate student is 15 credit hours during fall and spring semesters. While 9 credit hours are considered full time, the typical full academic load varies by discipline. For the summer semester, graduate students may register for a maximum of 12 credit hours in an entire summer semester or for a maximum of 6 credit hours in a five-week summer session. Students may enroll in only one course during a mini-term session.

Students holding a one-half (50 percent full-time equivalent, FTE) time assistantship normally should enroll in at least 6 credit hours during the semesters of the assistantship. A one-fourth (25 percent FTE) time graduate assistant normally should take at least 9 credit hours during the semesters of the assistantship. A student must be enrolled in at least 9 credit hours to be considered full-time for federal financial aid purposes, even if the student has an assistantship. The section entitled Policy for the Administration of Graduate Assistantships contains additional information about assistantships.

Registration for more than 15 credit hours during any semester, or for more than 12 credit hours in the summer semester, is not permissible without prior approval. The academic advisor may request registration of up to 18 credit hours during a semester if the student has achieved a cumulative grade point average of 3.60 or better in at least 9 credit hours of graduate work with no outstanding incompletes. The Graduate Course Overload form can be found on the [Forms Central](#) page on the Graduate School website.

Courses audited do not count toward minimum credit hours required for financial aid purposes.

Special Registration Requirements

All students must be registered during the semester of graduation and during any term in which they are using University facilities or working with any member of the faculty. Non-thesis students must register for Social Work 502 (Use of Facilities) when they are using University facilities or working with faculty members and not registered for other courses. Students should not register for 502 when registered for other courses, and 502 may not be used to satisfy the minimum credit hour enrollment for students receiving any form of financial assistance from the university.

Thesis students register for Social Work 500 following approval of the thesis proposal. A student may register for more than 6 hours of thesis credit, but only 6 hours count toward degree requirements.

Tuition and Payment of Fees

The Office of the Bursar administers VOLXpress accounts, receipts university fees and charges, and processes excess financial aid. UT reserves the right to adjust tuition charges when deemed necessary. Official fees are set by the UT Board of Trustees each year. A schedule of current fees may be obtained from [One Stop](#). All student fees are due in advance. Amounts and dates are subject to change and transactions are subject to audit.

The student fee payment system is the centralized accounting system of the University of Tennessee, Knoxville. Students may pay their fees on the web at [MyUTK](#). Students receive an e-mail at their University of Tennessee e-mail address indicating their fee statement is available for viewing. The statement includes current tuition and fees, fee waiver information, and past-due amounts, pending financial aid that can be credited toward fees, and any excess funds from scholarships and/or loans.

Students can make electronic payments through [MyUTK](#) by clicking on the View/Pay Fees option. Fees may be paid by credit card (including a service charge) or e-check, a payment that requires a bank account and routing number and has no service charge. Students can also see fee waiver & discount information, access fines and past-due amounts, and track pending financial aid and potential excess funds from scholarships or loans through their account.

Students who register for less than 9 credit hours will be charged fees at the semester hour rate. They must pay additional fees immediately if they increase their course load.

Payment Deadlines

Full or minimum payment is due by the published date each semester. Failure to view the e-statement does not relieve the student of their obligation to pay on or before the due date.

Students can log into MyUTK and give third parties, for instance parents or an employer, access to their account so they can make payments. UT cannot share financial records with third parties without written consent.

All students must confirm their attendance by making the minimum payment each term on or before the published due date. Late registration fees are applicable to students who register during late registration.

Students may pay their fees via the mail or online at [MyUTK](#). Students may view a real time statement at MyUTK. The statement includes current tuition and fees, fee waiver information, pending and processed financial aid. See payment methods on the [OneStop website](#).

Students who register and pay early will receive the greatest benefit if the payment deadlines are observed.

Failure to view reminder emails and the real time statement on [MyUTK](#) does not relieve the student of their obligation to pay on or before the due date.

University Fees

University fees and other charges are determined by the Board of Trustees and are subject to change without notice. All student fees are due by the published due date.

All charges are subject to subsequent audit and verification. The university reserves the right to correct any error by appropriate additional charges or refunds.

All students must meet the minimum payment requirements by the due date to avoid schedule cancellation. Students who do not pay 100% of the charges by the payment due date are required to enroll in the Deferred Payment Plan.

Late registration fees are applicable to students who register during late registration.

If you decide not to attend, you must:

- Drop all your courses prior to the beginning of classes to avoid assessment of fees.
- **Failure to attend does not cancel registration and associated charges.**
- As of the first day of class, you must officially withdraw from the University.

The UT is authorized by statute to withhold diplomas, grades, transcripts, and registration privileges from any students until their debts and obligations owed to the university are satisfied. Some exceptions may apply.

Part-time students pay fees computed by semester credit hour (or audit) at the rates shown on the above website, with the total charge not to exceed the regular maintenance fee for in-state students or the maintenance fee plus tuition for out-of-state students for each campus: Knoxville, On-line, UTSI, Nashville School of Social Work, and off-campus locations.

All students both in- and out-of-state are required to pay the established maintenance fee. In addition, tuition is required of all students who are classified as non-residents for fee assessment purposes.

Late Registration Fee

A late registration fee will be assessed to students who register during Late Registration period (including those who were canceled during Priority Registration). Payment of fees must be made by the Late Registration payment due date. This due date is published on the [One Stop Student Services Dates and Deadlines web page](#). The Late Registration Fee is non-refundable. One Stop Student Services has more information on this fee.

Mandatory Fees

All students are required to pay mandatory fees.

- **Maintenance Fee** - The in-state portion of tuition that is charged to all in-state and out-of-state students who attend UT.
- **Tuition** - The fee that is paid by out-of-state students in addition to the maintenance fee to cover the cost of education.
- **Facilities Fee** - Paid by all students enrolled in credit and audit courses. It helps provide upgraded classroom facilities, expand information technology in the classroom, and funds campus beautification and infrastructure improvements. The fee differs for in-state and out-of-state students and is pro-rated for part-time students.
- **Library Fee** - Assessed to all students, excluding those in the Colleges of Veterinary Medicine and Law (College of Law has a separate Law Students Library Fee), who are enrolled in credit and audit courses. It is used to fund student services, acquisition of books and electronic resources, and other services and upgrades to University Libraries.
- **Student Programs and Services Fee** - This fee helps pay for costs at several facilities including the Aquatics Center, Student Health Service, TRECS, and the Student Union, as well as student activities, publications, the Student Government Association, and the Graduate Student Senate. The fee is assessed in two parts called Primary and Health. This is a non-refundable fee once the semester begins. Students who wish to purchase tickets to athletic events are required to pay the maximum Primary and Health Fees.
 - **Primary** - If you are enrolled in between 6 and 9 credit hours, you can choose to add the difference between the amount of the fee you would be charged based on the number of credit hours and the maximum fee value.
 - **Health** - Use of the Student Health Center is limited to students who have paid this portion of the fee. If you are enrolled in nine or more credit hours, you pay the full portion of this

fee. If you are enrolled for between 3 and 9 credit hours, you can choose to pay the full Health Fee.

- **Technology Fee** - A per-credit-hour fee assessed each semester to every student capped at \$120. It helps provide improved information technology resources on campus.
- **Transportation Fee** - A per-credit-hour fee (capped at \$75) helps provide students with transportation around campus and helps subsidize the cost of transportation systems.

MSSW students who are not located on the Knoxville campus are exempt from paying most mandatory fees but have other fees.

- Online Programs: maintenance fee, tuition fee for out-of-state students, library fee, and online support fee. The online support fee is not capped.
- College of Social Work students located in Nashville: maintenance fee, tuition fee for out-of-state students, Social Work program fee, and library fee.

All students enrolled in the MSSW program are required to pay the MSSW program fee each semester they are enrolled, regardless of how many credit hours. This fee is \$250 and non-refundable.

Social Work students must also pay the \$250 Field Fee each semester they are registered for a field course.

Please visit the [Graduate Catalog](#) for details about

- Refund/Charge of Fees for Changes in Registration – Adds, Drops and Withdrawals
- Refunds and Repayments
- Refunds/Charges for Withdrawals (drop all classes)
- Repayments – Financial Aid Withdrawals
- Deferred Payment Plan
- Other Fees (drop/withdrawal fees, final/late registration fees, graduation fees, etc.)

UT Policy on Unpaid Fees, Fines and Charges

The University of Tennessee is authorized by statute to withhold diplomas, grades, transcripts, and registration privileges until student debts and obligations (other than student loan fund notes) owed to the University are satisfied. Student debts and obligations include the following:

1. all registration fees;
2. library fines incurred at the UT Libraries, including the UT College of Social Work Library;
3. credit charges at the University Bookstore; and
4. parking fines incurred for illegal parking on University property.

Please bear in mind that students must pay all student debts, including fines and charges, by the end of each semester if they plan to register for the subsequent semester. All past due charges will need to be paid before the Graduate School will approve the student for any future enrollment and/or graduation.

FINANCIAL ASSISTANCE

The University of Tennessee offers several types of financial assistance for which graduate students may apply. Please visit <https://onestop.utk.edu/scholarships-financial-aid/> for information about funding options.

Loans

Students must apply through the Office of Financial Aid and Scholarships for all loan programs. Loans are limited to U.S. citizens and certain permanent residents. Additional paperwork is required on unsubsidized Federal Direct Stafford Loans, including the Free Application for Federal Student Aid (FAFSA). Students must be admitted into a degree program and be enrolled for a minimum of 6 credit hours each semester to receive federal financial aid, including federal student loans.

Three types of loan programs for graduate students are administered by the Office of Financial Aid and Scholarships.

- Unsubsidized Federal Stafford Loan (FAFSA must be on file).
- Graduate PLUS Loan (FAFSA must be on file).
- The University of Tennessee Loan.

Processing time varies from one loan program to another. All students receiving financial aid are expected to maintain satisfactory academic progress standards to remain eligible to receive aid. In addition, all students receiving federal financial aid must have a valid social security number.

Information on these standards, applications, and additional information are available from the One Stop Express Student Services Center, <http://onestop.utk.edu>, on the ground floor of John C. Hodges Library. The web site for this office provides additional information, including deadlines, forms, mailing addresses, etc.

Applicants interested in federal financial aid should submit a FAFSA even if they have not yet been notified of their acceptance into the College of Social Work.

Assistantships

Graduate assistantships, scholarships, traineeships, and some fellowships are offered through many departments and colleges. Information concerning these types of assistance can be obtained from the department in which the student plans to study. All assistantships are governed by the Policy for the Administration of Graduate Assistantships. A student must be enrolled in at least 9 credit hours to be considered full-time for financial aid purposes, even if the student has an assistantship.

Veteran's Education Benefits

Veterans, active duty military members, reservists, or dependents of veterans who need information about VA education benefits may contact Veteran Student Services at G020 Hodges Library, 1015 Volunteer Blvd., Knoxville, TN 37996 (865-974-5420).

Fee Deferment of Veterans Education Benefits

In accordance with Section 103 of Public Law 115-407, the Veterans Benefits and Transition Act of 2018, the University will not impose a late fee, denial of access to facilities, or other penalty against a veteran or eligible dependent using Post 9/11 (Chapter 33) or Vocational Rehabilitation (Chapter 31) benefits because of the individual's inability to meet their financial obligations to the University due to the delayed disbursement of a payment to be provided by the VA, effective August 1, 2019.

Service members, veterans, and dependents of veterans who are eligible beneficiaries of United States Department of Veterans Affairs Education Benefits may elect, upon formal application, to defer payment of required tuition and fees until the final day of the term for which the deferment has been requested.

Students who are called to active military duty during a semester of enrollment should contact the Graduate School for assistance with withdrawal and readmission procedures.

Please visit <http://veterans.utk.edu/> for additional information.

College of Social Work Resources

The College administers a limited number of scholarships and graduate assistantships. Academic achievement and/or financial need is considered in the selection of recipients. The criteria depend on the individual award. While we understand the financial demands of being in school, please note that the College of Social Work can only offer limited funding. Scholarship and GA applications are very competitive and unfortunately we are unable to grant scholarships to every student who meets criteria. We encourage you to submit a FAFSA for federal financial aid.

Scholarships

The College of Social Work has a limited number of scholarships. Information regarding eligibility requirements and the application process is distributed to students who have submitted their application for admission by the February 1st deadline. This information is distributed to currently enrolled students at the same time. Awards are typically announced by early June each year.

Graduate Research Assistantships

Several graduate research assistantships in the College are available on each campus yearly. Students work ten hours a week during the academic year and receive a monthly salary plus a waiver of tuition. Information regarding assistantships accompanies the College scholarship information, and application is made in the same manner as for scholarships. Awards are made based on previous academic performance, student skills, and financial need. Only students who have submitted their application for admission to the MSSW program by the February 1st deadline are eligible to apply for a College of Social Work GRA position.

Peace Corps Paul D. Coverdell Fellows Program

The Coverdell Fellows program is a graduate fellowship program that offers financial assistance to returned Peace Corps Volunteers who enroll on the Knoxville or Nashville campus. All Fellows complete internships in underserved American communities, allowing them to bring home, and expand upon, the skills they learned as Volunteers. Coverdell Fellows in the MSSW Program will receive a Graduate

Research Assistantship (GRA) including full tuition and fees, a stipend and health insurance. Additional information is available on the College of Social Work website at <https://csw.utk.edu/international-initiatives/peace-corps-paul-d-coverdell-fellows-program/>

CONTINUOUS ENROLLMENT

All degree-seeking students are expected to make a full commitment to their graduate and/or professional study in order to ensure that they can complete all degree requirements without unnecessary delay. Graduate students are therefore required to maintain an active status through continuous enrollment from the time of first enrollment until graduation. Continuous enrollment is maintained by registering for a minimum of one graduate credit hour per semester (excluding the summer, unless stipulated otherwise by the program or department).

Special Note for International Students. The minimum enrollment for international students may be different, and international students always need to check with the Center for Global Engagement (CGE) in order to determine what minimum enrollment they need to maintain in order to satisfy all enrollment requirements attached to their specific visa.

Leave of Absence (LOA)

If extenuating circumstances arise that make it necessary for students to interrupt their studies temporarily, a [Request for a Leave of Absence](#) (LOA) for a maximum of two years may be granted by the Graduate School upon approval by the student's home department or program. All Graduate Student [Leave of Absence Requests](#) are reviewed and granted on a case-by-case basis. There are many situations for which a leave can be requested, such as the birth or adoption of a child, dependent care, a serious medical condition, military service, or other personal reasons.

Graduate students are strongly encouraged to consult with their program, advisor, and Director of Graduate Studies of their academic unit in order to determine whether a Leave of Absence (LOA) is the most appropriate course of action, and international students must also consult with the [Center for Global Engagement](#) (CGE) in order to ensure compliance with Federal immigration policy. Prior to requesting a Leave of Absence (LOA), graduate students should always explore alternatives which would allow them to remain registered and make progress toward the degree, even if at a slower pace.

Students who are granted a Leave of Absence (LOA) by the Graduate School in accordance with this policy are eligible for Reinstatement provided they enroll no later than the term immediately following the expiration of the approved Leave of Absence, excluding summer (see Reinstatement policy below for more details). The term(s) and/or year(s) of an approved Leave of Absence (LOA) will not be counted toward time to degree, and milestone deadlines such as Admission to Candidacy will be adjusted accordingly. Having a Leave of Absence (LOA) granted does not imply a guaranteed continuation of funding options upon return.

Graduate students who are on a Leave of Absence (LOA) suspend their active study for one semester or more (up to 2 years), and while on a Leave of Absence (LOA) they are not able to make any formal

progress toward their degree. In addition, they may not use faculty services and/or university facilities for the period of time that they are on a Leave of Absence (LOA).

Students are expected to return from a Leave of Absence (LOA). If they do not return to active student status by the end of the period of time stipulated in the approved Leave of Absence (LOA), they will be considered non-enrolled once their LOA has expired and lose their eligibility for Reinstatement. Graduate Students who have lost their eligibility for Reinstatement need to seek Readmission prior to being able to continue work in their graduate degree program (see policies below on Consequences of Non-Enrollment without Leave of Absence and on Readmission).

In order to return to an active student status, graduate students on an approved Leave of Absence (LOA) need to establish Reinstatement into their graduate degree program by the end of the leave period stipulated on their approved Leave of Absence (LOA). Students on an approved Leave of Absence (LOA) need to complete and submit their Request for Reinstatements to the Graduate School no later than on the last day of classes of the semester prior to the semester for which they seek to be reinstated (also see policy below on “Reinstatement”).

Consequences of Non-Enrollment without Leave of Absence

Graduate students who do not maintain continuous enrollment as stipulated in the Continuous Enrollment policy will lose their active student status. A student who has lost their active status without having been granted a Leave of Absence for the period of non-enrollment will not be allowed to continue in their graduate program until readmitted. (See policy below on [Readmission](#) for more details.)

Non-enrollment other than during an approved Leave of Absence (LOA) does not alter or affect any of the milestone deadlines, such as admission to candidacy, time to degree, and other milestones depending upon the program.

Leave of Absence Policy

An approved Leave of Absence stands in lieu of registering for the minimum of 1 credit hour for each semester for which the leave of absence is granted. Graduate students who are on a Leave of Absence (LOA) suspend their active study for one semester or more (up to 2 years), and while on a Leave of Absence (LOA) they are not able to make any formal progress toward their degree. In addition, they may not use faculty services and/or university facilities for the period of time that they are on a Leave of Absence (LOA). They may not use UT facilities, resources, or services designed or intended only for enrolled students; receive a graduate assistantship, fellowship, or financial aid from the University, or take any UT courses.

An approved leave of absence does extend the allotted time limit toward degree completion. The term(s) and/or year(s) of an approved Leave of Absence (LOA) will not be counted toward time to degree and milestone deadlines such as Admission to Candidacy. An approved LOA **does not** extend the time limit to remove grades of Incomplete (within one calendar year or upon graduation).

In order to return to an active student status, graduate students on an approved Leave of Absence (LOA) need to establish Reinstatement into their graduate degree program by the end of the leave period stipulated on their approved Leave of Absence (LOA). Students on an approved Leave of Absence (LOA) need to complete and submit their Request for Reinstatements to the Graduate School no later than on the last day of classes of the semester prior to the semester for which they seek to be reinstated (see policy on “Reinstatement”).

Students are expected to return from a Leave of Absence (LOA). If they do not return to active student status by the end of the period of time stipulated in the approved Leave of Absence (LOA), they will be considered non-enrolled once their LOA has expired and lose their eligibility for Reinstatement. Graduate Students who have lost their eligibility for Reinstatement need to seek Readmission prior to being able to continue work in their graduate degree program (see policies on Consequences of Non-Enrollment without Leave of Absence and on Readmission).

Having a Leave of Absence (LOA) granted does not imply a guaranteed continuation of funding options upon return. Students receiving funding of any kind should be aware of certain consequences of a Leave of Absence. Of course, a student on leave may not hold a Graduate Assistantship. For students receiving federal financial assistance, the U.S. Department of Education regulations require the University to report enrollment status as “WITHDRAWN” when students take a leave of absence for a semester or more. This results in the beginning of the Federal Stafford Loan grace period and/or the starting of repayment of the Federal Supplemental Loan for Students. Additionally, upon returning to the University of Tennessee, Knoxville, new loan applications must be submitted and an in-school deferment form must be filed.

Applying for a Leave of Absence

A graduate student who wishes to request an LOA will submit to the Graduate School a completed Leave of Absence form which requires the endorsement of the student’s Department Head and Director of Graduate Studies. The LOA form is first approved by the department and then submitted to the Graduate School for approval. An official Leave of Absence begins only after the student receives a copy of the request with the Graduate Dean’s signature confirming final approval of the Leave of Absence. Supporting documentation must be submitted with the LOA form. A letter of support from the Director of Graduate Studies/Department Head may be included. All LOAs are reviewed and granted on a case by case basis.

Application for a Leave of Absence must be received by the Graduate School before the last day of classes for the semester for which the LOA is requested. A leave of absence will not be granted retroactively after the end of the semester.

Reinstatement

Graduate students on an approved [Leave of Absence](#) (LOA) are expected to seek reinstatement to active student status by the end of the period approved by the Graduate School. [Reinstatement Requests](#) need to be initiated by the student, processed by the Director of Graduate Studies in charge of the graduate

degree program to which reinstatement is requested, and submitted to the Graduate School no later than the last day of classes of the semester prior to the semester for which reinstatement is requested.

Early Reinstatement. If a student would like to return to active study earlier than originally anticipated and approved on his or her Leave of Absence (LOA) Request, the student will need to contact the director of graduate studies of his or her academic unit and discuss available options.

International students must note that all published deadline dates for new international graduate applications also apply for applications for reinstatement. (See section above on [Admission Requirements of International Students](#).)

WITHDRAWAL FROM THE PROGRAM

Please note that a withdrawal differs from a [Leave of Absence](#) (LOA).

Graduate students who need to drop all of their courses and leave the university before a semester is finished may totally withdraw by the deadline posted to the One Stop Student Services website under [Dates and Deadlines](#). Information about how to totally withdraw is also available at One Stop Student Services website under [Registration and Degree Planning](#). The word “withdrawn” will be posted on the transcript for the semester.

NOTE: The consequence of failing to withdraw from a course or to totally withdraw from the university, is the grade of F will be recorded for each course the student stops attending. The act of stopping class participation and attendance does not constitute a course drop or withdraw or total withdrawal from the university.

Students who officially withdraw must apply for readmission in advance of their next semester of anticipated enrollment, except for withdrawal from summer semester.

Enrolled students are liable for fee payment; the amount is determined by date when during the semester the student drops courses or withdraws from the University. Withdrawal from the University may also impact repayment of some forms of financial aid. Any refunds that may be due upon a student’s withdrawal are issued by Office of the Bursar, 211 Student Services Building. Always consult with a One Stop Student Services advisor regarding impact on financial aid.

Students who are called to active military duty during a semester of enrollment should contact the [Veterans Resource Center](#), G020 Hodges Library, 865-974-5420, for assistance with withdrawal and readmission procedures.

READMISSION TO THE PROGRAM

MSSW students with an interruption in enrollment (not registered for graduate courses at the University of Tennessee, Knoxville for one term, other than summer, and *who has not been granted a Leave of Absence (LOA) by the Graduate School*), must apply for readmission. A readmission application must be

submitted to the Office of Graduate Admissions at least two months prior to the first day of class of the desired term of reentry.

Students who withdrew in good standing and have been out of enrollment for one semester, other than summer, must notify the [Office of MSSW Admissions](#) that he/she is seeking readmission and submit a readmission application & fee to the Office of Graduate Admissions. Students who have attended other institutions since their last graduate enrollment at UT must also submit an official transcript from each institution showing all coursework and any degrees earned at other institutions.

DISMISSAL FROM THE PROGRAM

Grades of D and F in graduate school do not reflect adequate content competency. Therefore, a student receiving less than a C in a required course or an N/C in field practice will be dismissed from the UTK CSW MSSW program. Students can reapply to the MSSW program after one semester with a petition for readmission, with the exception of field courses. If a student earns a grade of NC for a field course they are not eligible to reapply to the MSSW program.

Petitions for readmission include all current admission application requirements and an additional essay detailing how the student intends to achieve graduate-level course competency with a second opportunity. Students are encouraged to detail needed supports in this essay. Re-applicants are highly encouraged to ask previous UTK CSW faculty, field coordinators, or academic advisors to be references for their re-admission application and to speak to the applicant's capacity for success.

Students must pass all required courses before proceeding in the program and thus, a readmittance may result in part time admission until all required courses are passed. Students cannot retake more than two courses during their graduate studies, nor can courses be retaken as an independent study. The grade in a retaken course does not replace the original failing grade. A cumulative grade point average of 3.00 is required on all graduate coursework taken at the UTK to remain in good standing and to receive any graduate degree or certificate from the university.

Students dismissed by the academic standards committee are not eligible to apply for readmission.

ACADEMIC POLICIES AND PROCEDURES

Academic Standing

Graduate education requires continuous evaluation of the student. This includes not only periodic objective evaluation, such as the cumulative grade point average, performance on comprehensive examinations, and acceptance of the thesis or dissertation, but also judgments by the faculty of the student's progress and potential. Continuation in a program is determined by consideration of all these elements by the faculty and the head of the academic unit.

The academic records of all graduate students are reviewed at the end of each semester, including the summer term, to determine academic standing.

Departments and programs may have requirements for continuation or graduation in addition to the minimum requirements set forth in this catalog for all graduate programs. It is the student's responsibility to be familiar with the special requirements of the department or program, as some have standards that exceed those of the Graduate School.

There are three types of academic standing set at the end of every term of enrollment: good standing, academic probation, and academic dismissal.

Good Standing

To achieve good standing, graduate students must maintain a cumulative grade point average (GPA) of at least 3.00 on all graduate courses taken for a letter grade of A-F. Grades of S/NC, P/NP, and I, which have no numerical equivalent, are excluded from this computation.

Academic Probation

Upon completion of 3 or more credit hours of graduate coursework, a graduate student will be placed on academic probation when their cumulative GPA falls below 3.00. A student will be allowed to continue graduate study in subsequent semesters if each semester's grade point average is 3.00 or greater. Upon achieving a cumulative GPA of 3.00, the student will be removed from probationary status and returned to good standing.

Academic Dismissal

If a student is on academic probation, the degree or non-degree status will be terminated by the Dean of the Graduate School if the student's semester graduate GPA falls below 3.00 at the end of the next semester while on probation. When the particular circumstances are deemed to justify continuation, and upon recommendation of the appropriate academic unit and approval of the Dean of the Graduate School, a student on probation whose semester graduate GPA is below 3.00 may be allowed to continue on a semester-by-semester basis.

Dismissal of a graduate student by a department or program is accomplished by written notice to the student, with a copy to the Graduate School. Specific reasons for the dismissal should be provided.

In those cases where the department's requirements for continuation are more stringent than university requirements for graduate programs, the Dean of the Graduate School will evaluate the student's record to determine whether the student is eligible to apply for a change of status and register in another area of study. Registration for courses in a department from which a student has been dismissed will not be permitted, except by written authorization from that department.

Grades, Grading, and Grade Point Averages (GPA)

The College of Social Work follows the regulations found in the University of Tennessee, Knoxville [Graduate Catalog](#) in relation to grades and grading. The following paragraphs briefly explain these grading policies.

To remain in good standing and receive any graduate degree or certificate from the university, graduate students must maintain a cumulative grade point average (GPA) of at least 3.00 on all graduate courses

taken for a letter grade of A-F. Grades of S/NC, P/NP, and I, which have no numerical equivalent, are excluded from this computation. A cumulative grade point average of 3.0 is required to receive any graduate degree or certificate from the university.

A cumulative grade point average (GPA) of 3.0 or higher is required for graduation; therefore, grades of C+ or C must be offset by higher grades to attain a 3.0 cumulative GPA. Students admitted on probationary status must complete 3 hours of graduate credit with a minimum GPA of 3.0 for probationary status to be removed.

Grades of D and F are not acceptable in graduate school, and courses may not be repeated to improve D or F grades. Therefore, a student receiving less than a C in a required course or an N/C in field practice will be dismissed from the program. This action also applies to students admitted on probationary status who receive less than a B average.

A student's advisor may recommend steps to be taken by the student to correct academic deficiencies or poor professional practices. Such recommendations may include a variety of academic or professional experiences. Ordinarily, such recommendations will be made with student input and agreement.

Advisors meet and/or correspond with the student whenever the student's grade point average falls below a 3.0, when the student receives a grade of C+ or lower, and/or when the student's performance or behavior is unacceptable and not in accordance with University policy, the NASW Code of Ethics, and the general expectations of the College of Social Work for appropriate professional behavior.

Grades of Incomplete

Under extraordinary circumstances and at the discretion of the instructor, the grade of I (Incomplete) may be awarded to students who have satisfactorily completed a substantial portion of the course requirement but cannot complete the course for reasons beyond their control.

- The "I" (Incomplete) grade is not issued in lieu of the grade of F.
- The conditions for the removal of the "I", including the time limit for removal of the "I", are decided by the course instructor.
- It is the responsibility of the student receiving an "I" to arrange with the course instructor whatever action is needed to remove the grade at the earliest possible date, and in any event, within one calendar year of the assignment of incomplete.

Students do not remove an "I" grade by re-enrolling in the course.

The "I" grade does not carry quality points and is not computed as a grade of F in the grade point average. **If the "I" grade is not removed within one calendar year or upon graduation, it shall be changed to an F and count as a failure in the computation of the grade point average.**

A student need not be enrolled at the university to remove a grade of incomplete, unless they are making up field hours and need to be charged the malpractice fee. In such cases the student must enroll in 1 credit hour of SW 502 – Use of Facilities.

Grade Appeals

Students with grievances concerning grades should file a formal complaint with the Graduate Council through the Graduate Council Appeals Committee, *but only after grievances have been duly processed, without resolution, through the College of Social Work's appeals procedure as outlined below.* As described in Hilltopics, students may appeal grades only on the basis of one or more of the following allowable grounds:

- (1) A clearly unfair decision (such as lack of consideration of circumstances clearly beyond the control of the student, e.g., a death in the family, illness, or accident);
- (2) Unacceptable instruction/evaluation procedures (such as deviation from stated policies on grading criteria, incompletes, late paper examinations, or class attendance);
- (3) Inability of the instructor to deal with course responsibilities; or
- (4) An exam setting which makes concentration extremely difficult.

An appeal based solely on a difference of opinion regarding the substance or quality of the student's performance is not a sufficient basis.

The initial grade appeal must be filed no later than 30 days after the final grade has been issued. To appeal a grade in the College of Social Work, students must follow these steps:

1. A student is instructed to begin the process by first appealing in writing directly to the course instructor regarding the final grade. The written appeal should articulate the allowable grounds by which the grade is being appealed (see list above).
2. If no resolution is reached, then the student may initiate the formal appeal process through a letter to the Program Director. The course instructor should respond in writing to the student appeal and this response must be included with the student's letter to the Program Director. This appeal must be submitted to the Program Director no later than 14 days after receiving a written response from the course instructor.
3. If the matter is not resolved at the Program Director level, the student may then appeal in writing to the Associate Dean of the College of Social Work.
4. If the matter is not resolved with the Associate Dean, the student may then appeal in writing to the Dean of the College of Social Work. Appeals to the Associate Dean and Dean must be submitted no later than 14 days after receiving a written response from the Program Director and Associate Dean, respectively.
5. If the matter is not resolved at the college level, the student may write an appeal letter to the Graduate Council Appeal Committee. Please consult the university's Graduate Catalog or the Graduate School's [Graduate Council Appeal Procedure](#) for more information.

Maximum Course Load

The maximum load for a graduate student is 15 credit hours during fall and spring semesters. For the summer semester, graduate students may register for a maximum of 12 credit hours in an entire

summer semester or for a maximum of 6 credit hours in a five-week summer session. Students may enroll in only one course during a mini-term session.

Students holding a one-half (50 percent full-time equivalent, FTE) time assistantship normally should enroll in at least 6 credit hours during the semesters of the assistantship. A one-fourth (25 percent FTE) time graduate assistant normally should take at least 9 credit hours during the semesters of the assistantship. A student must be enrolled in at least 9 credit hours to be considered full-time for federal financial aid purposes, even if the student has an assistantship. The section entitled Policy for the Administration of Graduate Assistantships contains additional information about assistantships.

Registration for more than 15 credit hours during any semester, or for more than 12 credit hours in the summer semester, is not permissible without prior approval. The academic advisor may request registration of up to 18 credit hours during a semester if the student has achieved a cumulative grade point average of 3.60 or better in at least 9 credit hours of graduate work with no outstanding incompletes. The Graduate Course Overload form can be found on the [Forms Central](#) page on the Graduate School website.

Courses audited do not count toward minimum credit hours required for financial aid purposes.

Registration for Online MSSW Courses

Online sections of MSSW courses are reserved for students enrolled in the online MSSW program. Students in the on-campus programs (Knoxville and Nashville) are not permitted to enroll in online courses (with the exception of certain electives).

Intra-College Transfer

Any enrolled student who wishes to transfer from one campus to another must have approval to do so from both campuses. The approval procedures are outlined below. Please note that intra-college transfers are not automatic. These transfers are approved only if space is available and under special circumstances. Requests to transfer mid-academic year will not be approved for students who are currently in field placement.

1. The student must meet with their advisor to discuss a possible transfer, meet with their field coordinator to discuss field implications, and then complete and submit the intra-college transfer request form.
2. The Program Director at current campus, Program Director at desired campus, and Director of Field will evaluate the request on the basis of the rationale for the transfer, availability of space, and implications for field.
3. The student will be notified once the request has been approved or denied.

In order to for the transfer to be finalized, students who have been approved to transfer must submit a Change of Program (campus update) application to the Office of Graduate Admissions at least two months prior to the first day of class of the desired semester of entry. A non-refundable application fee will be assessed upon each submission of the application. Instructions will be sent to the student upon transfer approval.

Students who are relocating should be aware that availability of a field placement cannot be guaranteed, and therefore they risk a delay in graduation.

Transfer Credits

Course work equivalent to the generalist year of the MSSW program that has been completed in another accredited graduate social work program can be accepted toward degree requirements if the student is admitted. Transferred course work must correspond to UTK MSSW course work, meet all UT requirements, and be approved by the MSSW Program Director of the respective campus by completion of the appropriate approval of transfer hours form.

Transfer credits are evaluated after admission to the MSSW program. Decisions regarding credit transfer are made independently of admissions decisions.

- Applicants must meet UT graduate admission requirements as well as those of the College of Social Work.
- Applicants must submit course syllabi for the courses they are seeking to transfer to determine which, if any, are eligible for transfer.
- Transfer courses must be approved as equivalent to required generalist and/or elective courses taken for graduate credit and passed with a grade of B or better. An S (earned on an S/NC system) for generalist field practice is also accepted.
- In addition, transfer courses must be part of an otherwise satisfactory graduate program (B average), a majority of the total hours required for a master's degree must be taken at the University of Tennessee, Knoxville, and all courses must have been completed within the six-year period prior to receiving the degree.
- A maximum of 6 semester credits from work earned in disciplines other than social work may also be transferred as elective credits. Transfer credits cannot be used to meet requirements for graduate certificates. Certificate electives must be taken at UTK.
- Course work applied to one master's degree or graduate certificate program may not be applied toward a second master's degree. Therefore, credits used for a previous degree or certificate cannot be approved.
- Prior to graduation transfer courses must be listed on the Admission to Candidacy form and will be placed on the student's university transcript only after admission to candidacy. As part of graduation requirements, the student must submit an official transcript to the UTK Graduate School after admission to candidacy (semester prior to graduation). Official transcripts must be mailed directly from the college or university.
- Students do not receive academic credit for life experiences or previous work experiences, and should be aware that transfer credit is not guaranteed for all courses.

Graduate course credit hours that **may not be applied** towards meeting degree requirements include:

- Graduate credits transferred from universities outside the University of Tennessee system cannot be used to meet the thesis or dissertation requirements or 600-level coursework requirements.

- Graduate credit for extension courses taken from other institutions is not transferable, nor is credit for any course taken at an unaccredited institution.
- Graduate credit previously earned as audits at any university.
- Graduate credit earned for work done by correspondence study at any university

MSSW PROFICIENCY POLICY

Applications to waive courses on the basis of proficiency must be submitted to the MSSW Program Director at each campus by May 1 for courses taught in the summer, August 1 for courses taught in the fall and December 1 for courses taught in the spring. Program Directors will notify the appropriate faculty course lead involved in the proficiency process, and a decision must be made before the start of classes.

Student Eligibility to Proficiency

- Students must have received a grade of “B” or higher, as shown on an official university transcript, in the course or courses which they wish to use to proficiency out of the CSW course.
- Course materials 5 years or older will not be considered for equivalency/proficiency

Courses Eligible for Proficiency

Students may provide evidence of proficiency in one or more of the following generalist courses, given approval as described below:

- SW 503 Introduction to Interpersonal Social Work Practice (3)
- SW 504 Interpersonal Social Work Skills Lab (3)
- SW 510 Social Welfare Policy and Programs (3)
- SW 511 Introduction to Macro Social Work Practice (3)
- SW 515 Human Development in Context: Pre-Natal through Adolescence (3)
- SW 519 Foundations of Social Work Research (3)
- SW 538 Social Justice and Anti-oppressive Practices (3)
- SW 565 Psychosocial Assment & Diagnostic Formulation in Behavioral Health Systems (3)

Students cannot substitute more than 12 credit hours of previous courses and cannot receive proficiency credit for field courses. Students cannot receive proficiency credit for required concentration courses or electives. Approval of proficiency requires the student to do the following for each course:

Application Process for Proficiency

Students must complete the top portion of the "Application for Proficiency Examination" found at <https://registrar.utk.edu/forms/> sign and email the application along with their proficiency materials to the program director for review. Students should be aware that there is no presumption that courses can be waived for proficiency. It is the student’s responsibility to make a convincing case that they already possess the competencies associated with the course. For each course the student is attempting to proficiency, they must:

- Obtain an "Application for Proficiency Examination" from the Registrar office at <https://registrar.utk.edu/forms/> (a separate form is required for each course they are attempting to proficiency out of).
- Complete the top portion of the form(s) and email to the program director along with proficiency materials for review and the Program Director's signature.
- Program Admin will email the signed application form(s) and proficiency materials to the Bursar office at studentaccounts@utk.edu.
- The Bursar office will add the fee to the student's account, sign the form, and send it to the Registrar office to complete the process.
- The student will pay the fee through One Stop and send a copy of the receipt to the program Admin.

Proficiency Examination and Supporting Documentation

1. The proficiency examination consists of a written descriptive essay and supporting documentation (see below) for each course competency contained in the syllabus in the class targeted for proficiency. The essay must demonstrate how the student met each competency and explain why each piece of supporting evidence provided meets each competency of the course. The emphasis of the essay should be on the student's demonstration that they are proficient in the competencies, not simply have had the content in a prior course.
2. In the essay the student should refer to the supporting documents mentioned below:
 - syllabi and course outlines for all courses alleged to contain content relevant and equivalent to the target proficiency course
 - relevant materials (such as papers written; videos of role plays, videos of debates, etc.) from courses alleged to contain content relevant and equivalent to the target proficiency course
3. Submit a separate essay and supporting documentation for each course in which the student seeks a waiver.
4. Provide an official university transcript (if not already on file) with the grade(s) for the course(s) from which the student is providing documentation.
5. Previous courses and relevant course materials submitted in the supporting documentation must not be more than five years old.

Grading of the Proficiency Examination

The Proficiency Examination will be reviewed by the faculty course lead who teaches the SW course in question, or their designee. The faculty member will use the current course competencies for the SW course in question as a guideline in making the decision about whether to approve or not approve the course proficiency exam.

If a proficiency is granted for a particular course, the grade assigned for the MSSW course will be the grade the student received for the previous course taken (or if the content has been studied in more than one course, an average of those grades).

Students should be aware that there is no presumption that courses can be waived for proficiency. It is the student's responsibility to make a convincing case in the examination that they already possess the competencies associated with the course.

Post Examination Actions

The Office of the Director will notify the student of the outcome of the exam. If the student passes the proficiency and has already signed up for the course, they should immediately drop the course. If the student fails the exam, they should register or remain registered for the course.

Independent Study

Students wishing to pursue study or research in an area of individual interest or relevance may seek a faculty member to provide an independent study course. Because independent study courses are time-intensive for both the instructor and the student, they should not be used for the study of narrow, limited-use topics or for topics already covered in the regular curriculum.

The independent study course proposal is due before the beginning of the semester in which the project is to begin. The proposal must be approved by the faculty member who will teach the course, and the MSSW Program Director of the respective campus. The proposal must include description, rationale, educational objectives, methodology, and bibliography.

The instructions, guidelines, outline, and approval form for the proposal are available on the CSW website.

Nondegree-Seeking Students

Nondegree-seeking students may take courses in the MSSW program on a space-available basis as long as they meet guidelines set by the University of Tennessee, Knoxville and the College of Social Work. Students must fulfill University entrance requirements for nondegree-seeking students. As stated in the [Graduate Catalog](#), admission to non-degree status does not constitute admission to a degree program. Restrictions applying to the College of Social Work follow.

Nondegree-seeking students may take up to 15 hours of credit in the College of Social Work if all prerequisite course work is met and with the following restrictions:

1. Nondegree-seeking students must meet all prerequisites required for degree-seeking students or show proof of equivalent content;
2. Nondegree-seeking students may not take Generalist or Advanced MSSW required practice courses (unless they have completed a BSSW or MSSW from or are currently enrolled in an accredited school of social work in the United States; they have completed or are currently enrolled internationally in a recognized social work program);
3. Nondegree-seeking students may not take field (unless they are currently enrolled in a masters program from an accredited school of social work in the United States, or they are currently enrolled internationally in an equivalent social work program);

4. Students currently enrolled in the College of Social Work will always be given priority over other students when space in courses is limited. Degree-seeking students from other departments will have priority over nondegree-seeking students; and
5. Students enrolled in other MSSW programs nationally or internationally may take Field Placement. Students must adhere to the prerequisites listed in the Graduate Catalog or show proof of equivalent content.

Nondegree-seeking students should obtain approval from the Program Director at the respective campus prior to registering for any MSSW course.

Nondegree seeking students are classified as Knoxville students and therefore are not permitted to take Nashville or DE (online) MSSW courses (with the exception of SW 535 – School Social Work).

Transient Students

A student who is enrolled in good standing in a graduate degree program at another institution and who wishes to take courses for transfer to that institution may be admitted after submitting a completed online Graduate Application for Admission, the application fee, and a Transient Student Certification form at least two weeks prior to registration. Transient students will not be required to submit transcripts and test scores. Only one semester, or a maximum of 12 credit hours, of coursework can be taken in transient status. Students will be notified about admission decisions by email by the Office of Graduate Admissions and will not be permitted to enroll until officially admitted by the Graduate School.

Transient students must enroll as Knoxville campus students and must obtain permission from the Knoxville MSSW Program Director prior to registering for courses.

DUAL DEGREE PROGRAMS

The UT College of Social Work and the UT College of Law are now offering a combined program of study in graduate level social work and law to students who seek to earn both a Master of Science in Social Work degree and Juris Doctor or a Master of Science in Social Work and Master of Legal Studies.

Juris Doctorate and Master of Science in Social Work (JD/MSSW)

The College of Social Work and The College of Law offer a combined program of study in graduate level social work and law to students who seek to earn both a Master of Science in Social Work (MSSW) degree and Juris Doctor (JD) degree. This interdisciplinary program offers individuals interested in social work and law the opportunity to obtain graduate degrees in both programs in four academic years, rather than the five years needed if pursued separately. Available for Knoxville campus students.

The program consists of an integrated curriculum specifically designed for those who are interested in acquiring the knowledge and skills pertinent to both disciplines. The goal of the program is to prepare future professionals who are competent in both disciplines. The areas of work in which both fields play significant roles are often complex and require expertise in counseling, administration, and policy-

making, beyond the underlying substantive knowledge. The program stresses an interdisciplinary approach, which values collaboration and communication skills.

A dual degree student in social work and law studies the skills and material of both disciplines and enters field placements, summer internships, and eventually the workplace with a unique skill set of valuable practice experiences. Alumni of the dual degree program in social work and law at The University of Tennessee will go on to work in a variety of settings in law and social work. Some alumni will choose to practice law, while others will find employment as social workers, program directors, and therapists.

Students must apply separately for admission to the two colleges. Once admitted to both colleges, applicants will be selected for participation in the program by a special admissions committee consisting of representatives from both institutions.

Master of Legal Studies and Master of Science in Social Work (MLS/MSSW)

The College of Social Work and The College of Law offer a combined program of study in graduate level social work and legal studies to students who seek to earn both a Master of Science in Social Work (MSSW) and a Master of Legal Studies (MLS). This interdisciplinary program offers individuals interested in social work and law the opportunity to obtain graduate degrees in both programs in two academic years (including summers), rather than the three years needed if pursued separately. Available for Knoxville campus, Nashville campus, and Online students.

The program consists of an integrated curriculum specifically designed for those who are interested in acquiring the knowledge and skills pertinent to both disciplines. The MSSW program seeks to prepare its graduates to make demonstrable improvements in the quality of life of at-risk and vulnerable populations of individuals, families, groups, organizations, communities, the state of Tennessee, the nation, and internationally. The MLS program is designed for professionals whose fields intersect with the law and who would benefit from legal studies but do not wish to pursue the JD or practice law.

The program stresses an interdisciplinary approach, which values collaboration and communication skills. Alumni of the dual degree program in social work and legal studies at The University of Tennessee will go on to work in a variety of settings, including as social workers, program directors, and therapists.

Students must apply separately for admission to the two colleges. Once admitted to both colleges, applicants will be selected for participation in the program by a special admissions committee consisting of representatives from both institutions.

Master of Science in Social Work and Master of Science in Student Affairs and Higher Education (MSSW/MS-SAHE)

The Master of Science in Social Work (MSSW) and Master of Science in Student Affairs and Higher Education (MS SAHE) programs both are considered professional terminal degrees. Available for Knoxville campus students.

By carefully structuring the sequence of courses, recognizing comparable course offerings and using courses in one program to count as electives in the other, the MSSW-SAHE dual degree program allows students to complete both degrees in three years of full-time study without compromising the professional standards of either program. The 60-credit hour MSSW program and the 36-credit hour MS in Student Affairs and Higher Education program can be completed as part of a 87 credit hour program.

The dual degree program is challenging but rewarding. A dual degree student in college student personnel and social work, studies the skills and material of both disciplines and enters field placements, practicum/internships, and eventually the workplace with a unique skill set of valuable practice experiences. Alumni of the dual degree program in college student personnel and social work at The University of Tennessee will go on to work in various settings in student affairs/higher education and social work. Some alumni will choose to practice student affairs, while others will find employment as social workers, directors/assistant directors, program directors, and therapists.

Students must apply separately for admission to the two colleges. Once admitted to both colleges, applicants will be selected for participation in the program by a special admissions committee consisting of representatives from both institutions.

Master of Business Administration and Master of Science in Social Work (MBA/MSSW)

The College of Social Work and the Haslam College of Business offer a combined program of study leading to a Master of Science in Social Work (MSSW) and a Master of Business Administration (MBA). Designed for students with leadership aspirations in social work and business, this dual degree allows participants to complete both graduate programs in three years, rather than the four years required if pursued separately. Available for Online students.

This program blends core principles from business and social work, emphasizing leadership, financial and strategic management, ethical decision-making, and evidence-based practice. Students graduate equipped to lead organizations that promote both economic sustainability and social justice.

The MSSW/MBA dual degree is ideal for professionals interested in executive roles within nonprofit organizations, healthcare systems, and government agencies. It's also a strong fit for clinicians seeking to manage or expand behavioral health programs.

GRADUATE CERTIFICATE PROGRAMS

The College of Social Work offers four graduate certificates and one licensure program in addition to the MSSW degree. The majority of courses for a certificate program may be used to count toward both the MSSW and the certificate if they fulfill requirements of both programs. At least three (3) credit hours for the certificate must be earned outside of the requirements of the degree(s) and other certificates. Certificates will be awarded the same semester as the degree. The completion of a certificate is formally noted on the student's transcript and indicates to prospective employers that, in addition to training within a particular discipline and degree program, additional formal training has been obtained.

To be admitted to a certificate program students must submit a departmental application after admission to the MSSW program. Students selected for admission must then be formally admitted to the certificate program through the Office of Graduate Admissions.

All electives used to fulfill certificate requirements must be taken at the University of Tennessee, Knoxville.

Graduate Gerontology Certificate

The [Graduate Gerontology Certificate](#) prepares graduate students to work with and on behalf of the rapidly growing older population. The Certificate involves a combination of aging-related coursework and an internship, all of which can be completed while working towards the MSSW degree. The Graduate Gerontology Certificate enables students to: 1) obtain a comprehensive overview of the field of gerontology; 2) acquire an interdisciplinary and integrative understanding of aging through participation in a series of courses focusing on the bio-psycho-social nature of gerontology; 3) develop skills for working with/on behalf of older adults through practical experiences with older adults in the form of internships; and 4) demonstrate to employers that they have received formal gerontological training.

Trauma Treatment Graduate Certificate

The graduate certificate program in [Trauma Treatment](#) provides students with the knowledge and practical experience needed to provide evidence-based, trauma-specific interventions, trauma-informed programming, and policy development. Students will learn to critically assess theoretical conceptualizations of trauma and traumatic impact, apply current principles of intervention and program planning, and consider the larger social, cultural and political forces at work which shape both exposure to and recovery from traumatic experiences. The TTGC is appropriate for both CP and OL students.

Veterinary Social Work Graduate Certificate

Students who are already enrolled in the MSSW program may also earn a certificate in [Veterinary Social Work](#). The program offers a comprehensive foundation in veterinary social work topics focusing on the knowledge and skills needed to integrate animals into social work practice in keeping with the values of the social work profession. Students receive training in the four areas of Veterinary Social Work: the link between human and animal violence, grief and loss, animal assisted interaction, and compassion and fatigue management. The vision of VSW-CP is to produce professional social workers knowledgeable in the practice and skills necessary to help people through human animals relationships in a variety of settings and through a variety of micro and macro practice methods.

Forensic Social Work Graduate Certificate

The certificate program in [Forensic Social Work](#) is a partnership between the College of Social Work and the College of Law. It provides an opportunity for students to gain knowledge about a system impacting millions of people and will broadly expose students to the criminal justice system through a focused look at forensic social work a combination of courses taken at our own college and the College of Law.

Social workers have increasing opportunities to practice in criminal justice settings. This course of study leading to the Certificate in Forensic Social Work seeks to assist students in developing knowledge and skills for practice in diverse arenas. Forensic social work practice requires the knowledge, skill and ethical capacity to balance the mutual and conflicting interests of client and community

SCHOOL SOCIAL WORK LICENSURE

The [Tennessee State School Social Work Licensure Program](#) at the UTK College of Social Work is available to currently enrolled bachelor's level and master's level students as well as persons who currently hold either a bachelor's and/or master's degree in social work from an accredited program. This licensure program in school social work equips students with the knowledge and skills necessary to practice in school settings throughout the state of Tennessee. The UTK College of Social Work, in collaboration with the UTK College of Education, will certify applicants for the state of Tennessee school social work licensure after the satisfactory completion of the requirements detailed in the application.

GRADUATION

Admission to Candidacy

To receive the MSSW degree a student must submit an approved [Admission to Candidacy Application](#). This form lists all the courses a student has taken and expects to take during the program. The Admission to Candidacy form must be signed by the student's advisor and Program Director. All courses to be used for the degree must be listed, including transfer course work. It is the student's responsibility to be sure that all members of their academic committee have signed the form. This form must be submitted to the Graduate School no later than the semester preceding the semester in which the student plans to graduate. A copy of the signed form is to be retained in the student's file.

Graduation Application

To receive the MSSW degree, a graduating student must also complete the Graduation Application for the semester they plan to graduate. If a graduation application is cancelled because a student will not graduate in a term, then the student must apply for graduation in a new term. An graduation application for a previous semester becomes void if the degree requirements were not completed. The form must be completed again for the appropriate semester. The graduation application is submitted through the student portal on [MyUTK](#).

Graduation Fee

When a graduate student applies for graduation, a graduation fee is charged for each degree to be awarded. The graduation fee is non-refundable. Once paid, the graduation fee is waived for up to one-year from the original application should the student fail to meet requirements and must graduate in a subsequent semester. There are no additional charges for the diploma. Additional or duplicate diplomas may be ordered through the Office of the University Registrar, Graduation office.

Time Limit For Completion of Degree

Candidates have six calendar years to complete the master's degree, starting at the beginning of the semester of the first course counted toward the degree. Students who change degree programs during this six-year period may be granted an extension after review and approval by the Dean of the Graduate School. In any event, courses used toward a master's degree must have been taken within six calendar years of graduation. The semester(s) and/or year(s) of an approved Leave of Absence (LOA) (see information available at [Forms Central](https://gradschool.utk.edu/forms-central/), <https://gradschool.utk.edu/forms-central/>, on the Graduate School website) will not be counted toward time to degree, and milestone deadlines such as Admission to Candidacy (see information above under Admission to Candidacy Application) will be adjusted accordingly.

Descriptive Summary of Student's Experience

The Descriptive Summary consists of a form (required) and a summary of the field placement experience (optional). The form provides a record of the information required to accurately report degree, concentration, and field placements to future employers. The summary provides a brief, factual report of a student's academic program, field placement experience, and other significant educational experiences. The student may also sign a release to make this summary available to potential employers who request information beyond the academic record.

State Certification and Licensure

Upon graduation, the student should contact the [State of Tennessee Board of Social Workers](#) to obtain information about state certification and licensing. Students who reside outside of TN should contact their state's licensing board for licensure requirements.

ORGANIZATIONS AND COMMITTEES

Master's Social Work Organization

The Master's Social Work Organization (MSWO) is open to all enrolled master's students at the UTK College of Social Work. MSSW students are represented on various campus and college-wide committees, including steering and faculty committees. MSWO members at each campus elect their local officers and representatives on an annual basis. The Nashville campus and online MSSW students operate a joint Master's Social Work Organization.

The purpose of MSWO is to provide student leadership, act as an advocate in student issues, foster group cohesiveness among students, faculty, administrators, alumni, and social work professionals in the University and in the local community, provide a social network, and enhance the positive experience of pursuing an MSSW.

MSWO engages students in such activities as student forums, agency and local issue involvement, guest lectures, and student planned social interactions. MSWO meetings are held on a regular basis throughout the academic year, and all students are encouraged to participate.

National Association of Black Social Workers

[NABSW](#) provides a structure and forum for exchange of ideas about social services; supports community welfare projects; and advocates for policies, social planning, agencies, and groups serving the Black community. NABSW “is designed to promote the welfare, survival, and liberation of communities of African ancestry. Members of the NABSW recognize the necessity of Black community control and accountability of self to the Black community”.

Coalition of Black Social Workers

The [Coalition of Black Social Workers](#) exists to engage, connect, and empower Black social work students and professionals in the community, with the goal of increasing awareness about issues specific to the Black community and cultivating a network of support.

Phi Alpha Honor Society

The Epsilon Iota Chapter of Phi Alpha at UTK was founded in 1995 by BSSW students. Membership is open to both BSSW and MSSW students. Social work students who have attained academic excellence and have demonstrated a commitment to the standards, ethics, and goals of the social work profession are candidates for membership.

Qualifications for graduate membership in Phi Alpha Honor Society include completion of 9 credit hours in graduate-level social work courses, a minimum cumulative GPA in the top 35% of the college, and a service requirement. Eligible candidates are elected by the chapter membership. Phi Alpha members inducted as BSW students should provide credentials to the faculty advisor and may begin participating with the chapter at the beginning of the academic year.

Macro Social Work Student Network

The mission of the Macro Social Work Student Network is to develop a geographically diverse network of and for macro-practice social workers. Students in the Organizational Leadership concentration are eligible to receive the Social Welfare NSWM certificate upon graduation.

The Rainbow Collective

The Rainbow Collective is a student organization open to current students in the College of Social Work from all programs (BSSW, MSSW, DSW, PhD) who are interested in advocating for the rights of people who identify as LGBTQ+ (Lesbian, Gay, Transgender, Queer, and all populations who are marginalized based on their gender identity, sexual orientation, and/or romantic orientation). The Rainbow Collective works closely with the College of Social Work and the Pride Center to offer social support, educational events, and professional development opportunities for LGBTQ+ identifying students and their allies. The Rainbow Collective is an inclusive organization and welcomes participation by all supporters of its mission. Please note that some of the organization’s activities are intended only for students who identify as members of the LGBTQ+ community. For example, our monthly virtual support group (known as the Rainbow Connection) is exclusive to students who identify as being part of the LGBTQ+ community.

COMPUTER LITERACY

Since students will be expected to use various software programs for word processing and statistical analysis, as well as search engines and other web-based programs, it is expected that all students be computer literate upon entering the program.

E-MAIL

All students are provided with a university e-mail account. The University of Tennessee uses the university-supplied e-mail account as an official means of communication with all students. Official communication can include, but is not limited to, information and notices about financial obligations, course schedules, cancelled courses, and financial aid. Students are responsible for activating, maintaining, and checking their university-supplied account and for all official university communication sent to that account. For more information about student e-mail accounts and responsibilities, go to <http://oit.utk.edu>. To set up your UT e-mail account, visit <https://oit.utk.edu/accounts/email/Pages/default.aspx> .

In accordance with the University of Tennessee, Knoxville's e-mail policy, the preferred method of communication from the University of Tennessee, Knoxville and the College to students enrolled in our programs is via e-mail. Only UTK e-mail addresses will be used for all official University and College of Social Work communication with students. Per the University policy, students will be held accountable for information contained in official University and College mailings to their UTK e-mail accounts.

While the University allows students to forward utk.edu mail to non-utk.edu addresses, the College of Social Work strongly discourages that practice due to past problems students have had when forwarding their utk.edu mail to non-utk addresses. The College cannot be held responsible for any mail or attachments that are lost or misdirected as a result of forwarding. However, students will be held responsible for not acting on or following the instructions given in an e-mail that is lost or misdirected due to forwarding.

ACCESS TO STUDENT RECORDS

Any student wishing to see their records may place a request to do so through the Program and Enrollment Support Manager. The student may not view materials to which they have waived rights or to which they have been denied access, such as reference letters/forms if the student has previously waived their right to read such letters/forms. File materials may not be printed or copied at student request without prior approval. Approval to copy application materials must be received from the respective campus admissions committee chair. Copies of references may not be released to a third party without written consent from the person serving as a reference regardless of student waiver and/or approval. Copies of transcripts or academic history reports should not be made for any third party. Field materials can be accessed by the student in the IPT system.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

This act, also known as the Buckley Amendment, gives four basic rights to students.

1. The right to review their education records.
2. The right to seek to amend their education records.
3. The right to limit disclosure of personally identifiable information (directory information).
4. The right to notify the Department of Education concerning an academic institution's failure to comply with FERPA regulations.

FERPA provides for confidentiality of student records; however, it also provides for basic identification of people at the University of Tennessee without the consent of the individual. Release of information to third parties includes directory information, such as contained in the campus telephone book, in the online web-based people directory, and in sports brochures. Directory information includes, but is not limited to, student name, local and permanent address, Net ID, university e-mail address, campus directory, classification, graduate or undergraduate levels, full time or part-time students, college, major, dates of attendance, degrees and awards, the most recent previously attended educational institution, participation in school activities and sports, and height and weight (for special activities). Students are notified of their FERPA rights and the procedures for limiting disclosure of directory information in Hilltopics, at Orientation for new students, and at <http://ferpa.utk.edu/>.

TRANSCRIPTS

Transcripts must be requested from [One Stop](#), (865) 974-1111. Staff at the College of Social Work do not have access to official transcripts.

STUDENT HEALTH INSURANCE

Student health insurance, by contract with an individual insurance company, is available for purchase by undergraduate students and those graduate students who do not have a graduate assistantship. All students are subject to minimal eligibility requirements set forth by the insurance company. The student health insurance is the only insurance plan filed by the on campus Student Health Center. While the student health insurance covers most medical costs provided by the SHC at 100%, off campus, it functions as a comprehensive health plan subject to deductible, co-pays, and co-insurance. Students not otherwise covered by insurance are urged to purchase this or other comparable plan since paying for medical care is the student's responsibility.

- International students are mandatorily and automatically enrolled in the insurance plan; fees are charged to the international students' MyUTK accounts
- Domestic students may choose to enroll with payment made directly to the insurance broker; fees are not charged to the domestic student MyUTK accounts
- International AND domestic students may enroll spouses and dependents in the insurance plan at their own expense

- Dental insurance is available from the broker for annual enrollment; purchase during August open enrollment only
- All students are advised to read through the insurance brochure available online

Students must actively attend classes for at least the first 31 days, counting from the first day of class, at the time of insurance enrollment. The minimum eligibility requirements during this time are 6 undergraduate or 3 graduate credit hours for degree-seeking students, with a minimum of one credit hour on campus. If the insurance company discovers the eligibility requirements have not been met, its only obligation is to refund premium.

Students attending classes at the Nashville campus who are enrolled in the College of Social work can enroll in coverage if they meet eligibility requirements indicated in the policy brochure. Since the program is affiliated with UT Knoxville you will enroll as a Knoxville student, but you are ineligible for services at the Knoxville Student Health Center. Please contact the Hildreth Agency directly and inform them that you are enrolled in the UT Nashville College of Social Work.

To enroll online or obtain an enrollment form, visit the broker's link from the [Student Health website](#). The insurance company sets enrollment deadlines for the open enrollment periods, but students may enroll beyond those dates if affected by life-change experiences such as marriage, divorce, loss of eligibility on another plan, etc. Contact the Student Health Center for more information.

HOUSING INFORMATION

KNOXVILLE

The UTK Department of University Housing maintains a listing of off-campus housing:
<https://offcampushousing.utk.edu/>

NASHVILLE

University housing is not available to students attending the Nashville campus. However, there is a wide variety of off-campus housing options available in the Nashville area. The [UT Housing](#) website is one resource to search for housing.

APPENDIX I: M.S.S.W.GRADUATE COURSES

MSSW Course Listings as they appear in the UT Graduate Catalog:

- [SOWK 500 - Thesis](#)
- [SOWK 502 - Registration for Use of Facilities](#)
- [SOWK 503 - Introduction to Interpersonal Social Work Practice](#)
- [SOWK 504 - Interpersonal Social Work Skills Lab](#)
- [SOWK 509 - Graduate Seminar in Public Health](#)

- [SOWK 510 - Social Welfare Policy and Programs](#)
- [SOWK 511 - Introduction to Macro Social Work Practice](#)
- [SOWK 512 - Introduction to Macro Social Work Practice](#)
- [SOWK 513 - Lifespan and Neurophysiologic Development](#)
- [SOWK 515 - Human Behavior in the Social Environment \(HBSE\)](#)
- [SOWK 519 - Foundations of Social Work Research](#)
- [SOWK 520 - Evidence-Based Practice](#)
- [SOWK 522 - Introduction to Direct Social Work Practice](#)
- [SOWK 527 - Cognitive Behavioral Therapy](#)
- [SOWK 528 - Neurophysiology for Social Work Practice](#)
- [SOWK 529 - Beyond Combat: Military Social Work Practice](#)
- [SOWK 531 - Foundations of Trauma](#)
- [SOWK 532 - Motivational Interviewing](#)
- [SOWK 533 - Trauma Treatment with Adults](#)
- [SOWK 534 - Trauma Treatment with Children and Adolescents](#)
- [SOWK 535 - School Social Work](#)
- [SOWK 536 - Generalist Field Practice Block](#)
- [SOWK 537 - Introduction to Psychopathology and Social Work Practice](#)
- [SOWK 538 - Social Justice and Anti-oppressive Practices](#)
- [SOWK 539 - Leadership Skills and Knowledge for Advanced Social Work Practice](#)
- [SOWK 540 - General Topics in Social Work](#)
- [SOWK 541 - Generalist Field Practice Extended I](#)
- [SOWK 542 - Generalist Field Practice I](#)
- [SOWK 543 - Generalist Field Practice Extended III](#)
- [SOWK 544 - Generalist Field Practice II](#)
- [SOWK 545 - Resource Development and Management](#)
- [SOWK 547 - Advanced Organizational Theory and Practice](#)
- [SOWK 548 - Advanced Change Management and Policy Practice](#)
- [SOWK 549 - Program Development and Continuous Improvement](#)
- [SOWK 550 - Generalist Seminar I: Micro Social Work Practice](#)
- [SOWK 551 - Generalist Seminar II: Macro Social Work Practice](#)
- [SOWK 553 - Clinical Social Work Practice in Hospitals and Health Settings](#)

- [SOWK 555 - Psychological Development and Mental Health in Later Life](#)
- [SOWK 557 - Principles and Techniques of Mediation](#)
- [SOWK 560 - Interpersonal Practice with Groups](#)
- [SOWK 561 - Spirituality in Clinical Social Work Practice](#)
- [SOWK 562 - Interpersonal Practice with Adult Individuals](#)
- [SOWK 563 - Assessment and Evaluation of Interpersonal Practice](#)
- [SOWK 564 - Substance Use Disorders](#)
- [SOWK 565 - Psychosocial Assessment and Diagnostic Formulation in Behavioral Health Systems](#)
- [SOWK 566 - Social and Cultural Aspects of Aging](#)
- [SOWK 567 - Veterinary Social Work](#)
- [SOWK 570 - Policy and Practice with Families](#)
- [SOWK 571 - Evidence-based Policy and Practice with Children and Adolescents](#)
- [SOWK 572 - Evidence-based Policy and Practice with Older Adults](#)
- [SOWK 573 - Forensic Social Work in the Criminal Legal System](#)
- [SOWK 574 - Forensic Social Work in the Civil Legal System](#)
- [SOWK 577 - Veterinary Social Work Capstone](#)
- [SOWK 583 - Summer Advanced Field Practice - Extended](#)
- [SOWK 584 - Advanced Field Practice Extended](#)
- [SOWK 585 - Summer Advanced Field Practice - Full Time](#)
- [SOWK 586 - Advanced Field Practice Full Time](#)
- [SOWK 587 - Advanced Field Practice Block](#)
- [SOWK 593 - Independent Study](#)

APPENDIX II: ADDRSSES

The College of Social Work

Knoxville Campus
 916 Volunteer Blvd
 Stokely Management Center
 Knoxville, TN 37996-3333
 865-974-3351
 Fax 865-974-4803

<http://www.csw.utk.edu>

Nashville Campus
UTK College of Social Work
193 Polk Avenue, Suite E
Nashville, TN 37210
865-256-1885
Fax 865-248-8823

<http://www.csw.utk.edu>

BSSW Program
916 Volunteer Blvd
511A Stokely Management Center
Knoxville, TN 37996-3333
865-974-3352
Fax 865-974-4803
<http://www.csw.utk.edu/students/bssw/>

MSSW Admissions Office
916 Volunteer Blvd
503 Stokely Management Center
Knoxville, TN 37996-3333
865-974-6697
Fax 865-974-4803
<http://www.csw.utk.edu/M.S.S.W./>

PhD Program Office
916 Volunteer Blvd
512A Stokely Management Center
Knoxville, TN 37996-3333
865-974-6481
Fax 865-974-4803
<http://www.csw.utk.edu/students/phd/>

DSW Program Office
916 Volunteer Blvd
510 Stokely Management Center
Knoxville, TN 37996-3333
865-974-6481
Fax 865-974-4803
<https://csw.utk.edu/doctor-of-social-work-degree-dsw-in-clinical-practice-leadership-program/>

Center for Behavioral Health Research
UT Conference Center
600 Henley Street
Knoxville, TN 37902
865-974-1707
Fax 865-974-1662
<https://cbhr.utk.edu/>

Social Work Office of Research and Public Service
600 Henley Street, Suite B80
Knoxville, TN 37996-4104
865-974-6015
Fax 865-974-3877
<https://sworps.org/>

UT Knoxville Admissions and Students Services

Graduate School
111 Student Services Building
Knoxville, TN 37996-0165
865-974-2475
Fax 865-974-1090
<http://gradschool.utk.edu>

Office of the Dean of Students
413 Student Services Building
Knoxville, TN 37996
865-974-3179
Fax 865-974-0088
<http://dos.utk.edu/>

Office of Graduate and International Admissions
201 Student Services Building
Knoxville, TN 37996-0220
865-974-3251
Fax 865-974-6541
<https://gradschool.utk.edu/future-students/office-of-graduate-admissions/>

Office of Undergraduate Admissions
320 Student Services Building

Knoxville, TN 37996-0230
865-974-2184
<https://admissions.utk.edu/>

Student Disability Services
Blount Hall, 1534 White Ave room 199
865-974-6087 (v/tty)
Fax 865-974-9552
<https://sds.utk.edu/>

Office of Financial Aid and Scholarships
115 Student Services Building
Knoxville, TN 37996-0210
865-974-3131
Fax 865-974-2175
<https://onestop.utk.edu/financial-aid/>

Office of the Bursar
211 Student Services Building
Knoxville, TN 37996-0225
865-974-4495
Fax 865-974-1945
<https://bursar.utk.edu/>

Office of the University Registrar
209 Student Services Building
Knoxville, TN 37996-0200
865-974-2101
Fax 865-974-2606
<http://registrar.tennessee.edu/>

One Stop Express Student Services
Hodges Library Ground Floor
1015 Volunteer Boulevard
Knoxville, TN 37996
Phone: 865-974-1111
Fax: 865-946-3223
<http://onestop.utk.edu/>

APPENDIX III: KNOXVILLE CAMPUS

PARKING

Students may park without a permit on city streets as long as “No Parking” areas marked by signs are respected. Campus parking permits are available for a fee. Students' cars are to be registered with the Parking Services Office. For further information, contact [Parking Services](#) at 865-974-6031.

ACCESSIBILITY ACCOMODATIONS

If a student needs course adaptations or accommodations because of a documented disability or has emergency information to share, they should contact the [Student Disability Services](#) at Blount Hall, 1534 White Ave room 199 at 865-974-6087. This will ensure proper registration for services. Accessible campus facilities will be used for social work classes and other events as needed.

I.D. CARDS

All students, faculty, and staff are required to have a valid mobile [VolCard ID](#). The VolCard is essential for use in many university facilities and programs such as identification, building access, libraries, etc. The [VolCard account](#) is a campus wide debit account, and when activated on your VolCard ID, it can be used for vending, for food purchases at campus dining facilities and participating off-campus merchants, and for VolShop and VolTech purchases.

All students are automatically entitled to a VolCard account; however, the account must be activated by making an initial deposit. This exclusive account eliminates the need for cash, change, and checkbooks. Furthermore, only the student will have access to these funds as long the student keeps their VolCard secure.

LIBRARIES

In addition to the main library, John C. Hodges Library, there are law and agriculture libraries which social work students may use. Together the University of Tennessee Libraries contain approximately two million volumes. Books pertinent to social work are purchased by the acquisitions department of the library from the general fund. New books are automatically sent to the library by agreement between the library and a number of publishers. The College receives funds each year for purchases not acquired in the routine manner described above, and students and faculty may submit suggestions to the faculty library representative.

OFFICE OF MSSW ADMISSIONS

The Office of MSSW Admissions is in 503 SMC. Applicants or students may contact this office by telephone at 865-974-1096 or e-mail at msswadmissions@utk.edu.

SMOKING POLICY

The University of Tennessee, Knoxville is a smoke free campus.

INCLEMENT WEATHER POLICY

UT will remain open except in the most severe weather conditions. When a decision to close or delay is reached, campus and local radio and TV stations will be notified of the details and the notice will be posted on the university's home page. A UT Alert email will be sent out and those who register their cell phone with UTAAlert; also will be notified via text message.

Students should become familiar with their department and program inclement weather practices. Some students employed in critical campus operations, such as clinics, may be required to report to their workstation.

Review the Inclement Weather Policy for more detailed information including student responsibilities during inclement weather.

CAMPUS SECURITY

SMC has an automatic locking system that is in use on weekday evenings and all day on weekends and holidays. Elevator access is not available at these times. The doors should not be propped open at any time nor should persons not enrolled in the CSW be admitted.

CAMPUS RESOURCES

Office of Multicultural Student Life

1800 Melrose Avenue

865-974-6861

<https://studentlife.utk.edu/multicultural/>

The Office of Multicultural Student Life helps “students matriculate successfully by developing and administering programs, activities and services that address cultural, social, educational and personal needs, thus ensuring the academic success of minority students.”

Center for Career Development

201 Student Union

865-974-5435

<http://career.utk.edu/>

Career Services provides a wide range of services including individual career advising, workshops, seminars, career fairs, etc.

Center for International Education (CIE)

1620 Melrose Avenue

865-974-3177

<https://international.utk.edu/>

CIE serves as a resource for anyone at UT who is interested in study, research, work, or travel abroad. CIE also administers the student Fulbright program, as well as several other international fellowships and scholarships.

International House

1623 Melrose Avenue

865-974-4453

<https://ihouse.utk.edu/>

The International House is a gathering place for the entire UT community. Besides its own cross-cultural and multinational programming, the “I-House” offers the campus and community a site for lectures, seminars, meetings, and parties. Volunteers at the I-House work to further intercultural communication and mutual understanding.

Student Disability Services

100 Dunford Hall

865-974-6087

V/TDD 865- 974-6087

<https://sds.utk.edu/>

Student Disability Services provides counseling and academic support to assure disabled students’ access to educational opportunities at UTK. It also serves as a liaison with the Division of Vocational Rehabilitation Agencies.

Some of the services available through this office include interpreters, readers, and recorder texts as well as assistance for making special arrangements for classes, transportation, and housing. Students should contact the Office of Disability Services before arriving on campus. Participation in the program is voluntary; confidentiality is carefully maintained.

Student Counseling Center

1800 Volunteer Boulevard

865-974-2196

<http://counselingcenter.utk.edu/>

Services provided by the Student Counseling Center include crisis intervention; individual, couple, or group counseling; credit classes, etc. The center maintains absolute confidentiality.

Center for Health Education & Wellness

Student Health Building

1800 Volunteer Blvd. Suite 201

865- 974-5725

<http://wellness.utk.edu/>

The mission of the Center for Health Education & Wellness is to engage in prevention and intervention efforts to increase awareness, impact student decision making, and positively influence our university community. The Center for Health Education & Wellness seeks to engage students by removing barriers and connecting them with resources needed to achieve personal success.

Student Health Center

Student Health Building

1800 Volunteer Boulevard

865-974-3135

<http://studenthealth.utk.edu/>

The University provides health services for students who have paid the health fee, either the full University Programs and Services Fee or, if taking fewer than 9 hours, the optional health fee. Student Health Service has a regular staff of primary physicians, nurses, and laboratory and x-ray technicians. Students who require allergy injections may arrange to receive them at the clinic. All students are encouraged to make appointments by calling 865-974-3648 but may be seen for acute problems without an appointment. Transportation to the clinic or to the University of Tennessee Medical Center is available from Campus Police, 865-974-3114.

Writing Center

211 Humanities and Social Sciences Building

865-974-2611

<https://writingcenter.utk.edu/>

The Writing Center serves undergraduate and graduate students. Trained tutors are available to guide students through the writing process. Also available are a variety of writing and reference manuals and computers for word-processing and internet access.

APPENDIX IV:: NASHVILLE CAMPUS

REGISTRATION AND FEES

All Nashville students must follow the registration and fee payment procedures as outlined by the above.

TEXTBOOKS

Textbooks for Nashville courses are supplied through the [UTK Bookstore](#) in Knoxville. Required textbooks can be looked up on the UT Bookstore website (or the course syllabi) and then purchased through online retailers.

PHYSICAL FACILITIES

The Nashville campus is located at 193 Polk Avenue, Suite E, on the second floor.

To reach the campus via Interstate 40 West, take I-40 W to Spence Lane. At the top of the ramp, turn left. At the traffic light at the bottom of the hill, turn right. Go to Polk Avenue and turn left (the third traffic light). The office is approximately one-half mile from this traffic light on the right. Go past Fessler's Lane to Hackworth Street. Turn right onto Hackworth Street and park in the parking lot surrounded by a wrought iron fence.

To reach the campus via Interstate 40 East, take I-40 E to I-440 toward Knoxville. Exit at Murfreesboro Road. At the bottom of the ramp, turn left. Go to Polk Avenue and turn left (the third traffic light). The office is approximately one-half mile from this traffic light on the right. Go past Fessler's Lane to Hackworth Street. Turn right onto Hackworth Street and park in the parking lot surrounded by a wrought iron fence.

The Nashville office is open Monday through Thursday from 8:00 a.m.–4:30 p.m. The telephone number is 615-256-1885; the fax is 615-248-8823.

PARKING

Students should park in the parking lot at the side of the building. There is ample parking for students in this lot.

SPECIAL NEEDS AND ACCESSIBILITY

The Nashville Campus building is ADA compliant and accessible via ramps at the front and at the end of the building. Once in the building, the second floor is available via elevators; and all doors within the building are 36" wide. All of the restrooms in the space occupied by the University of Tennessee, Knoxville at Polk Avenue have accommodations for disabled individuals.

I.D. CARDS

All students, faculty, and staff are required to have a valid mobile [VolCard ID](#). The VolCard is essential for use in many university facilities and programs such as identification, building access, libraries, etc.

Area Libraries

Several area university and college libraries, as well as Davidson County Public Libraries, may be utilized by UTK CSW students. Athena, an online database, provides information as to availability and location of any book located in the Nashville area.

HOUSING

University housing is not available to students attending the Nashville campus. However, there is a wide variety of off-campus housing options available in the Nashville area. Information about housing options in Nashville can be found on the [UT Housing website](#).

COMMUNICATING OPPORTUNITIES

Information of general interest, such as notices of meetings, job opportunities, professional development, social gatherings, and available resources, are posted in the student success and advising Canvas page and in student areas around campus.

POST OFFICE

The nearest branch of the U.S. Postal Service is located at 714 Fessler's Lane. Its hours are 8:30 a.m.-5:00 p.m., Monday through Friday.

SMOKING POLICY

Consistent with University policy, there will be no smoking in the 193 Polk Avenue Building. The designated smoking area is the pavilion in front of the building.

FOOD AND DRINK

A drink machine and a snack machine are available for students' use in the lobby. In addition, a refrigerator and microwave are located in the student lounge.

A variety of inexpensive, short order places to eat are available a short distance from the building. Students are free to bring their lunches with them and to eat in the student lounge. Students are asked to clean up after they have eaten.

INCLEMENT WEATHER POLICY

The Nashville Campus follows the inclement weather policy determined by Tennessee State University.

CAMPUS SECURITY

As with most urban locales, incidents involving theft or personal safety can occur and caution should be exercised, particularly at night. While the UTK designated parking area will be well lighted at night, students are advised to walk to and from their cars with someone else. Students should also be careful with personal property when in the library or in the building. Items of value should not be left unattended in an open classroom or office.

STUDENT HEALTH SERVICES

A number of clinics in different sections of Nashville offer general and specific medical services and emergency care. A list of such clinics and emergency care facilities can be found in the Yellow Pages of the telephone directory.

Hospitals in Nashville, most of which have emergency rooms, are listed below:

Saint Thomas Midtown
2000 Church Street
615-329-5555

Summit Medical Center
5655 Frist Boulevard
Hermitage
615-316-3000

Centennial Medical Center
2300 Patterson Street
Nashville
615-342-1000

Skyline Medical Center
3441 Dickerson Pike
Madison
615-769-2000

Saint Thomas Hospital
4220 Harding Road
615-222-2111

Southern Hills Hospital
391 Wallace Road
615-781-4000

Tennessee Christian Medical Center
500 Hospital Drive
Madison
615-865-2373

V.A. Medical Center
24th Avenue South
615-327-4751

Vanderbilt University Hospital
1161 21st Avenue South
615-322-5000

MISCELLANEOUS COMMUNITY INFORMATION

Buses

For specific information about schedules, call Metro Transit Authority, 615- 862-5950.

APPENDIX V: FACULTY AND STAFF

The Faculty & Staff roster is available online and contains photos of faculty, recent publications, and courses taught. See: <https://csw.utk.edu/about/faculty-and-staff/>

APPENDIX VI: CODE OF ETHICS OF THE NATIONAL ASSOCIATION OF SOCIAL WORKERS

<https://www.socialworkers.org/About/Ethics/Code-of-Ethics/Code-of-Ethics-English>

APPENDIX VII: MSSW STUDENT FORMS

<https://csw.utk.edu/master-of-science-in-social-work-mssw-program/#current>

APPENDIX VIII: IMPORTANT GRADUATE STUDENT WEB PAGES

- International Students
 - Center for International Education (<http://international.utk.edu>)
 - International House (<http://ihouse.utk.edu>)
 - ITA Testing Program (<http://tiny.utk.edu/ita-testing>)
- Professional Development & Training
 - Office of Office of Inclusive Excellence and Professional Enhancement (<https://gradschool.utk.edu/about-graduate-school/oiepe/>)
 - Best Practices in Teaching Program (<http://tiny.utk.edu/bpit>)
 - UT Libraries Information for Graduate Students (<http://libguides.utk.edu/graduate>)
 - Center for Career Development (<http://career.utk.edu>)
 - Tennessee Teaching and Learning Center (<http://tenntlc.utk.edu>)
 - UT CIRTl: Center for Integration of Research, Teaching, and Learning (<https://teaching.utk.edu/utcirtl/>)
 - Experience Learning (<http://experiencelearning.utk.edu>)
- Funding
 - Costs and Funding Opportunities <http://tiny.utk.edu/grad-funding>)
 - Graduate Student Senate Travel Awards (<https://gss.utk.edu/gss-travel-awards/>)
 - Financial Aid and Scholarships (<http://onestop.utk.edu/financial-aid>)
- Student Resources

- Counseling Center (<http://counselingcenter.utk.edu>)
- Graduate School (<http://gradschool.utk.edu>)
- Graduation Deadlines (<http://tiny.utk.edu/grad-deadlines>)
- Graduate School Forms (<http://gradschool.utk.edu/forms-central>)
- Graduate Catalog <http://tiny.utk.edu/grad-catalog>
- Student obligations and appeals process (tiny.utk.edu/rights-obligations)
- Graduate Student Senate (<http://gss.utk.edu>)
- Office of Graduate Admissions (<http://gradschool.utk.edu/admissions>)
- Student Conduct and Community Standards (<http://studentconduct.utk.edu>)
- Office of Equal Opportunity & Accessibility (<https://dae.utk.edu/ea/>
- Sexual Misconduct, Relationship Violence, and Stalking (<http://sexualassault.utk.edu>)
- Office for Campus Culture and Community (<https://studentlife.utk.edu/campus-culture/>)
- Office of Research Integrity (<http://research.utk.edu/compliance>)
- Thesis/Dissertation Consultant
(<https://gradschool.utk.edu/academics/graduation/theses-and-dissertations/>)
- Office of Information Technology (<http://oit.utk.edu>)

EEO/TITLE IX/AA/SECTION 504 STATEMENT

All qualified applicants will receive equal consideration for employment and admission without regard to race, color, national origin, religion, sex, pregnancy, marital status, sexual orientation, gender identity, age, physical or mental disability, genetic information, veteran status, and parental status, or any other characteristic protected by federal or state law. In accordance with the requirements of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, the University of Tennessee affirmatively states that it does not discriminate on the basis of race, sex, or disability in its education programs and activities, and this policy extends to employment by the university.

Requests for accommodation of a disability should be directed to the ADA Coordinator at [Equal Opportunity and Accessibility](#), 1840 Melrose Avenue, Knoxville, TN 37996-3560, by email to eo@utk.edu, or by phone at 865-974-2498. Inquiries and charges of violation of Title VI (race, color, and national origin), Title IX (sex), Section 504 (disability), the ADA (disability), the Age Discrimination in Employment Act (age), sexual orientation, or veteran status should be directed to the Office of Investigation and Resolution, 216 Business Incubator Building, E J. Chapman Drive, Knoxville, TN 37996-3560, by email to investigations@utk.edu, or by phone at 865-974-0717.

