

Sandra Rosenbaum
School of Social Work
UNIVERSITY OF WISCONSIN–MADISON

Part-Time Advanced Standing MSW Program

Program Guide 2026 – 2027

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Table of Contents

Welcome 4

MSW Program Mission and Goals 4

Program Mission 4

Program Goals 4

Advanced Generalist Specialization Framework 5

Professional School Behavior & Performance Expectations 6

Reporting Issues 7

Advising 7

Academic Advising 7

Common Reasons to Meet with an Academic Advisor 7

Professional Advising 7

First Things First 8

Activate Your Net ID 8

Activate Your UW-Madison E-mail Account 8

Social Work Information Management System (SWIMS) 8

Register for Classes 9

Obtain Your Wiscard (UW-Madison Photo ID Card) 9

Part-Time MSW Program Curriculum 9

Hybrid Program 9

Plans of Study 9

Advanced Generalist Specialization 10

Focus Areas 10

Focus in Child, Youth & Family Welfare 11

Focus in Mental Health 11

No Focus Area 12

Optional Sub-focus Areas 12

Field Education 12

Research Options 13

How much time should I expect to allot for classes and studying each week? 13

Statistics, Other Exemptions & Advanced Standing....13
Statistics Prerequisite Requirement....13
Exemption by Course Review and Exemption Exam....14
Core Social Work Competencies....14
Student Involvement & Student Organizations....15
Grading....15
Satisfactory Progress Criteria....16
Probation Policy....16
Withdrawal from UW-Madison....16
Access and Accommodations in Instruction for Students with Disabilities....17
Career Development Resources....17
Professional Social Work Credentials & Continuing Education....17
School Communication Mechanisms....18
Goggle Group (email distribution list)....18
Social Media: Facebook, Instagram, and YouTube....18
Other Information....18
Assistantships and Financial Aid....18
Graduate Assistantships....18
Financial Aid....18
Crisis Grants....18
Writing Center and Use of APA....19
Library....19
Campus Map....19
Class Locations and Parking....19
Student Lounge....19
PTP Important Dates....19
Appendix A: Wisconsin Requirements for Clinical Social Work Licensure....20
Appendix B: State of Wisconsin Requirements for School Social Work License....21
Appendix C: PTP Sample Plan of Study Advanced Generalist Courses....22

Welcome

Welcome to the University of Wisconsin-Madison Sandra Rosenbaum School of Social Work's Part-Time Master of Social Work Program! We are pleased you have chosen to join our program. The information here will help ensure a successful academic year.

Entering a graduate program has many rewards in addition to your Master of Social Work (MSW) degree. You will gain new knowledge, develop new skills, and find new friends. Confidence in yourself as a social worker will grow. After you earn your MSW degree new opportunities in your chosen profession will await you.

Graduate school will also have its challenges. Some of the most common struggles are finances, school/family balance, employment, social expectations, self-expectations, and unexpected personal or family crises. Of great concern to the School's faculty, advisors and staff is your awareness of the curriculum, performance in the MSW program, and general well-being. During your time in the MSW program seek out family, friends, fellow students, faculty and advisors for support and guidance.

MSW Program Mission and Goals

Program Mission

Guided by the core values of the social work profession and grounded in the advanced generalist practice framework, the MSW program mission is to provide social work education that will nurture competent, ethical autonomous social work professionals committed to scientific inquiry, evidence-based practice, respect for human diversity, the promotion of human and community well-being, human rights, and social, economic, and environmental justice.

We aim to cultivate skilled social work professionals and social change leaders capable of creating and advancing knowledge and addressing complex pressing social problems via multimethod and multilevel approaches.

Program Goals

Derived from the MSW program mission and context, the program goals are to:

- Provide an MSW curriculum that builds on a liberal arts base, grounded in a person-in-environment, empowerment, and strengths perspective that promotes the values, ethics, and purposes of the profession.
- Prepare students for generalist and autonomous advanced generalist practice that is transferable across diverse contexts, locations, and problems by providing knowledge, values, and skills training regarding:
    - Populations and related social problems/issues;
    - Social, health, and/or human services systems and policies;
    - Systems of oppression, privilege, and power;
    - Multilevel and multimethod approaches based on scientific inquiry and best

practices;
    - Ethical advocacy and social, economic, and environmental justice;
    - Reflective leadership;
    - Research-informed practice, and practice and program evaluation methods that contribute to the profession's knowledge base.

- Develop and maintain an inclusive environment that will attract, nurture, and support diversity within the School, among students, faculty, and staff.

- Cultivate and maintain partnerships with a variety of social, health and/or human service organizations to provide meaningful field experiences and supervision while respecting and contributing to their respective mission.

Advanced Generalist Specialization Framework

The advanced generalist specialization is embedded within but builds upon the generalist practice framework. The School's commitment to the advanced generalist approach (Schatz, Jenkins, & Sheafor, 1990) is grounded in the understanding that this model is well-suited for the practice demands of the 21st Century, which require both breadth and depth of knowledge and skills, but that also employ essential elements that cut across fields of practice[1]. The advanced generalist specialization provides knowledge and skills in direct services as well as administration, management, advocacy, system reform and the effects of social policies to effectively address complex pressing individual and social problems. Preparing social workers to be leaders in an increasingly diverse and global environment, marked by diminished resources, devolution of responsibility for social welfare from the federal, state and local governments, and the growing privatization of services, requires knowledge and skills that build on and extend the generalist practice foundation in the following areas:

- ***Populations and related social-problems/issues***: Committed to serving and advocating for oppressed and marginalized populations, advanced generalist social workers understand the changing demographics locally and nationally with an eye toward related social-problems and their implications for social work practice, service provision and social policy (e.g., developing or enhancing services or policies for populations identified as at risk for life adversities and attendant social problems). They are competent to engage, assess, intervene and evaluate practice with members of diverse populations and to address attendant social problems, and complex chronic needs of client systems (Schatz, Jenkins, & Sheafor, 1990).

- ***Social, health, and/or human services systems and policies***: Advanced generalist social workers are familiar with the contexts and policies relevant to populations served. They are able to evaluate systems of care and changes needed in those systems over time related to populations they are intended to serve and seek to address inequalities, as well as barriers to access and exit from service delivery systems.

- ***Systems of oppression, privilege, and power:*** To promote human and community well-being, human rights, and social, economic and environmental justice, advanced generalist social workers must not only understand, but employ strategies designed to eliminate oppressive structural barriers at multiple levels to ensure that social goods, rights and

[1] Schatz, M.S., Jenkins L. E., & Sheafor, B.W. (Fall, 1990). Milford redefined: A model of initial and advanced generalist social work practice. *Journal of Social Work Education. Vol. 26*, (3), pp. 217-231.

responsibilities are distributed equitably and that civil, political, economic, social and cultural human rights are protected.

- ***A multilevel, multimethod and multidimensional approach***: Advanced generalist practice requires "multiple skills, a strategy for selecting among…various alternatives, and creativity to address complex practice issues" (Lavitt, 2009, p. 466). Advanced generalist social workers are skilled in assessing the focus of attention and the intervention that is likely to have the greatest impact and are prepared to work in more complex environments that may require specialized skills sets for addressing challenges or needs at the individual, family, group, organization, community or policy level (Schatz et al., 1990).

- ***Ethical advocacy and social, economic and environmental justice***: Aware that values and ethics are central to advanced practice, the skilled advanced generalist is "purposeful in promoting justice-seeking interventions due to the multidimensionality of their problem-setting and a self-reflective stance" (Lavitt, 2009, p. 470).[3] Primary commitment to promoting social justice requires an understanding of intersecting oppressions linked to myriad dimensions of diversity that shape exposure to life adversities and attendant problems as well as access to needed services. Social action on behalf of oppressed and marginalized populations recognizes the importance of empowering disenfranchised individuals and groups, and taking a stand for principles of justice, equity, and fair play, regardless of the social context or practice setting.

- ***Reflective leadership***: Advanced generalist practitioners are reflective social work leaders capable of addressing unique, ambiguous, unstable and complex situations (Lavitt, 2009).[2] Advanced generalist practice requires ongoing reflection regarding various theoretical models, assessment and intervention methods and the efficacy of approaches to produce desired changes. Advanced generalist social workers are prepared to practice independently, hold supervisory and administrative roles, and take leadership in designing services and programs, working with and advocating for consumer groups, writing grants, performing other administrative tasks, and leading community action initiatives (Dakin, Quijana, Bishop & Sheafor, 2015).[3]

- ***Research informed practice and practice and program evaluation methods that contribute to the profession's knowledge base:*** The advanced generalist social worker places value on and is competent to engage in research to improve and evaluate her/his own practice, programs and/or policies that they are working with, and to contribute to the knowledge base of the profession (Schatz et al., 1990).

Professional School Behavior & Performance Expectations

The MSW is an advanced professional degree. Social work professionals adhere to the NASW Code of Ethics in all aspects of practice. As people preparing for professional practice, you will find that adherence to the Code begins now and continues throughout your educational experience here. We expect students in our School to comply with standards through appropriate professional behavior and demeanor in classroom settings, field placement settings, and group meetings and

[2] Lavitt, M.R. (2009). What is Advanced in Generalist Practice? A conceptual discussion. *Journal of Teaching in Social Work, 29,*461-473.

[3] Dakin, E.K., Quijana, L.M., Bishop, P.S., & Sheafor, B.W. (2015). Best of both worlds: A conceptual model for integrating an aging specialization within an advanced generalist MSW program. *Journal of Social Work Education, 51,*535-549.

in interactions with faculty, instructors, advisors, and staff and with each other. More information about professional and respectful behavior is found on the Student Rights and Responsibilities page.

Reporting Issues

The University of Wisconsin-Madison is committed to creating a safe and supportive environment for all people. The institution values a diverse community where all members are able to fully participate in the Wisconsin Experience. As Chapter 17 of the UW System code states, the university can accomplish its educational mission only if living and learning environments are safe and free from violence, harassment and intimidation.

Incidents of bias or hate affecting a person or group negatively impact the quality of the Wisconsin Experience for community members. UW-Madison takes such incidents seriously and will respond appropriately to reported or observed incidents of bias or hate.

Report incidents of bias or hate through the Office of Student Assistance and Support (formerly Dean of Students) Report Bias or Hate website.

Students can refer to the Social Work Reporting Issues website for more information on reporting bias or hate, or other issues.

Advising

The Sandra Rosenbaum School of Social Work offers both academic and professional advising to students. Students are not assigned individual faculty advisors.

Academic Advising

There is a specific academic advisor for Part-Time Program students who assists students with tracking academic requirements, understanding academic policies and procedures, and with other issues students may encounter that impede academic progress. We encourage students to meet with your Academic Advisor on a regular basis:

Anna Gorman; School of Social Work Building room 223, Email: anna.gorman@wisc.edu, Phone: 608.263.3576. Advising appointments can be made via Starfish or Doodle.

Common Reasons to Meet with an Academic Advisor

- Receive information regarding Certification and Licensure;
- Confer with course selection;
- Discuss alternatives within the program;
- Receive referral and support services for information;
- Assist with career resources;
- Process of selecting a focus area;
- Receive clarification of School Social Work and Graduate School policies and procedures.

Professional Advising

Faculty (field faculty, focus area chairs, classroom faculty, and agency supervisors) through classroom and field experiences contribute to students' professional advisement relative to

knowledge and skills in areas of study or fields of practice and professional practice roles. Faculty are a great resource for careers in social work related to their fields of expertise.

First Things First

Activate Your Net ID

The Graduate School and the Sandra Rosenbaum School of Social Work require you to activate your Net ID. You will need your 10-digit student campus ID number provided in your Graduate School acceptance letter. The Net ID and password are needed to access many campus applications and services, including "MyUW," Web Enrollment, and Office 365 for email. For assistance with activating your Net ID go to the UW Knowledge Base (Net ID – Activating your account) or contact the DoIT Help Desk (608.264.4357 or help@doit.wisc.edu).

NOTE: You need to activate your Net ID before you activate your email account.

Activate Your UW-Madison E-mail Account

The UW issues a free email account for use throughout the time a student is enrolled for classes at the University. The university assigned student email account shall be the university's preferred means of communication with all students attending the UW-Madison. Students are responsible for all information sent to them via their university assigned email account. If a student chooses to forward their university email account, they are responsible for all information, including attachments, sent to any other email account.

Students are expected to check their campus email account on a frequent and consistent basis to stay current with university-related communications. Students have the responsibility to recognize that certain communications are time-critical. Students should be aware that their email addresses will be available to faculty on class roster(s) available through My UW-Madison.

You activate your wisc email account from the My NetID link in MyUW. More information can be found on the UW Knowledge Base (Microsoft 362 – Activate or change your wisc email address).

NOTE: If you were enrolled in a class or completed your degree at UW-Madison in the most recent spring term, your wisc.edu email account would still be active and you do not need to create a new account.

Social Work Information Management System (SWIMS)

The admissions letter and checklist, sent by your advisor, directs students to submit critical documents to the School through SWIMS:

- Confirmation Response Form
- Statistics Prerequisite Documentation Form
- NASW Code of Ethics
- School of Social Work Plagiarism Policy
- Students Rights and Responsibilities
- Duty to Disclose and Consent to Release of Information
- Exemption Declaration Form

Please be sure to follow all instructions and timelines for completing each item.

Register for Classes

After matriculation into the Graduate School, newly admitted Part-Time MSW Program Advanced Standing students enroll in early July for fall classes. You will receive an email invitation to enroll in classes. Enrollment information is available on the Office of the Registrar's website. Once on the Registrar's website, the "Enrollment" page will assist you in learning more about this process. In subsequent semesters this information will be found in your "My UW" Student Center.

The current academic year courses available to Part-Time MSW Program students can be viewed on curriculum guides located online.

Part-Time MSW Program students cannot enroll in other campus graduate programs. All MSW requirements must be met by taking courses in the Part-Time MSW Program. You must consult with an advisor before taking any coursework outside of the Part-Time MSW Program.

Obtain Your Wiscard (UW-Madison Photo ID Card)

Wiscard is your official UW-Madison identification card and you obtain it at the Wiscard Office. It provides access to libraries, recreation facilities and other campus services. It is also a campus-wide debit card program, which turns your University ID into a debit card.

To be eligible for an ID card, a student must be enrolled in classes and be able to present another form of photo identification. Students who do not intend to use the Madison campus facilities where an ID might be required do not need to obtain an ID card.

Part-Time MSW Program Curriculum

Hybrid Program

The Part-Time MSW Program has a hybrid program structure, which consists of a mix of blended courses and online courses. Students should plan to be on campus each semester and be available each Saturday for class.

Blended courses are designed with alternative online learning and in-person sessions. **In-person sessions take place every other Saturday** on our Madison campus. Years 3 (or Year 1 advanced standing) and Years 4 (or Year 2 advanced standing) meet in person on the even weeks of the semester (weeks 2, 4, 6, etc.). **Online/Remote** weeks may be synchronous and/or asynchronous, depending on the course and instructor.

Online courses are held asynchronous and/or synchronous (often a mix of both).

Please see course search & enroll for more information.

Plans of Study

Students who have earned a BSW within the past five years from a Council on Social Work Education (CSWE) accredited program complete a Two-Year Plan of Study in the Advanced Generalist Specialization. Students may also select one of the two areas of focus or choose not to have a focus area. The Part-Time MSW Program curriculum is outlined in sample plan of study in Appedix C.

Advanced Generalist Specialization

To support the development of competence for advanced generalist practice with an increasingly diverse population, complex chronic needs of client systems and myriad social problems, the curriculum introduces students to advanced generalist competencies that are taught within social problem areas and fields of practice referred to as focus areas of the specialization. This is consistent with the Advanced Generalist Practice Framework that emphasizes knowledge, values, and skills to address the needs of diverse populations, social problems, service delivery systems and policies. This also allows students some level of choice in the breadth and depth of skills they cultivate within the advanced generalist curriculum.

The social work knowledge, values, skills, and cognitive and affective processes embedded in the specialization competencies and demonstrated advanced generalist behaviors are acquired through the following **required** courses:

- Advanced practice (area focused)
- Policies and services (area focused)
- Advanced Macro Practice
- Advanced Generalist Specialization Field Placement & Integrative Seminars III & IV (area focused)

Focus Areas

Students have an opportunity to elect from the following focus areas offered in the Part-Time MSW Program, or may choose no focus and complete the Advanced Generalist focus:

(1) Child, Youth, and Family Welfare (CYFW)

(2) Mental Health (MH)

Focus in Child, Youth & Family Welfare

Required	
Advanced Practice	• SW 741 Interventions with Children, Youth and Families
Policies and Services	• SW 920 Child, Youth and Family Policies and Services
Macro Practice	• SW 840 Advanced Macro
Electives	• MUST TAKE THREE
Field Unit	• SW Practice in Children, Youth and Family Welfare

CYF Relevant Electives	• SW 644 Issues in Developmental Disabilities • SW 646 Child Abuse and Neglect • SW 656 Child Welfare Practice in Foster and Kinship Care, Permanency, and Adoption • SW 742 Assessing and Treating Children and Adolescents • SW 825 Grief, Death, Loss, and Life • SW 842 Supervision and Leadership in SW & Human Services Organizations
Sub-focus in Child Welfare	• SW 646 Child Abuse and Neglect • SW 656 Child Welfare Practice in Foster and Kinship Care, Permanency, & Adoption • SW 842 Supervision and Leadership in SW & Human Services Organizations
Sub-focus in School Social Work	• SW 644 Issues in Developmental Disabilities • SW 646 Child Abuse and Neglect • SW 815 Social Work Practice in Schools I • *OPTIONAL ELECTIVE:* SW 817 Social Work Practice in Schools II
General Electives	• SW 712 Psychopathology for SW Practice in Mental Health • SW 870 Cognitive and Behavioral Mental Health Treatments for Adults • SW 838 Principles of Psychedelic Healing • SW 929 Social Work and Substance Misuse

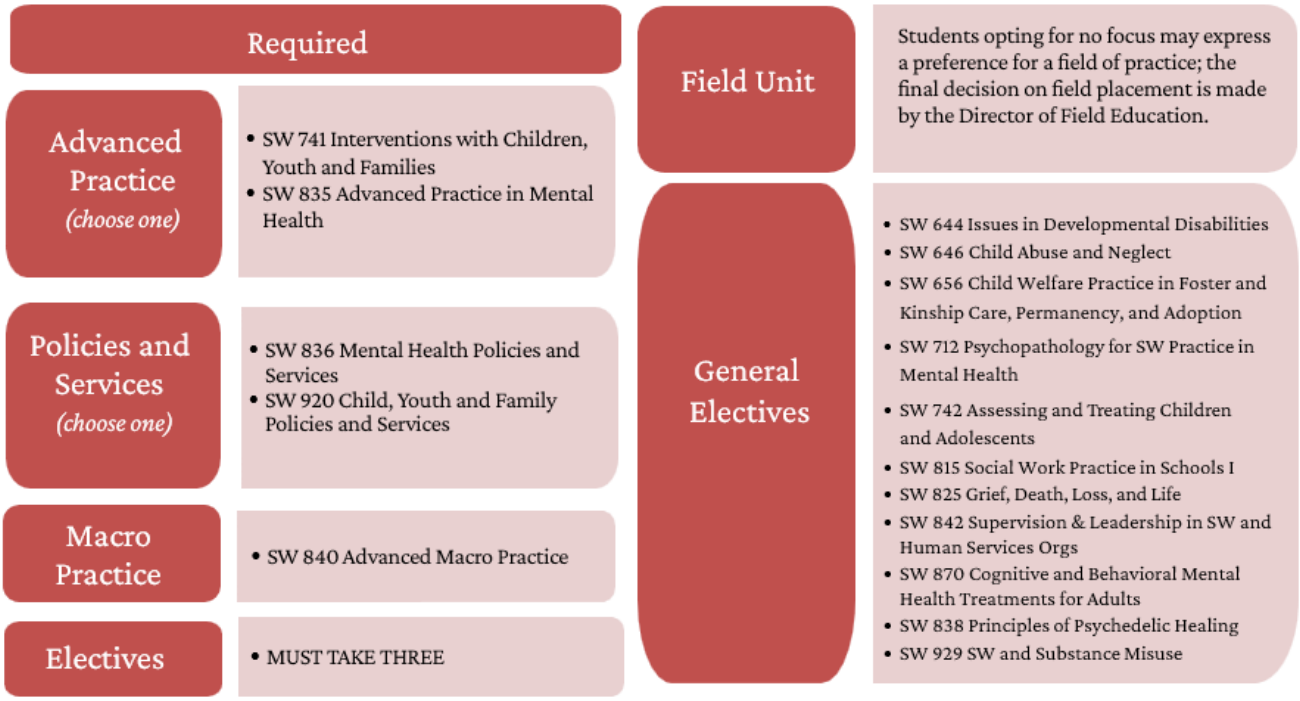
Focus in Mental Health

Required	
Advanced Practice	• SW 835 Advanced Practice in Mental Health
Policies and Services	• SW 836 Mental Health Policies and Services
Macro Practice	• SW 840 Advanced Macro Practice
Electives	• MUST TAKE THREE
Field Unit	• SW Practice in Mental Health

Mental Health Relevant Electives	• SW 712 Psychopathology for SW Practice in Mental Health • SW 742 Assessing and Treating Children and Adolescents • SW 870 Cognitive and Behavioral Mental Health Treatments for Adults • SW 838 Principles of Psychedelic Healing • SW 929 Social Work and Substance Misuse
Sub-focus in Substance Use Disorders	• SW 929 Social Work and Substance Misuse
General Electives	• SW 644 Issues in Developmental Disabilities • SW 646 Child Abuse and Neglect • SW 656 Child Welfare Practice in Foster and Kinship Care, Permanency, and Adoption • SW 825 Grief, Death, Loss and Life • SW 842 Supervision & Leadership in SW

No Focus Area

Students must meet with an advisor when choosing this option



Optional Sub-focus Areas

Students can elect to pursue a more specialized area (sub-focus) within their area of focus. At a minimum, a sub-focus area consists of one substantive course taken as an elective (content or practice) and a field placement in the sub-focus area and does not add additional course requirements.

Current sub-focus areas are:

- CYFW: Child Welfare or School Social Work
- MH: Substance Use Disorders

Student-designed sub-focus areas may also be approved when an appropriate substantive course and field placement can be identified. Students should inform the advisors if they are choosing to pursue a sub-focus.

Field Education

The Part-Time MSW Program offers placements in agencies across the State as well as some in neighboring States. Field placement options in your home community are done in consultation with the Director of Field Education. Students are placed in an agency for the entire academic year.

- Advanced Practice Specialization students complete their field placement in Year 2 of the program.
    - Students complete a total of 640 hours which, averages to 20 hours per week at their

placement sites and 2.5 hours in their field seminar

For complete details about the field program and how it operates please see the Field Handbook on our Student Resources website.

Research Options

Independent Study (Social Work 799): Students interested in exploring an area of research in-depth can do so in a one semester Independent Study. The Independent Study is supervised by a faculty member and can count as one of your electives. If you are interested in this option, please first contact an academic advisor to learn what steps are needed to set up and complete an Independent Study.

How much time should I expect to allot for classes and studying each week?

The U.S. Department of Education regulations include a federal definition of a credit hour. A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than: One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks for one semester.

UW-Madison's Policy on the Credit Hours:

2 credit course: 2 hours in class + 4 hours outside classroom work = a minimum of 6 hours total academic work per week

3 credit course: 3 hours in class + 6 hours outside classroom work = a minimum of 9 hours academic work per week

Students in field should refer to the Field Program FAQs for information on how much time is spent in field placement during field years.

Statistics, Other Exemptions & Advanced Standing

Decisions about exemptions are made by faculty based on information provided on the Exemption Declaration Form (in SWIMs) or through passage of an exemption exam(s). When a course is evaluated as equivalent or a student passes an exemption exam, the student receives the exemption which means you do not need to take the course, nor do you have to "make up" the credits.

Statistics Prerequisite Requirement

Incoming MSW students are required to have completed an approved statistics course before starting the program in the fall. **A hold will be placed on fall enrollment for students who have not completed the statistics prerequisite.** Students must demonstrate that they have completed an appropriate equivalent course that meet the criteria outlined on the MSW Application Prerequisites page. You must complete the Statistics Prerequisite Documentation Form available via SWIMS to demonstrate they have met the statistics requirement. If you have

not yet completed the stats prerequisite, we offer SW 705 "Basic Statistics for Social Work " course in the Summer Bridge term.

Advanced Standing for BSWs

All students admitted to the Advanced Standing program have a BSW from a Council on Social Work Education (CSWE) accredited school of social work and are automatically granted advanced standing. Advanced standing means that you have met generalist competencies and are exempt from all Generalist Practice courses EXCEPT for SW 612 "Psychopathology in Generalist Practice". Students may seek exemption from SW 612 by using:

- the Exemption by Course Review process (if an equivalent course was taken), or
- the Exemption Exam process.

If not exempt, they will need to take the course. SW 612 is available in the Summer Bridge term.

Exemption by Course Review and Exemption Exam

Please review the Exemption Process page on our website for detailed information about available exemption options and criteria.

Students should note that a maximum of 7 credits can be granted for exemptions by course review. Exemptions by exam may exceed that maximum. Not all courses are available for exemption by course review, and not all courses are available for exemption exam.

Core Social Work Competencies

The curriculum aims are to prepare MSWs as autonomous practitioners with the ability to integrate social work knowledge, skills, values, and affective and cognitive processes that promote well-being at the individual, family, group, organization, and community level. To achieve these aims, the curriculum is built around nine core competencies listed below:

1. Demonstrate Ethical and Professional Behavior
2. Engage Diversity and Difference in Practice
3. Advance Human Rights and Social, Economic, and Environmental Justice
4. Engage in Practice-Informed Research and Research-Informed Practice
5. Engage in Policy Practice
6. Engage with Individuals, Families, Groups, Organizations and Communities
7. Assess Individuals, Families, Groups, Organizations and Communities
8. Intervene with Individuals, Families, Groups, Organizations and Communities
9. Evaluate Practice with Individuals, Families, Groups, Organizations and Communities

These professional competencies are demonstrated through the following program learning outcomes that are met through the core program curriculum:

1. Demonstrate autonomous ethical and professional practice with appropriate use of consultation and supervision.
2. Analyze US systems of oppression and their impact on the social welfare system; apply across micro, mezzo, and macro practice.
3. Engage in advanced practices to continually further human rights and social, racial, economic, and environmental justice.

4. Demonstrate advanced knowledge, critical reflection, and analytic skills that inform anti-oppressive and anti-racist practice.
5. Evaluate and apply research to inform practice and use practice experiences to inform research in a variety of practice areas.
6. Demonstrate policy practice skills across micro, mezzo, and macro levels.
7. Demonstrate advanced knowledge and skills in engaging, assessing, intervening, and evaluating practice with individuals, families, groups, organizations, and communities.

Student Involvement & Student Organizations

Students are invited to join social work or UW-Madison student organizations, organize their own student organizations (visit the Center for Leadership and Involvement for more information), and to join standing committees of the Sandra Rosenbaum School of Social Work. More information about active social work student organizations can be found on the School's Student Involvement page, along with information about School's committees and how to get involved. Please speak to your academic advisor for more information on how to access these meetings remotely.

Grading

Below is a grading scale used by many social work instructors for classroom courses. Field courses use a similar scale.

Points	Grade	Criteria
94-100	A	Outstanding, surpasses requirements in all areas
88-93	A/B	Surpasses requirements in many areas
82-87	B	Meets requirements in all areas
76-81	B/C	Meets requirements in some areas, below in others
70-75	C	Below requirements in most areas, not acceptable Graduate work
64-69	D	Below requirements in all areas, not acceptable Graduate work
<=63	F	Fails to meet minimal requirements in all areas, not acceptable graduate work

Other grades excluded from the GPA calculation are grades of:

- S or U (Satisfactory or Unsatisfactory) in courses taken on the Pass/Fail basis
- Cr or N (Credit or No Credit) in courses offered on a Credit/No Credit basis
- DR (Dropped), indicates the course was dropped.
- I (IN for Cr/N Courses) (Incomplete), a temporary grade used when work is not completed during a term.
- EI (Extended Incomplete), a temporary grade for an extended time limit to remove an Incomplete.

- PI (Permanent Incomplete), a permanent grade replacing an Incomplete incurred in a student's last semester in residence and not removed within five years.
- NR (No Report), indicates that a grade was not submitted by the instructor. Has no net effect on GPA.
- NW (No Work)..."should be used for students who enroll in a course and then never attend. 'No Work' in this context means that the instructor has no evidence that the student ever attended, in that no course work was ever submitted. Any student who does attend for part of the semester, and then stops participating should be given a grade of 'F' unless there are grounds for assignment of a grade of 'I' (Incomplete)."
- P (Progress), a temporary grade used for courses extending beyond one term. The final grade determines the grade for each term and replaces P grades for the course.
- Q (Question on Credits), a temporary grade used during grade reporting to indicate a credit problem. A Q grade may be represented on a grade report as "?."
- W (Withdrew) indicates the student withdrew from the University while enrolled in the course.
- Audited courses, denoted as such by 'AU' in place of a number of credits, are graded either S (Satisfactory) or NR (No Report).

Satisfactory Progress Criteria

Overall Graduate GPA requirement is 3.00.

Grades of C are accepted only if they are offset by an equal number of credits of A. Students who receive more than two grades of C or a grade of D or F will be dropped from the MSW Program. Candidates who receive a grade of C in the Field and Integrative Seminar courses may continue only with permission of the faculty and may not offset the grade with a grade of A. (This policy does not apply to grades received for courses taken to meet the Statistic prerequisite while in the program). Refer to the Field Education Handbook for more details about grades in Field.

Probation Policy

In any given semester in which the GPA falls below 3.0 the Graduate School will place you on probation. The Graduate School regularly reviews the record of any student who earned grades of BC, C, D, F, or Incomplete in a graduate course (300 or above), or grade of U in research credits. This review could result in academic probation with a hold on future enrollment or in being suspended from the Graduate School.

Withdrawal from UW-Madison

Students may need to withdraw from the program for a variety of reasons. Withdrawal indicates that a student intends to stop attending classes for the current semester. Submission of a withdrawal request in MyUW Student Center is required between the first and last day of the semester, when a student wishes to drop all classes in which he or she is enrolled for the current semester. The electronic withdrawal process will not require submission of a signed paper form. Instead, students will submit withdrawal requests via MyUW Student Center, and the requests are then routed electronically to the Graduate School for review. Approval from the Graduate School is required before a graduate student is formally withdrawn from the semester.

Students who withdraw from the Part-Time MSW program without having completed at least four (4) credits must reapply for admission to the program. If you are considering withdrawal, please contact an academic advisor.

Access and Accommodations in Instruction for Students with Disabilities

The University of Wisconsin-Madison and the Sandra Rosenbaum School of Social Work are committed to providing an accessible, accommodating, and supportive teaching and learning environment. The University has programs, resources and policies designed to assist students with disabilities to be successful in their education. McBurney Disability Resource Center is very helpful. Please start by contacting an academic advisor.

Career Development Resources

The Sandra Rosenbaum School of Social Work often provides our MSW program students opportunities to prepare for the professional work environment.

Faculty, instructors, former students, and community practitioners present topics drawn from recent research, new practice techniques, certification and licensing requirements, and preparing for a career in social work. Instruction may be delivered via lecture, seminar, workshop, mentoring, and book/journal article discussion.

Watch past recordings on the Sandra Rosenbaum School of Social Work's YouTube channel. A YouTube account is not necessary to view content.

Students are encouraged to meet individually with their advisor to discuss career related questions. Part-Time MSW students may qualify for some of the services offered through the College of L&S SuccessWorks. In addition, the Writing Center is available to assist with cover letters and resumes in individual sessions and workshops. The Graduate School also sponsors professional development events. Lastly, the Morgridge Center for Public Service offers a Public Service Fair twice a year, which provides students the opportunity to connect with local, state and national nonprofit agencies.

Professional Social Work Credentials & Continuing Education

Social Workers are not credentialed in the same way in every state and/or the same way in specific areas of practice such as School Social Work. In Wisconsin "certification" is a legal status required to use the title "Social Worker," and "licensure" is necessary to practice clinical and school social work. To learn more about the requirements for these processes as well as requirements for continuing education post-degree, please review information on the Social Work Certification and Licensure website.

Those interested in State certification and licensure will also want to review the information found in Appendix A. Those interested in licensure as a School Social Worker in Wisconsin will want to review the information in Appendix B.

For information about license requirements in other states visit the Association of Social Work

Boards (ASWB) website. Look for the topic "Moving to another state or province" for more information about another state's requirements. For school social work requirements, consult with the individual state's department of education websites.

School Communication Mechanisms

Goggle Group (email distribution list)

We have established a list-serve for our social work students in the MSW programs. The purpose of this email distribution list is to disseminate information to the social work community (students, faculty, staff and others) about job openings, seminars and other events of interest.

Social Media: Facebook, Instagram, and YouTube

Connect with the School on Facebook and Instagram for news, announcements, and updates. Watch lectures, workshops, and clips about social work on our YouTube channel.

Other Information

Assistantships and Financial Aid

Graduate Assistantships

Per university policy, 131 students (which includes the Part-Time Program) are permitted to hold TA/RA/PA positions (including those above 33%) but will not receive the tuition remission that is typically part of the compensation package for a graduate assistantship. Limited School funding may be available to support Part-Time MSW students working as a TA for the School.

Financial Aid

Contact the UW-Madison Office of Student Financial Aid for information on financial aid and how to apply. A Part-Time MSW student must carry a minimum of four (4) credits and no more than seven (7) credits during fall and spring semesters to be eligible to apply for aid. For the summer semester, the minimum is calculated depending on course load and how many weeks a course is held. You are encouraged to consider your entire academic credit load for a full year when considering a financial aid award. Students should make sure they have enough financial aid to cover summer classes. We strongly recommend students talk to the Office of Student Financial Aid to create a financial aid plan that will meet your needs. If you are a veteran or a spouse or child of a veteran, please contact the Veterans' Services for information on benefits as a Part-Time MSW student.

Crisis Grants

If you are facing financial difficulties, you can apply for crisis grants or loans. These funds are provided by the Shimota Student Emergency Fund to help MSW students in crisis.

How to Apply:

1. Contact the Office of Student Assistance and Support (OSAS, formerly Dean of Students).
2. You can also talk to your MSW academic advisor for help in working with OSAS.

If you need financial support, please reach out to OSAS or your advisor. Make sure to indicate you are an MSW student when filling out paperwork for OSAS.

Writing Center and Use of APA

The Writing Center is a valuable resource for students. The Center in Madison offers many of their supportive services electronically, so it is a resource for students no matter where you live. In addition, the UW-Madison Part-Time MSW classes require that all students use the American Psychological Association's (APA) style for writing and formatting their papers. Please allow enough time for the Writing Center to review your submitted work.

Library

All students have access to electronic library resources via the main library website. Interlibrary loan is available to all students whether you reside in Madison or more distant locations. Your UW-Madison campus ID is used to check out materials at any UW system library across the state of Wisconsin.

Campus Map

Madison campus map

Class Locations and Parking

During each semester classes can be impacted by "Football Saturdays" and other events held on weekends on the UW-Madison campus. Students attending class will have to pay special attention to information emailed periodically regarding events and plan accordingly when driving to class. Parking lots #17, #20, and #25 are the closest campus lots to the School of Social Work building. Students may also wish to park in a Park & Ride lot away from campus and take the city bus into campus (see the City of Madison Metro website). Your Wiscard will allow you to obtain a bus pass for each semester you are enrolled giving you free access to the buses for most routes. See the UW transportation website for more information.

Student Lounge

Students attending can use the Student Lounge, room 201, on the second floor of the School of Social Work. There you will find vending machines, a microwave, and a refrigerator available for your day of use.

PTP Important Dates

The Part-Time MSW Program (PTP) operates on a schedule distinct from the UW-Madison academic calendar. All in-person classes are held on Saturdays unless otherwise specified. Please review the PTP important dates online.

Appendix A: Wisconsin Requirements for Clinical Social Work Licensure

Please see the licensure website for more information. Those who wish to be licensed as clinical social workers (LCSW) in the State of Wisconsin must meet the following requirements:

1. Complete a master's level "Clinical Social Work Concentration." This requirement is met through the Mental Health Focus Area.
2. According to state statutes, a clinical social work course of study "shall include one course in psychopathology in social work and, two (2) theory and practice courses from among the following: (a) Case Management (b) Clinical assessment and treatment of specific populations and problems, such as children, adolescent, elderly, alcohol and drug abuse, family or couples relationships (c) Psychopharmacology (d) Psychotherapeutic Interventions (e) Electives such as family therapy, social work with groups, sex- or gender-related issues, and topics."

   A. At least one course must be in Psychopathology (SW 612 or SW 712 meet this requirement); ***AND***
   B. A minimum of two courses from the list below*
      SW 644 Issues in Developmental Disabilities
      SW 646 Child Abuse and Neglect
      SW 656 Child Welfare Practice in Foster and Kinship Care, Permanency, and Adoption
      SW 741 Interventions with Children, Youth & Families
      SW 742 Assessing and Treating Children and Adolescents
      SW 815 Social Work Practice in Schools I
      SW 817 Social Work Practice in Schools II
      SW 825 Grief, Death, Loss and Life
      SW 835 Advanced Practice in MH *(required for mental health focus area)*
      SW 838 Principles of Psychedelic Healing
      SW 842 Supervision and Leadership in Social Work and Human Services Organizations
      SW 870 Cognitive and Behavioral Mental Health Treatments for Adults
      SW 838 Principles of Psychedelic Healing
      SW 929 Social Work and Substance Misuse
      ** if two psychopathology courses are taken, one may count toward 2.B. requirement*
3. Statues require that "…field training must be in a primary clinical setting and must include at least two semesters of field placement where more than 50% of the practice is to assess and treat interpersonal and intrapsychic issues in direct contact with individuals, families or small groups." This requirement is generally met through the Mental Health Field Unit.
4. After graduation become certified as an Advanced Practice Social Worker (CAPSW).
5. After graduation and certification, engage in 3000 hours of "clinical" practice including at least 1,000 hours of face-to-face client contact under an approved supervisor.
6. Pass the LCSW Exam

State of Minnesota: Effective August 1, 2011, those who wish to be licensed as an Independent Clinical Social Worker (LICSW) in Minnesota must, after graduating with their MSW, obtain a LGSW, practice under supervision and document 360 clock hours in six clinical knowledge areas. Please see our Social Work Certification and Licensure website for more information.

Appendix B: State of Wisconsin Requirements for School Social Work License

Applicants for licensure as a School Social Worker in the State of Wisconsin must meet the following requirements:

1. Curriculum & CourseRequirements

Foundation Year Courses or Equivalent (from other accredited schools of social work)

Required Course Sequences	UW-Madison Courses for School SW License
Social Welfare Policies & Services	SW 605/708 & SW 606/709
Human Behavior & Social Environment	SW 710, SW 711 & SW 612
Social Work Practice	SW 441 & 442
SW Research	SW 650
Field & Int. Seminars I & II	SW 400/401 *Human Services; Child & Family Welfare; or other placements with children and youth*

Children, Youth and Family Welfare Focus Area with School Social Work Sub-focus

MSW Requirements	UW-Madison Courses for School SW License
Specialization Advanced Practice Course	SW 741
Specialization Policies & Services Course	SW 920 or 921
Specialization Field & Int. Seminars III & IV	SW 800/801 SW in Educational Settings
Advanced Macro Practice Elective	SW 840
Elective	SW 644 Issues in Developmental Disabilities
Elective	SW 646 Child Abuse and Neglect
Elective	SW 815 SW Practice in Schools I

2. Portfolio

Applicants for certification must demonstrate "proficient performance in the knowledge, skills and dispositions" of the following three areas by means of a Portfolio they keep.

- 8 School Social Worker Standards
- 7 Pupil Services Standards
- 10 Teacher Standards

Examples of evidence are: course syllabi, major course assignments (papers or other graded written work); written field evaluations from faculty and supervisors. May also include any documented outcomes from workshops and conferences relevant to the three areas.

3. MSW Degree

Effective November, 2014

Appendix C: PTP Sample Plan of Study
Advanced Generalist Courses

Year 1:

Fall semester

Policy course: SW 920 or SW 836 (2 credits)

Practice course: SW 741 or SW 835 (2 credits)

Total: 4 credits

Spring semester *(Need 3 electives to graduate)*

Elective (2-3 credits)

Elective (2-3 credits)

Elective (2 credits)

Total: 6-8 credits

Summer semester

**Optional electives*

Year 2:

Fall semester

SW 800 Field & Integrative Seminar III (6 credits) **plus 320 field hours*

Total: 6 credits

Spring semester

SW 801 Field & Integrative Seminar IV (5 credits) **plus 320 field hours*

SW 840 Advanced Macro Practice (2 credits)

Total: 7 credits