GENERAL INFORMATION

This publication is for informational purposes and is neither a contract nor an offer to contract. The School of Social Work reserves the right to change any provision or requirement at any time without notice. This material supplements the Wayne State University Graduate Bulletin and the Schedule of Classes and is not intended to replace these documents. Additional sources of information are through the university website www.wayne.edu, the Graduate School website www.gradschool.wayne.edu and the School of Social Work website www.socialwork.wayne.edu.
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A Message from the Dean

Welcome to the Wayne State University School of Social Work Doctoral Program. For 80 years, we have produced leaders in social work practice and research who have helped address and alleviate pressing societal problems such as poverty, injustice, and inequality. Our success has made us a national leader in research, training and education. We are building on this tradition as we move forward with an agenda that includes promoting social justice and fostering overall well-being through research, teaching and community engagement.

In 2015 the Doctoral Program completed a positive program review confirming our success, and the success of our students. This achievement stems from our high and unwavering standards which you will find outlined in this Doctoral Program Student Handbook. The curriculum is intended to provide social work educators with rigorous training in social work theory, statistics, and qualitative and quantitative research methodology. This program will provide you with the skills to address contemporary issues and problems associated with social work practice or social welfare policy at all levels.

As a 21st Century School of Social Work, we continue to be a leader in the field while working to meet the needs of our diverse student body and community. The introduction of our School of Social Work Doctoral Program in 2006 addressed the need for advanced practice and research education in the region and has included program additions such as the new trans-disciplinary doctoral degree in Social Work and Anthropology (SWAN) which draws on the strengths of both fields and Wayne State’s urban location, to foster scholarship examining the reinvention of post-industrial cities and other global issues.

I know you will find your time with us fulfilling, challenging, and useful as you complete this rigorous and comprehensive program. I have found my experiences as a social worker, educator and researcher to be extremely rewarding and I wish you the very best as you begin this academic journey.

My sincere best wishes,

Cheryl E. Waites
Dean and Professor
Dear Student in the Doctoral Program:

The faculty and staff of the School of Social Work are pleased to welcome you to the Ph.D. Program at Wayne State University. We hope your doctoral study will be an exciting and productive experience for you. This handbook has been prepared to provide you with information to help you as you progress toward earning your Ph.D.

The School of Social Work at Wayne State University has been nationally recognized as a leader in producing highly competent practitioners as well as for innovative models in social work practice and social work education. Building on this rich tradition, our Ph.D. program is aimed at preparing you to engage in research on contemporary urban issues and problems for the advancement of social work practice and social work welfare policy or to become a leader in clinical scholarship. Upon completion of your program, we expect that you will assume leadership positions as social work educators, researchers, and agency administrators.

We are particularly excited by several newly developed programs that build on the strengths of the school and provide new and exciting opportunities for graduates. These offerings include the clinical scholarship concentration in the Ph.D. program and dual-title degrees in gerontology and infant mental health. Our Social Work in Anthropology (SWAN) program has recently been approved and promises to be an innovative and groundbreaking pathway for enhancing interdisciplinary research and scholarship.

We wish you a rewarding and successful experience. If we can be of assistance, please contact the Doctoral Program Office, sswPhD@wayne.edu

Best regards,

Faith P. Hopp

Faith P. Hopp, Ph.D., MSW,
Associate Professor and Director, Ph.D. Program
INTRODUCTION

Welcome to the doctoral program! We are excited to have you as a student in our program. This manual provides comprehensive information concerning the program and related issues. We want you to be fully informed about resources, courses, and rules and regulations.

While we try to be comprehensive, the manual is not exhaustive, nor is the accuracy of information assured, since policies can change between revisions of this handbook. The definitive guides for graduate students are the Wayne State University Graduate School Bulletin and the Graduate School website (http://www.gradschool.wayne.edu/). Graduate students are expected to be aware of all regulations governing their work and study at the university. Therefore, it is the student’s responsibility to become familiar with this manual and the Graduate School Bulletin.

Students should always verify any information regarding school and university policies with the current Doctoral Program Student Handbook, the Wayne State University Graduate School Bulletin and the Graduate School Student Handbook. If information is unavailable or unclear, you should ask your advisor, dissertation chair, or doctoral program director for clarification.

There are numerous rules and regulations governing student progress through the doctoral program. You are encouraged to make use of university web-based resources so that you are aware of school and university policies and procedures throughout your tenure in the doctoral program.

OVERVIEW OF THE WSU SCHOOL OF SOCIAL WORK

HISTORY

The first social work courses were taught at Wayne State in the early 1930s in the Sociology and Economics departments, with a School of Public Affairs and Social Work being established in 1938. The school became a fully accredited member of the American Association of Schools of Social Work in 1945, and was established as a separate entity in 1950.

During the 1940s and 1950s, the school won national recognition as a leader in producing practitioners with a high level of competence. During the 1960s, our research priority became the study of practice outcomes. Although the school did not then offer doctoral education, its Master of Social Work (MSW) program stressed the importance of research in achieving the goals of the profession. The School of Social Work was among the first in the nation to institute a research sequence of courses in its MSW program. By the end of the 1960s, members of the school’s faculty produced the first research text in the field of social work; a nationally recognized model of generalist practice, emphasizing the areas of social work in health care and school systems; and a model of family systems practice.

In the 1970s and 1980s, the school received national recognition for three important practice innovations: 1) development and dissemination of a model to integrate those with mental illness and developmental disabilities into society; 2) a model for case management of generalist practice; and 3) a model for infusing minority content throughout the curriculum aimed at preparing professional undergraduate and graduate social work practitioners for work with diverse vulnerable and oppressed populations. By the 1990s, the school’s rankings among schools of social work, as reported in US News & World Report and the Gourman Report, began to rise. Presently, the MSW program is ranked among the top 25 percent of all MSW programs and the BSW program was ranked first among all BSW programs for nine consecutive years in the
Since the mid-1980s we have experienced steady growth, increasing our enrollment from approximately 360 students to its current level of more than 800 students. The school sponsors the highly acclaimed, internationally and nationally recognized journal, *Psychoanalytic Social Work Practice*, (Jerrold Brandell, founding editor) which is one of 41 journals that have been designed as core social work journals by the National Association of Social Workers (NASW).

In 2006, the school admitted its first cohort of students in the program leading to the Doctor of Philosophy in Social Work. The program is the first in Michigan that focuses on training to engage in applied research to advance social work practice and social work policy, particularly in urban settings. We are very proud of the 11 graduates who are moving forward in their careers as Ph.D. social work scholars. See the program's webpage for details about these graduates.

**School of Social Work's Vision and Mission Statement**

**Vision Statement**
A learning collaborative of talented and diverse faculty, staff and students addressing complex problems, promoting social justice and fostering overall well-being through engaged teaching, research and partnership within an urban and global context.

**Mission**
As a school within an urban research university, the mission of the Wayne State University School of Social Work is to transmit, develop, critically examine, and apply knowledge to advance social work practice and social welfare policy in order to promote social, cultural and economic justice for the betterment of poor, vulnerable, and oppressed individuals, families, groups, communities, organizations, and society, by:

- preparing ethical and competent social work generalists, advanced practitioners and scholars at the B.S.W., M.S.W., and Ph.D. levels, respectively, with learning that primarily emphasizes urban settings;
- conducting research, primarily relevant to urban populations; and
- Providing innovative leadership and service to the urban community and the profession.

**School Goals**
To prepare BSW students for ethical, competent entry level, generalist professional social work practice, particularly in urban settings with diverse, poor, vulnerable and oppressed individuals, families, groups, organizations and communities.

To prepare MSW students for ethical, competent advanced level professional social work practice, with a focus on interpersonal practice or innovation in community, policy and leadership, particularly in urban settings with diverse, poor, vulnerable and oppressed individuals, families, groups, organizations, and communities.

To prepare Ph.D. students as ethical, competent advanced scholars equipped to engage in research on contemporary clinical or urban issues and problems for the advancement of social work.
practice and social welfare policy and to assume leadership positions as social work educators, researchers, and agency administrators and clinicians.

To create and transmit knowledge through research and scholarship that is integrated in teaching and service and that advances social work practice and social welfare policy

To expand mutually beneficial partnerships with our social work, social welfare, and other human-service-communities-of-interest to enrich teaching, research and scholarship, and to take a leadership role in development of service delivery systems that improve and enrich human conditions locally, regionally, nationally and internationally.

To foster a commitment to continuing education, maintaining competence in practice, and seeking opportunities for renewal and advancement within the profession.

MISSION STATEMENT OF THE SCHOOL OF SOCIAL WORK PH.D. PROGRAM

Our goal is to prepare students as ethical, competent advanced scholars equipped to engage in research on contemporary clinical or urban issues and problems. The program will prepare students to be able to advance social work practice and social welfare policy and to assume leadership positions as social work educators, researchers, agency administrators and clinicians.

MEASURES OF GOAL ACCOMPLISHMENT:

Goal accomplishment for the doctoral program is measured by the appropriate qualifying exams, (including substantive paper) with an expectation that at least 75% of our students will meet these criteria.

THEORY

- Describe and appraise essential concepts in key theories across micro, mezzo and macro levels of practice and research
- Assess the value of major theories in understanding social work practice, social problems, human systems, human behavior
- Understand and apply theory for research design and social work practice

RESEARCH METHODS

- Employ mastery of qualitative/quantitative and mixed methods research designs, including scientific theory supporting the design, to be ready to conduct research using these designs
- Distinguish between observational and intervention/evaluation research designs
- Critique the ethical issues related to all designs and their application in urban practice and communities

DATA ANALYSIS

- Apply appropriate statistical tests and interpretation of results
- Appraise types of qualitative data analysis and be prepared to apply to appropriate research situations
- Demonstrate proficiency in computer applications for data analysis
INTEGRATION OF KNOWLEDGE

- Review and synthesize research and practice literature that is relevant to a social work domain of knowledge
- Identify historical changes in practice and policy for a social work field, including the trends in the fit with social work ethics and values
- Apply relevant theoretical frameworks to a domain of knowledge in social work

OVERVIEW OF THE DOCTORAL PROGRAM

The Ph.D. program equips social work scholars to engage in research on contemporary urban issues and problems for the advancement of social work practice and social welfare policy or to engage in clinical scholarship. It also prepares students to assume leadership positions as social work educators, researchers, and agency administrators.

The Doctor of Philosophy in Social Work Program was approved in 2005 and admitted its first class in the fall of 2006. The curriculum provides social work educators with rigorous training in social work theory, qualitative and quantitative research methodology and statistics to address contemporary issues and problems associated with social work practice or social welfare policy at all levels. The program requires students to complete a cognate area in another discipline, clinical scholarship courses, or a dual title; it also requires mastery of specialized content areas, and the completion of a dissertation.

The program offers:

- Flexible full- and part-time study.
- Opportunities for professional and intellectual growth.
- Advanced training that will enable graduates to assume positions of leadership in the social work profession locally, regionally, and nationally.
- Service-oriented faculty and staff who provide personalized advisement and support geared toward maximizing degree completion and success.
- An intimate environment that combines personalized attention with the resources of a large urban university.
- Diversity among both faculty and students, which supports development of relationships across a variety of cultural, religious, ethnic and economic boundaries.
- Value in terms of money expended and quality of education received.
- Exciting options: Clinical Scholarship Concentration, dual titles in Gerontology or Infant Mental Health, a Ph.D. in Social Work and Anthropology

ADMISSION TO THE DOCTORAL PROGRAM

Admissions Requirements: see socialwork.wayne.edu/Ph.D./application

DOCTORAL PROGRAM CURRICULUM

Candidates for the Doctor of Philosophy in Social Work must complete a minimum of 90 graduate credits beyond the core year of the MSW, 30 of which are earned through the dissertation. All coursework must be completed in accordance with the academic policies of the School of Social Work and Graduate School governing graduate scholarship and degrees. These policies stipulate:
• One year of residency that is met by the completion of at least six graduate (Ph.D. level) credits in coursework, exclusive of dissertation or other research, in each of two successive semesters. The spring/summer semester may be excluded from the definition of successive semesters.

• At least 30 credits of graduate coursework must be elected at WSU.

• A minimum of 27 doctoral-level credits in social work coursework.

• A minimum of nine credits in coursework in a cognate area, or courses specified in the curriculum for the Clinical Concentration or the Social Work and Anthropology (SWAN) program.

• Thirty credits of dissertation direction. The thirty-credit dissertation requirement is fulfilled by registering for SW 9991, 9992, 9993, and 9994 (Doctoral Dissertation Research and Direction I, II, III, and IV) respectively in consecutive academic year semesters upon attaining doctoral candidate status.

• For further details see http://wayne.edu/gradschool/phd/coursework/

**DEGREE REQUIREMENTS**

The distribution of degree requirements is as follows:

**Theory (9 credits)**

SW 9210 – Theories for Practice and Research with Individuals, Cr. 3

SW 9220 – Theories for Practice and Research with Groups and Families, Cr. 3

SW 9230 – Theories for Practice and Research with Communities and Organizations: Cr. 3

**Research and Statistics Courses (16 credits)**

SW 9100 – Social Statistics and Data Analysis, Cr. 3

SW 9300 – Applied Regression Analysis and Generalized Linear Models, Cr. 3

SW 9400 – Qualitative Research Methods in Social Work, Cr. 3

SW 9410 – Quantitative Research Methods in Social Work, Cr. 3

SW 9420 – Research Practicum, Cr. 3

SW 9430 – Dissertation Seminar, Cr. 1

**Social Work Doctoral Electives (select 3 credits)**

SW 9000 – Directed Study, Cr. 2-6 (Max. 6)

SW 9240 – Social Work Education, Cr. 3

SW 9260 – Current & Historical Trends in U.S. Social Welfare Policy, Cr. 3

**Cognate Courses (9 credits)**

Cognate courses are those classes in a discipline or subject related to social work that are offered by another department or college, and are intended to support coursework in the student’s domain of knowledge within social work. Nine credits of a cognate (minor) are required to complete degree requirements. A cognate advisor may be selected to serve on the Qualifying
Examination and Dissertation Committees. The expertise of this extra-departmental member must be appropriate to the student’s dissertation work. The academic advisor will advise the student in the selection of the cognate advisor.

*Students in the clinical scholarship concentration, and dual titles in Gerontology and mental health take specialized coursework in lieu of a cognate.

**Dissertation Credits (30 Credits)**

SW 9991, Cr. 7.5  
SW9992, Cr. 7.5  
SW9993, Cr. 7.5  
SW9994, Cr. 7.5

**Elective credits (Number of credits varies)**

Elective credits are specified in the Plan of Work, and may include graduate-level courses transferred from other institutions (see policies below). Students select a sufficient number of elective credits to meet the 90 credit course requirement for the Ph.D. program specified by the Graduate School.

**Transfer of Credit**

Up to 23 advanced year MSW or post-MSW certificate elective credits relevant to the student’s proposed area of research may be counted toward the Ph.D. degree. The Director of the Doctoral Program must approve these credits. A student wishing to transfer credit earned at other institutions, towards the Ph.D. degree should work with the Doctoral Director to complete a Transfer of Credit form, which is found at www.gradschool.wayne.edu. Transfer credit must be appropriate to the student’s degree program and may not be used to reduce the minimum requirement of thirty credits that must be earned at WSU.

**When to File the Transfer of Credit Form**

The Transfer of Credit form is filed along with the Final Plan of Work.

**Eligibility of Credits**

A minimum grade of B is necessary to transfer credits.  
Credits graded B – (minus), P, or S will not be transferred.  
Must be credits from advanced year MSW or post-MSW training and be relevant to the student’s proposed domain of knowledge in social work.  
Students may be eligible to transfer up to 23 credits as social work electives.

**Directed Study**

Independent study may be authorized for areas of interest not covered by courses scheduled at the time the student is completing course requirements.

Before a Ph.D. applicant may register for directed study, a student should complete the Doctor of Philosophy Petition and Authorization of Directed Study. The Directed Study form is available from the Graduate School website at gradschool.wayne.edu/pdf/directed-study.pdf The School of Social Work Directed Study Form is at socialwork.wayne.edu.
The student must obtain the advisor’s approval and the permission of the Director of the Doctoral Program. The Ph.D. Program Office, 315 Thompson Home, faithhopp@wayne.edu, will authorize registration by the student once approval has been received.

**Programs Of Study**

**Full-Time Program Option**

Students have the option of pursuing doctoral studies on either a full-time or a part-time basis. Full-time students typically complete the degree requirements in four years.

The following is an approximate plan that does not fully describe the Clinical Scholarship Concentration or Dual Titles, but gives an overview of courses common to all of the programs. During the first two years, students receive advanced training in social work theory, statistics and research methodology. Students also complete at least nine credit hours of coursework in a cognate discipline (e.g., psychology, sociology, education, health, gerontology) associated with their area of research. Students may complete their Comprehensive Qualifying Examinations as they complete the relevant coursework (done in segments). Timing of exams can vary from the plan suggested below. During the third and fourth years, students will complete a one-credit Dissertation Seminar, any remaining elective courses and all of their dissertation credits.

<table>
<thead>
<tr>
<th>YEAR</th>
<th>Fall Semester</th>
<th>Winter Semester</th>
<th>Total Sem Credit Hrs. (Annual/Cumulative)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>SW 9230: Theories for Social Work Practice &amp; Research with Communities &amp; Organizations (3 Cr.)&lt;br&gt;SW 9100: Statistics and Data Analysis (3 Cr.)&lt;br&gt;Cognate (3 Cr.)&lt;br&gt;TOTAL= 9</td>
<td>SW 9400 Qualitative Research Methods in SW (3 Cr.) 3&lt;br&gt;SW 9300: Applied Regression and Linear Models (3 Cr.)&lt;br&gt;SW 9000 Directed Study or SW Elective (7.5 Cr.)&lt;br&gt;TOTAL= 9&lt;br&gt;Complete Qualifying Exam: early May (Statistics)</td>
<td>18/18</td>
</tr>
<tr>
<td>2</td>
<td>SW 9210: Theories for Practice and Research with Individuals (3 Cr.)&lt;br&gt;SW 9410: Quantitative Research Methods in SW (3 Cr.)&lt;br&gt;Cognate (3 Cr.)</td>
<td>SW 9220: Theories for Social Work Practice &amp; Research with Families &amp; Groups 3&lt;br&gt;SW 9420: Research Practicum (3 Cr.)&lt;br&gt;Cognate (3 Cr.)</td>
<td>18/36</td>
</tr>
<tr>
<td>Term</td>
<td>Courses</td>
<td>Credits</td>
<td>Notes</td>
</tr>
<tr>
<td>------</td>
<td>---------</td>
<td>---------</td>
<td>-------</td>
</tr>
<tr>
<td>3</td>
<td>SW 9430: Dissertation Seminar (1 Cr.)</td>
<td>1.0</td>
<td></td>
</tr>
<tr>
<td></td>
<td>SW 9991: Doctoral Dissertation Research &amp; Direction (7.5 Cr.)</td>
<td>7.5</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL=8.5</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>SW 9993</td>
<td>7.5</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Doctoral Dissertation Research &amp; Direction</td>
<td>7.5</td>
<td></td>
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<td></td>
<td><strong>TOTAL=7.5</strong></td>
<td></td>
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<td>SW 9992</td>
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<td>Doctoral Dissertation Research &amp; Direction</td>
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<td></td>
<td><strong>TOTAL=7.5</strong></td>
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<td>SW 9994</td>
<td>7.5</td>
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<td></td>
<td>Doctoral Dissertation Research &amp; Direction</td>
<td>7.5</td>
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<tr>
<td></td>
<td><strong>TOTAL=7.5</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Part-time Program Options**

The part-time study program permits students to complete degree requirements over an extended period of time. The part-time option makes it possible for students to work or engage in other activities during much of the time they are enrolled, and complete all degree requirements within a five-year period.

This is an approximate plan that does not fully describe the Clinical Scholarship Track or Dual Titles, but gives an overview of courses common to all of the programs. All required courses in social work and the student’s cognate area are completed within the first three years. In Year 3, students will take the Research Practicum in the fall semester and the *Comprehensive Qualifying Examination* immediately following the winter Semester. Timing of exams can vary from the plan suggested below. During the fourth and fifth years, students will complete a one-credit Dissertation Seminar, any remaining elective courses and all of their dissertation credits.
## CURRICULUM FOR PART-TIME STUDENTS IN Ph.D. PROGRAM

<table>
<thead>
<tr>
<th>YEAR</th>
<th>Fall Semester</th>
<th>Winter Semester</th>
<th>Total Sem Credit Hrs (Annual/Cumulative)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>SW 9230: Theories for Social Work Practice &amp; Research with Communities &amp; Organizations (3 Cr.)&lt;br&gt;SW 9100 Statistics and Data Analysis (3 Cr.)&lt;br&gt;Total= 6</td>
<td>SW 9400: Qualitative Research in SW (3 Cr.)&lt;br&gt;SW 9300: Applied Regression and Linear Models (3 Cr.)&lt;br&gt;Total= 6</td>
<td>12/12</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Complete Qualifying Exam in early May (Statistics)</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>SW 9210: Theories for Practice and Research with Individuals (3 Cr.)&lt;br&gt;SW 9410: Quantitative Research in SW (3 Cr.)&lt;br&gt;Total= 6</td>
<td>SW 9000: Directed Study or SW Elective (3 Cr.)&lt;br&gt;SW 9220: Theories for Social Work Practice &amp; Research with Families &amp; Groups (3 Cr.)&lt;br&gt;Total= 6</td>
<td>12/24</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Comprehensive Qualifying Exams taken in late Winter (Theory)</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>SW 9420: Research Practicum (3 Cr.)&lt;br&gt;Cognate (3 Cr.)&lt;br&gt;Total=6</td>
<td>Cognate (3 Cr.)&lt;br&gt;Cognate (3 Cr.)&lt;br&gt;Total= 6</td>
<td>12/36</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Comprehensive Qualifying Exams taken in early May (Research Methods)</td>
<td>Complete Substantive Paper</td>
</tr>
<tr>
<td>4</td>
<td>SW 9430: Dissertation Seminar (1 Cr.)&lt;br&gt;SW 9991: Doctoral Dissertation Research &amp; Direction (7.5 Cr.)&lt;br&gt;Total=8.5</td>
<td>SW 9992: Doctoral Dissertation Research &amp; Direction (7.5 Cr.)</td>
<td>16/52</td>
</tr>
</tbody>
</table>

18
**TIME LIMITS**  [See also gradschool.wayne.edu/policies/extension.php]

**Students in all paths have a seven-year time limit for completing all requirements for the Ph.D. degree.** The seven-year period begins with the end of the semester during which the student was admitted to doctoral study and is taking coursework toward meeting the requirements for the degree. Students whose seven (7) year time limit has expired may be considered for an extension, provided that the Qualifying Examinations have been successfully completed. Subsequent extensions will not be considered in the absence of substantial progress during the previous year.

**REQUEST FOR A TIME EXTENSION**

To allow a student to continue in the Ph.D. program past the seven-year time limit, the student must request a time extension from the Graduate School. The request must be submitted to the Director of the Doctoral Program before the student's seven-year time limit has expired. Once the Doctoral Program Steering Committee approves the request, the request is forwarded to the Graduate School for final approval.

The maximum for time extensions is three years.

The request must present compelling evidence that the student's dissertation is in progress, provide a plan and a timeline for completion of the dissertation, and explain how the student has remained current in his/her field. The “Request for Time Extension to Complete Doctoral Requirements” form is available from the Graduate School website, gradschool.wayne.edu which is also to be used to transmit the request.

Copies of the student's annual progress reports and a support letter from the student's academic advisor must be submitted along with the extension request.

**TIME EXTENSION LIMITS**

Approval past 10 years requires revalidation of credentials.

The Written Qualifying Examination in the major area must be retaken.

Additional coursework might be required.

Revalidation must be completed within two years. The dissertation must be completed within five years of the 10-year mark.

If the time elapsed between the requested completion date and the qualifying exam is more than five years, information on the currency of the student's academic credentials needs to be provided. The currency of credentials may be evidenced by publishing and presenting papers, using academically related skills on the job, teaching courses, repeating coursework, repeating qualifying exams, and carrying out other academic or professional activities.
APPEAL PROCESS
Extensions to time limits must be approved by the director of the doctoral program. The doctoral steering committee may also be consulted. If the director does not approve the request, the student may appeal to the Graduate School. If the Graduate School does not approve the request, as student may appeal to the provost.

CLINICAL SCHOLARSHIP CONCENTRATION
The School of Social Work began admitting doctoral students in fall of 2013 to a new Clinical Scholarship Concentration. This concentration is designed to address the relative scarcity of social work Ph.D.’s who join faculties to teach and advance clinical scholarship and teaching. This new concentration is consistent with our school’s longstanding reputation for strength in the area of direct practice. In that respect it’s an important affirmation of our roots. We expect this program to appeal to those going into higher education, as well as to clinicians seeking leadership positions in agencies and organizations.

While doctoral students in the concentration will still take courses in research methods and statistics and complete a dissertation, they will also take a course in advanced clinical theory and a two-course sequence in applied clinical practice.

Specifically, Advanced Clinical Social Work Theory will broaden and deepen participants’ mastery of several theories of development, personality, behavior and psychopathology. Drawing from original sources, students will consider key assumptions, constructs, and propositions of each theory in terms of its congruence with social work’s principles, values, and mission and in relation to the profession’s person-in-environment perspective.

Applied Clinical Social Work Practice I and II is a year-long course, structured partly as a didactic seminar and partly as a continuous case conference. Students will critically examine the literature and research on the essential elements of effective clinical practice and clinical supervisory work and consider common ethical dilemmas confronting clinicians and supervisors through case examples.

Students with fewer than five years of postgraduate supervised practice experience will take a doctoral-level clinical practicum with clinical liaison provided by clinical-concentration doctoral program faculty. Students will devote the equivalent of one full day per week in both semesters to practicum-related activities, which will be individually tailored to their interests. Activities will include direct client contact or supervision, didactic seminars and the student’s own weekly supervision.

DUAL-TITLE PH.D. IN SOCIAL WORK AND GERONTOLOGY

PROGRAM GOALS:
Address the critical need for trained social work faculty and researchers in geriatrics who can promote evidence-based practices and serve as role models for future generations of social workers trained in the field.

Promote interdisciplinary collaboration as a key element of geriatric social work.

Provide comprehensive exposure to gerontological competencies and skills
PROGRAM INFORMATION:
Dual-Title Social Work and Gerontology Ph.D. students will, like all other doctoral students, take courses in research methods, statistics, and social work theory.

They will complete nine credits of gerontology-focused courses and a gerontology-focused research practicum, substantive paper, and doctoral dissertation with mentorship from gerontology faculty.

See our website for coursework details:

http://socialwork.wayne.edu/certificate/gerontology.php

DUAL-TITLE IN SOCIAL WORK AND INFANT MENTAL HEALTH (IMH)
Candidates for the Doctor of Philosophy in Social Work may choose to pursue a Dual-Title Degree in IMH. IMH is a multi-disciplinary field focused on the social-emotional capacities and the primary relationships in children, birth through age five. Relationships in the earliest years of a child’s life provide the basis for children’s development and mental health, which research suggests is important for later functioning in school and in relationships with others. Graduates of the Dual Title Ph.D. program will use their expertise in IMH to translate research to practice and to conduct cutting edge research that generates social work knowledge related to treatment and policy in IMH.

Dual-title degree students may require an additional semester to fulfill requirements for both areas of study. Students in the dual-title program are required to take 12 credits in IMH. These courses include:

- 1) ELE 7025: Infant Mental Health Theory to Practice (2 cr.)
- 2) NUR 7880: Infant/Family Mental Health Assessment (2 cr.)
- 3) SW 7010: Infant Mental Health Practice (2 cr.)
- 4) PSY 7425: Infant Behavior and Development (3 cr.)
- 5) PSY 7430: Infant and Toddler Developmental Assessment (3 cr.)

Students also have the option of taking an IMH seminar that provides students with a one-year experience following a typically developing family and engaging in reflective supervision surrounding their clinical work. One member of the student’s committee must be a faculty member in IMH. Students’ qualifying examination and dissertation project are also required to be related to IMH. Students in the program are required to attend yearly orientation meetings at the Merrill Palmer Skillman Institute (MPSI) and are encouraged to attend the research colloquia at MPSI. Students are also encouraged to attend MPSI’s annual IMH training and to submit their work for presentation at the MI-AIMH Conference.

Students wishing to enroll in the dual title should make their advisor aware of their intention and obtain approval prior to meeting with the IMH program coordinator to understand program requirements and add the IMH dual-title to their degree program. Students must add the dual title to their degree program and take at least 6 credits of IMH coursework prior to beginning the substantive paper portion of the qualifying exam.

JOINT PROGRAM IN SOCIAL WORK AND ANTHROPOLOGY
For further information, see the webpage at clas.wayne.edu/swan.
**PLAN OF WORK**

Doctoral students structure their coursework in terms of a domain of knowledge within the discipline of social work. Early in the program, the doctoral student, with the assistance of the academic advisor, plans a sequence of studies.

**What is included?**

A listing of all coursework taken or to be taken towards completion of the Ph.D. The Transfer of Credit Form is a separate form that is submitted to the Graduate School at the same time as the Plan of Work form.

For Graduate School forms for the Plan of Work and the Transfer of Credit, see [http://wayne.edu/gradschool/phd/forms/](http://wayne.edu/gradschool/phd/forms/).

**When is the Plan of Work prepared?**

As early as possible, but it must be filed by the time the student has accumulated 40 credits. Submission of the Final Plan of Work is a requirement for attaining degree candidacy.

**Who signs the Final Plan of Work?**

The student, the advisor, and the director sign off on the Final Plan of Work.

**What is the filing procedure?**

The director forwards the Final Plan of Work to the Graduate School for approval. An approved Final Plan of Work is required for attaining doctoral degree candidacy.

For students receiving General Fund or School of Social Work support (i.e. an assistantship with the Graduate School paying the tuition rather than a grant or some other source), tuition payment will be made only for the courses included in the Plan of Work.

**Change in Plan of Work**

Subsequent changes in course selection in the Plan must be approved by the advisor and should be submitted to the director for approval. A changed Plan of Work is not needed if the student is simply taking a course in a different semester.

**Evaluation of Student Performance**

**School of Social Work Academic Progression Policies**

1. **Students must be enrolled each academic year while in the doctoral program.**

   Doctoral students who fail to enroll in either the fall or winter semester of a given academic year will be considered not in good standing.

   Doctoral students who fail to enroll in two (2) consecutive semesters (i.e. winter/fall) will be subject to dismissal.
2. **Doctoral students must pass all their courses (social work, cognate, statistics, and research methods) with a B or better grade to progress in good standing.**

See the Graduate School website for the current re-take policy for graduate courses:


**Annual Review**

The Doctoral Steering Committee and Director of the Doctoral Program monitor student progress annually. The Steering Committee reviews students’ progress, offering support and advice.

**Benchmarks for Progression through the Doctoral Program**

- Upon admission, students are assigned an Academic Advisor.
- Before the first semester begins, the student and the director develop an Interim Plan of work.
- The Interim Plan of Work is reviewed by the student and advisor and filed in the school within the first semester of admission.
- Throughout the student’s tenure, advisors and students are expected to meet each semester and submit a written annual review to the director by the end of the winter semester. The form is emailed to students and advisors. The review is required to assess student progress and stipulate goals for the upcoming year.
- Qualifying exams should be completed between 40 or 50 credits of coursework. This generally will occur by the end of Year 2 for full-time students and by the end of Year 3 for part-time students. Students can complete parts of the exam as they complete the relevant courses. Exams will be offered once in early winter and late in the winter semester (usually early January and early May).
- Coursework should be finished by the end of the second year by full-time students and by the end of the third year by part-time students.
- Oral Defense of Dissertation Prospectus should be accomplished by the end of the semester following completion of coursework.
- Oral Defense of Dissertation should be accomplished in Years 4-5 for full-time students; Years 5-6 for part-time students.
- Completion of all degree requirements is to be accomplished within seven years of entering the doctoral program.

**Advising**

**Academic Advisor**

The director appoints academic advisor for each new doctoral student. The advisor guides and mentors the student through all the departmental and university requirements until the student selects a dissertation chair. The dissertation chair then becomes the advisor until degree completion.
Students may change advisors, but any change must be approved by the director. It is the student’s responsibility to submit a written request to the director.

Although all students have assigned advisors, students are encouraged to become acquainted with other faculty in the school and the university and to assume the responsibility of seeking new or additional learning opportunities which may be of benefit to their academic and career goals.

**Expectations of an Academic Advisor (see also Mentoring Suggestions in Appendix E)**

- Meet with student each semester to review course selections before student registers for the coming semester.
- Conduct an annual written review. Each graduate student should have at least one one-on-one discussion with a faculty advisor annually, at which the student’s academic progress and goals are discussed. This review ensures that every student benefits from regular monitoring of progress toward the degree. The Annual Review of Progress form provides written feedback to students, as stipulated by the Graduate School.
- Assist the student in preparation of the Final Plan of Work ([gradschool.wayne.edu/current/forms](http://gradschool.wayne.edu/current/forms)). In developing the Plan of Work, consideration should be given to the sequencing of courses, keeping in mind course pre-requisites, the residency requirement of two successive semesters (spring/summer may be excluded) of six graduate credits of coursework, not including dissertation work, and courses that should be taken prior to each comprehensive exam.
- Assist the student with the preparation of the Final Plan of Work. This must be printed out and approved by the director and then forwarded to the Graduate School for approval.
- Changes to the approved Plan of Work must be reviewed by the advisor and then submitted the director.
- Encourage students to submit scholarship for presentation at conferences and for publication, and assist them in understanding the culture of publishing in scholarly journals and presses.
- Assist the doctoral student in the preparation of grant proposals, abstracts and posters.
- Give academic and personal encouragement to the student and be an academic role model.
- Provide information about university services and scholarship opportunities. Offer guidance in applying for university and external fellowships.
- Assist students in selecting members of the Qualifying Examination Committee in their specific domain of social work knowledge.
- Assist the student in defining a dissertation topic and selecting a Dissertation Chair.

**Meeting With Your Advisor**

Before registering for courses, students should talk with their advisor, who can help them figure out the best schedule for the coming term and can usually tell when specific courses will be held during the next one or two years for planning purposes. Your advisor can also help with potential problems in in students’ academic career before they become major difficulties.

**Role of a Cognate Advisor**
Students have the option of selecting a Cognate (extra-departmental) Advisor to serve on the domain of knowledge section of your Qualifying Examination, as well as the Dissertation Committee. The Cognate Advisor should have expertise in an area outside of Social Work and be familiar with the standards for doctoral research. The Cognate Advisor brings a different perspective by virtue of his/her field, location or knowledge base.

**Expectations of Students (see also Mentoring Suggestions in Appendix E)**

- Students develop as researchers and scholars by participating in the school's Research Brown Bag Seminars, attending and presenting research papers at professional meetings, such as Society for Social Work Research (SSWR) or Council on Social Work Education (CSWE) annual meetings, and other scholarly opportunities.
- Meet with your academic advisor each semester to discuss progress on satisfying the requirements of the Plan of Work (POW).
- Identify a cognate area, with the assistance of the advisor.
- Develop yearly goals for scholarship, in consultation with advisor.
- Be responsible for preparing forms required for progress throughout the program ([gradschool.wayne.edu](http://gradschool.wayne.edu)).
- Initiate the Research Practicum with a member of the Doctoral Program

**Registration and Scheduling Office**

5057 Woodward, 5th Floor, Detroit, Michigan 48202
General Information: 313-577-3541, Fax 313-577-0945
E-Mail: mailto:registration@wayne.edu
Go to this website for information on how to register
[reg.wayne.edu/students/information.php](http://reg.wayne.edu/students/information.php)

**Registering for Classes**

There are three registration periods: (1) Priority (Early) Registration/Add/Drop (available several weeks before the semester begins); (2) Open Registration/Add/Drop (before classes begin. A late fee is assessed); and (3) Late Registration/Add/Drop (after classes begin. A late fee is assessed). Students are encouraged to participate in Early Registration. If students wait to register during open or late registration they are responsible for paying the late fees, which are not covered by the school or the university. Students registering for SW doctoral classes should email the Doctoral Director so that approval can be forwarded to the program assistant to remove holds that are placed by the doctoral program.

Students register for classes by priority (web) registration, which begins about two months before classes start. Specific dates are listed in the *Schedule of Classes*, [www.classschedule.wayne.edu](http://www.classschedule.wayne.edu). The course information is refreshed hourly during periods of active registration. After determining your desired schedule, please register as soon as possible.

**Priority (Web) Registration**

Students are encouraged to make use of the instructions and tutorials offered on the registration web site ([wayne.edu/students/how-to-register](http://wayne.edu/students/how-to-register)). You will need to know your WSU Access ID and
password. The Access ID is assigned at the time that you apply to the program. If you need help with this, call the Computing & Information Technology Help Desk at (313) 577-4778 or mail to: helpdesk@wayne.edu. You can register from home, work, or at any university computer lab, library and the Student Resource and Assistance Center on the first floor of the Student Center. The Web address to register on-line is pipeline.wayne.edu. Enter your WSU Access ID and password and hit enter. Click on School Services > Administrative Services > Student Services & Financial Aid > Registration, and then follow the prompts.

- Review the directions on each page of the Registration menu. At a minimum, you need to:
  - Select a term and then check your current Registration Status
  - If you know the 5-digit Course Reference Number (CRN), click the Add/Drop icon and enter the term. Otherwise, click the Look up Classes icon to find classes to enter.
  - Submit your registration. Important: Scroll to the bottom of each web page to review all information and any error messages.
  - Print both versions of your schedule as confirmation of your registration: the Schedule by Day & Time and the Detail Schedule. Each version provides important information. Links to both schedules are found on the Registration Menu and at the bottom of other Registration Web pages.
  - Click the Logout icon at the top of the WSU Pipeline window, under the Wayne State University mark.

**Late Registration**

Please make sure to pay attention to deadlines for priority registration. Late registration fees must be paid by the student.

**Removing Holds**

There are 3 types of holds: academic status, financial, and health service.

**Academic status holds:** If you have an academic hold, contact your advisor or the academic services officer in your department.

**Financial holds:** If students have a financial hold and the department of the Graduate School is paying their tuition, they should contact their department or the Graduate School. Students paying their own tuition should contact Accounts Receivable.

**Health services holds:** Health service holds involve health insurance and fees for international students. For health services holds, contact the Office of International Students and Scholars (OISS).

**Paying Tuition**

Registration and tentative tuition fees and due dates are listed in the Schedule of Classes (classschedule.wayne.edu). If students have a graduate assistantship, fellowship or scholarship that will pay for any portion of their tuition, they do NOT need to pay the registration fee to register for classes. This fee will be included in their tuition assistance.
**Scholarships and Financial Aid**

As a graduate student, you should become aware of the variety of fellowships, scholarships, internships, research support programs, travel funds, grants, loans and other financial-aid options available. You can locate information regarding Graduate Student Financial Assistance information at [http://gradschool.wayne.edu/funding/index.php](http://gradschool.wayne.edu/funding/index.php)

Additional information is listed in the section on graduate financial assistance in the *Graduate Bulletin*.

**Sources of Support for Doctoral Students**

**Internal Support**

Sources of potential internal research support for doctoral students at Wayne State University include positions as Graduate Teaching Assistants (GTAs) or Graduate Research Assistants (GRAs). Each provides a level of economic support for the student in addition to experience as instructor, classroom assistant or researcher.

If you are considering an assistantship, remember that academic progress is a first priority. Full-time students (eight or more credits per term) are given preference when awarding these forms of support. In exchange for their service, GTAs and GRAs receive partial tuition scholarships, along with an invitation to participate in the university’s subsidized health insurance programs and the reduced-tuition program for spouses and eligible dependents. You must apply to the SSW doctoral program to obtain these types of support. The doctoral program steering committee reviews each student’s self-evaluation and academic progress when considering financial support.

Remember, if you have a graduate teaching or research assistantship, or a Rumble fellowship, you cannot hold additional employment without special consent from the Doctoral Program and the Graduate School. This stipulation helps students ensure that they are making their education their top priority.

You may want to check out the federal or state work-study programs; these are opportunities that many graduate students overlook. Through the Federal Work-Study Program, eligible graduate students can gain employment on campus or in public or private non-profit agencies. The intent is to help students supplement their educational expenses, while giving them work assignments that are generally related to their interests, academic major and professional goals. The state program, Michigan Work-Study for Graduate Students, permits students to work up to 20 hours a week, provided they maintain at least a half-time course schedule. Like the federal program, students received work assignments based on their interests and major, when possible.

If you are an international student and have accepted or plan to accept an assistantship, fellowship or employment, you must obtain a Social Security number before you can receive any funds. For details on how to get a number, consult the Office of International Student Services (OISS).
Support from University Sources—Apply through SSW Doctoral Program

Fellowships and Graduate Research Assistantships

The doctoral office will distribute financial aid applications during the winter semester. Students will be considered for available funds for Graduate Research Assistantships and for university-sponsored fellowships, including the Thomas C. Rumble University Graduate Fellowship and the Dean’s Diversity Fellowship.

Graduate School Dissertation Research Support

Provides up to $1,000 for dissertation research. The SSW must match these dissertation funds, so obtain approval from the director before applying to the Graduate School. See gradschool.wayne.edu/current/dissertation-support

Support from University Sources—Apply Directly

Students are strongly encouraged to seek the following sources of financial support. Pay attention to deadlines for each of these opportunities and consult early with your advisor and the doctoral director so that mentoring and assistance can be provided.

Graduate Professional Scholarship (check Graduate school website for deadline)
   www.gradschool.wayne.edu/Current/finaid

The King-Chavez-Parks Future Faculty Program (check Graduate school website for deadline)
   gradschool.wayne.edu/funding/kcp

The University’s Office of Scholarships and Financial Aid administers scholarships, grants, loans and emergency funds available to all university students.

   Scholarship & Financial Aid
   Welcome Center
   42 West Warren, Detroit, MI 48202
   Telephone: 313-577-3378 Fax: 313-577-6648
   financialaid.wayne.edu

External Support

Students are strongly encouraged to seek sources of external support for graduate study. External grants can help to fund your graduate studies, can help you to learn grant writing strategies, and can strengthen your record when you apply for academic and research positions following graduation.

Contact your advisor and other faculty for support in developing your proposal and reviewing drafts. The Center for Social Work Research provides administrative support, including budgets and submission of required Institutional Review Board (IRB) and university paperwork. Contact the Coordinator of Research, Neva Nahan (n.nahan@wayne.edu) for further details.

Applications for external support require approval of the Associate Dean for Research (Joanne Sobeck), and the Dean of the Graduate School. This will be facilitated by the Coordinator of Research. Make sure you allow for sufficient ‘lead time’ for any application so that you have time to obtain faculty feedback and necessary approvals.
Travel Funds
Contact the doctoral director with questions about travel funds instead of contacting the Graduate School, because the SSW must match all travel funds. At the beginning of each school year, the director informs eligible students about travel fund opportunities. Travel funds are currently only awarded to students with accepted abstracts for the Council on Social Work Education (CSWE) and Society for Social Work Research (SSWR) annual meetings.

Qualifying Examination Overview

Purpose of the Qualifying Exam
The Qualifying Examinations are an opportunity for students to demonstrate the breadth, depth and mastery of their theoretical and empirical knowledge related to social work theory, research methods and statistics as well as their substantive domain of knowledge. Mastery is defined as the integration, synthesis and communication of major theoretical knowledge within the field of social work generally, as well as within a particular area of study. Students will demonstrate this knowledge through a written examination consisting of four sections: (1) statistics, (2) social work theory, (3) research methods, and (4) the student’s substantive domain of knowledge with in the field of social work.

By the end of the qualifying examination process, students will be well grounded in their knowledge of the field of social work, as well as in their substantive area of research and demonstrate an independent and original perspective regarding inquiry into social work practice and/or social welfare policy.

Requirements Prior to Taking the Qualifying Exam
Students may complete portions of the exam after they have completed the relevant coursework.

Preparing for the Exam
Students are advised to confer with their academic advisor throughout their coursework about their personal progress towards the qualifying examinations. Students preparing for the statistics, social work theory and research methods sections of the examination will be given information about potential domains of knowledge compiled by faculty teaching in these programs areas.

Students preparing for the substantive paper will, in consultation with their academic advisors, select a three-person examination committee. See below for more details about the substantive paper.

Scheduling of the Written Exam
This section describes the current procedures for the qualifying exams. If the doctoral committee changes this plan, students will be made aware if they are affected.

Scheduled Exams in Theory, Research Methods, and Statistics
The social work theory, research methods and statistics sections of the general qualifying examination is administered to eligible students after completion of the relevant coursework. Exams will be scheduled in December/early January and in early May of each year. The statistics, theory, and research methods of the exam are in-house exams. The theory and research exams are
scheduled for a 6-hour period and the statistics exam is scheduled for a seven-hour period (3 hours in the morning and 4 hours in the afternoon). All exams take place in a computer lab. These are open-book exams for which students may bring notes and books, but digital materials or Internet access are not allowed. Answers must be original work, and should not include repetition of material that students produced for papers during the program. Qualifying exam answers will be checked with SafeAssign and with written sources to be sure there is no plagiarism or excessive copying of students’ prior work. Note the following policies:

1. Students must retake any failed qualifying exam within one year of failing that exam. Exceptions require approval of a leave of absence.
2. Students should notify the doctoral director in writing of their intent to take a particular qualifying exam by September 15 for a January exam and Jan 15 for the May exam.
3. Students must take their first qualifying exam within a year of completing coursework as an enrolled Ph.D. student.

Faculty members teaching in these substantive areas within the doctoral program will submit questions to the Doctoral Program Steering Committee, which is charged with the task of generating the final list of questions. In general, these sections of the qualifying examination will be evaluated by two faculty members with thorough knowledge of the material taught in the required doctoral courses in these program areas. In the event that consensus cannot be reached on the evaluation of specific examination questions, a third reader may appointed by the director to review exams.

**Substantive Integrative Paper**

Components of the integrative paper in the student’s substantive domain of knowledge within the field of social work will be derived from questions or an outline developed by the student and members of the student’s three-person qualifying exam committee. Questions for this section of the examination will focus on the broader topics/issues addressed within the student’s substantive domain of knowledge, and the integrative paper is not intended to be a substitute for the student’s doctoral prospectus. *At a minimum*, this paper should include a comprehensive review and synthesis of the literature, a discussion of the history of this area of research within the field of social work, a discussion of the relevant body of social work theory associated with the area of research, and a discussion of the relevant social work ethics and values that shape research and practice in this specialty area. The paper will be *a minimum* of 25 pp. typed, double-spaced (excluding references).

While students and their committees can be meeting to prepare an outline or questions to be addressed in the substantive paper, students should not officially begin writing the substantive paper until they have passed all other sections of the qualifying exam. Students will have 30 days to complete the substantive paper after their official start date.

**Selection of Committee Members for the Qualifying Examination in the Student’s Domain of Knowledge in Social Work**

Between the 40th and 50th credit earned, students, in consultation with their academic advisors, select a qualifying exam committee for the integrative paper on the student’s substantive domain of knowledge. This committee consists of three full-time faculty members, at least two of which must be members of the social work doctoral program faculty. Students have the option of selecting a third faculty member from their cognate area. Two of the qualifying examination
committee members must hold regular graduate faculty status; the third member may hold associate graduate faculty status. One of the two social work faculties with regular status will be designated as the chair of this specialty area examination committee, which must be approved by the program director. Once committee membership is approved, students are expected to meet with the committee as a group well in advance of writing the substantive paper. This meeting is to discuss reading lists and an outline for the paper. The committee will then use the outline as the basis for a rubric to grade and provide feedback for the paper.

**Progression through the Written Exam**

Once the answers for each section are submitted, the graders will read them within three weeks and then convey their vote of “pass” or “fail” to the director. This communication can occur by email and does not require a group meeting. The members with votes of “fail” will identify the major domain/areas of “fail” and inform the director of these areas. The director will notify the student of the exam outcome in writing (email and/or regular U.S. mail).

Students who fail one or more of the examination for a second time will be dismissed from the program.

**Oral Examination**

Students will complete an oral examination in the student’s substantive domain of knowledge as part of their dissertation prospectus hearing.

**Candidacy**

For information on the Graduate School’s requirements and forms, students are encouraged to check this website for the latest updates:


Admission to candidacy for the doctoral degree will usually require two years of full-time graduate study beyond the MSW degree. After passing the Qualifying Examination, the Graduate School advances Ph.D. applicant to degree candidacy upon the completion of these requirements:

- Completion of School and Graduate School residency and course requisites.
- Filing of an approved Plan of Work with the Graduate School.
- Completion of didactic coursework, or between 40 and 50 credit hours, required in the Plan of Work.
- Completion of all research methods and statistics requirements.
- Completion of the qualifying examination.
- Establishment of the dissertation advisory committee. Membership may change until the dissertation prospectus is submitted.

**Required Form**

The Recommendation for Doctor of Philosophy Candidacy Status [gradschool.wayne.edu](http://gradschool.wayne.edu) form is prepared by the student and approved by the director. A current transcript must be attached to the form to verify completion of coursework.
**PROCEDURE**

After receiving approval from the director, the student submits the candidacy recommendation form and attachments to the Graduate School.

When all requirements have been verified, the Graduate School will advance the Applicant to Ph.D. degree candidate status.

**DISSERTATION**

(See also Three Paper Dissertation Guidelines in Appendix F)

**APPROVAL OF DISSERTATION PROSPECTUS**

The candidate is required to prepare a Dissertation Prospectus and have it approved by his or her Dissertation Committee prior to beginning work on the dissertation. This approval requires a meeting of the committee, including the oral examination in the student’s substantive domain of knowledge.

**SUBMISSION OF DISSERTATION**

The candidate is required to submit a doctoral dissertation on a topic satisfactory to his/her Dissertation committee. It should demonstrate proficiency in social work analysis, a capacity for independent and creative research, and the ability to perfect and follow through on an appropriate research or evaluation design.

**DISSERTATION ADVISORY COMMITTEE**

The Dissertation Advisory Committee shall consist of at least four (4) full-time faculty who hold a Ph.D. degree; three (3) of whom shall be members of the doctoral faculty in the School of Social Work, and two shall have regular graduate faculty status. The fourth member, external to social work, will have an earned doctorate and expertise appropriate to the student’s dissertation work.

In the case of social work co-advisors, the number of social work members is increased to four. The external member attends all meetings of the Dissertation Advisory Committee, including the Dissertation Defense, as a voting member and may participate via Skype or other online conferencing methods.

**CHANGE IN COMMITTEE**

The dissertation committee established with the candidacy form may change before the final committee is established at the Dissertation Prospectus (Proposal) Oral Defense. No written approval is required for changes in committee members between the beginning of candidacy and the approval of the Prospectus (Proposal).

However, after the graduate school approves the committee by signing the Doctoral Dissertation Prospectus and Record of Approval Form [gradschool.wayne.edu](http://gradschool.wayne.edu), any change in the committee requires written approval from the graduate school.

**THE DISSERTATION PROPOSAL**
**Proposal Format**

After passing the final section of the Qualifying Examination, the student should meet with his/her doctoral committee to prepare a dissertation proposal consisting of:

1. The first four chapters (introduction, literature review, theory, and methodology) of the dissertation.
2. The Institutional Review Board (IRB) approval. Students should visit the IRB website or contact the IRB administrative office for current regulations and forms at [http://irb.wayne.edu](http://irb.wayne.edu). The school’s Research Center will assist with preparation of IRB protocols. Ms. Neva Nahan (n.nahan@wayne.edu). Reviews all IRB protocols prior to submission to the IRB.

The completed Doctoral Dissertation: Prospectus and Record of Approval form ([gradschool.wayne.edu](http://gradschool.wayne.edu)).

**Procedures for Dissertation Proposal Defense**

**Students are encouraged to check the Graduate School website for the latest updates on requirements and forms:** [gradschool.wayne.edu/current/index.php](http://gradschool.wayne.edu/current/index.php). When you and your committee agree that the proposal is ready to be defended, you and the chair arrange the date, time, and place of the proposal defense and notify the director in writing by submission to the doctoral program secretary. The date given for the Proposal Defense must be posted at least 10 working days in advance of the defense. Please allow the Ph.D. Program Office two (2) days to prepare the Proposal Defense Posting. The proposal defense is open to the general university community.

The oral exam is part of the proposal defense, so at least one week before the Oral Examination; the student should complete the top portion of the Report on Doctor of Philosophy Oral Qualifying Examination form and submit it to the departmental Graduate Director (Doctoral Director).

The student completes the Doctoral Dissertation: Prospectus (Proposal) and Record of Approval Form ([gradschool.wayne.edu](http://gradschool.wayne.edu)), briefly outlining the dissertation problem, scope, and methods that will be employed in the study. The student prepares the dissertation proposal and submits it, with the Prospectus form to the dissertation advisory committee named on the form on the day of defense.

At the Public Defense of the Dissertation Proposal the student will present a 30-35 minute synopsis of the theoretical framework, a review of the most important literature and the design of the study including appropriate instrumentation and analysis plans. Twenty to twenty-five minutes should be allowed for questions and discussion.

The chairperson of the dissertation committee conducts the meeting. If any faculty member present at the defense identifies a concern that has major implications for the conceptualization or design of the project, the faculty member is required to put the concern in writing and send it to the chair of the dissertation committee within 24 hours after the defense.

Following a successful proposal defense, the prospectus form and proposal are approved by all members of the committee and the director and are then forwarded to the Graduate School for final approval. When approved, the form is returned to you and the department.
GUIDELINES FOR DISSERTATIONS

Your dissertation is the showcase of your academic career, so you should fully understand the processes surrounding it as early as possible. Guidelines for theses and dissertations can be viewed at gradschool.wayne.edu/Ph.D.-info/complete_format_guidelines.pdf. We urge you to read these guidelines completely before you get started on your research. It is particularly important to follow deadlines and procedures during the term that you intend to defend your dissertation. See the following web site for a checklist: gradschool.wayne.edu/Ph.D.-info/defense.php.

Your dissertation advisor can be a great resource to you throughout your academic career. To make this process successful, it is important that you 1) follow university procedures correctly; 2) remain on top of the paperwork and necessary approvals; and 3) keep track of all applicable university deadlines.

THE FINAL DISSERTATION DEFENSE

When the chair believes student’s paper is approaching completion, the student should schedule a final committee meeting or consult with all members of the committee individually to assure that all members agree that it is ready for presentation. When all members agree, the final defense of the dissertation may be scheduled.

If arrangements for the defense must be changed, the advisor should notify the Director of the Doctoral Program, the Graduate School, the candidate, committee members, and the Graduate Examiner.

When the dissertation has been tentatively approved by all members of the committee, you prepare the Final Report Dissertation and Public Lecture – Defense Form. After the form has been signed by all committee members, indicating approval of the content of the dissertation for a public lecture presentation defense, the candidate brings the form to the Graduate School at least two weeks in advance of the defense.

A graduate examiner presides at the defense. Typically, the dissertation advisor serves this role. However, you, or any member of your committee, can request an external Graduate Examiner from the Graduate School.

The dissertation defense is a presentation by you, with the dissertation chair presiding. The dissertation defense is open to the general university community, and the school is required to publicize the defense to the entire academic community in advance.

Once the public lecture portion is completed and the audience has had the opportunity to ask questions, the audience is excused so that examination of the student by the committee can occur.

In the dissertation defense, the candidate formally presents the methodology, research, and results of the investigation. In the discussion following the defense, other matters that the committee deems relevant may be introduced.

The chair is primarily responsibility for approving the dissertation, but the doctoral committee members must read, approve, and sign the manuscript. Such approval includes all academic and professional evaluations and judgments as to originality, adequacy, significance, methodology, conclusions, and style.
**Required Forms for Final Dissertation Defense**

**See the Graduate School website for the latest instructions and deadlines**
[gradschool.wayne.edu/Ph.D.-info/index.php](http://gradschool.wayne.edu/Ph.D.-info/index.php). To prepare for the final dissertation defense, the following steps are to be followed:

The Dissertation Chair and the student are responsible for completing the Final Report Dissertation Public Lecture Presentation – Defense form ([www.gradschool.wayne.edu](http://www.gradschool.wayne.edu)) to be signed off on by the director. The date for the Final Defense must be posted at least ten (10) working days in advance, so allow the Ph.D. Program Office an additional two (2) days to prepare the posting by notifying the director and secretary in writing.

After the Final Report Form has been signed by the director, the candidate brings the form, together with a copy of the dissertation (if it has not been previously submitted in concurrence with the Graduate School deadline), to the Ph.D. Office of the Graduate School for approval of the manuscript format and appearance at least TWO weeks in advance of the defense date. The dissertation format and appearance must be acceptable to the Graduate School before the Public Lecture Presentation-Defense shall be authorized.

Candidates are instructed to follow closely the Graduate School regulations governing the format of the dissertation. Before preparing the manuscript, students should obtain a copy of the WSU Guide for Preparing Theses and Dissertations from the Graduate School website or office. The website is especially helpful because it provides templates containing the required formatting for the sections of the dissertation. Students may download the templates and enter text for their dissertations.

It is official policy that acceptance of the dissertation as well as certification of the degree shall not take place unless a manuscript is technically correct in style and in a form suitable for publication. The Ph.D. Office staff is available to assist advisors and students who have format questions or problems.

The final, unbound dissertation shall be available at the public defense.

On the day of the final defense, the Final Report form is brought to the Public Lecture where it is signed by all committee members and the Graduate Examiner. The student then returns it to the graduate school within 48 hours of the defense.

1. **After the defense, the Dissertation Chair should notify the director in writing, that the student has completed the requirements for the dissertation and successfully defended your dissertation.**
   a. It is the student’s responsibility to register for the required number of credits for their degree, including dissertation credits (minimum of thirty [30]). To verify that the proper number of credits has been taken, the candidate should obtain a copy of his/her WSU transcript.

**Format Check and Publishing Instructions for Doctoral Dissertations**

See the Graduate School website for instructions.
DEGREE CERTIFICATION
Upon request and for purposes of employment, a candidate who completes all requirements between the degree-granting periods may request a certificate from the graduate school certifying completion of degree requirements and the date of formal awarding of the degree.

GRADUATION
Commencement ceremonies are held twice a year, in December and May. Students completing their defense in the summer will have their degrees formally conferred at the graduation ceremony in the following December.

COMMENCEMENT
- Check the WSU website for forms and deadlines
Apply for graduation online at: www.pipeline.wayne.edu. Check the term application deadline, which is usually the Friday of the 4th week of classes for that term. Each application requires payment of a non-refundable fee (check the website for current fee information). You must apply and pay again if you do not meet the requirements in the term of application.

Additional information regarding commencement can be found at: http://commencement.wayne.edu/index.php.

Candidates for advanced degrees are requested and expected to attend commencement; however, diplomas will be mailed to those candidates unable to attend the ceremonies.

Students are urged to attend the commencement ceremony to strengthen ties to the university and a sense of closure to their educational experience. Doctoral graduates will be called to the platform individually to receive their degrees.

WHO’S WHO AT THE GRADUATE SCHOOL
Ambika Mathur is the Dean of the Wayne State Graduate School. Information on additional staff members can be found at gradschool.wayne.edu/contact.php. You are encouraged to carefully review the Graduate School web site and Ph.D Handbook before contacting the Graduate School office with specific questions. In most instances questions can be answered by consulting with these resources followed by consultation with the Social Work Doctoral Director if necessary. The major responsibilities of the Graduate School are noted below.

DEAN’S OFFICE
Graduate Council Chairperson
Graduate Faculty Appointment decisions
Distinguished Graduate Faculty Award Committee, Chair
Thesis/Dissertation Research Support Award decisions
Graduate Assistant policy decisions
Approval for Plans of Work, Candidacy, Dissertation Prospectus and Defense, Transfer of Credit
Scholarships and Fellowships
Approval of Proposals for New Graduate Courses and Changes in Existing Courses
General Graduate School Information
Thesis/Dissertation Research Support Grant applications and processing
Graduate Faculty Appointment form processing
Requests for:
Handbook for Doctoral Students and Advisors
Outstanding Graduate Mentor applications
Graduate Faculty Appointment forms

GRADUATE SCHOOL PH.D. OFFICE
Ph.D. student files management
Review Ph.D. Forms and maintain student records
Doctoral dissertation format approvals
Commencement procedure for Ph.D. students
Certification of Ph.D. student records

OTHER RESOURCES AT THE SCHOOL OF SOCIAL WORK

PUBLICATIONS
The School publishes a number of informational pieces in Visions, the newsletter of the School of Social Work, and an Annual Impact Report. For past reports see the following URL:
http://socialwork.wayne.edu/about/newsletter.php

MAILBOXES
Mailboxes are provided on the 3rd floor of the Thompson Home. Students are responsible for checking their email and mailboxes for important notices. Students need to activate and use their WSU email. They may forward their WSU email to a personal email if they wish to do so.

BULLETIN BOARDS
The School of Social Work maintains bulletin boards to provide information to all social work students. Bulletin Boards are located on the fourth floor of the Thompson Home as well as outside the Applied Research Training Facility in the basement of the Thompson Home.
WAYNE STATE UNIVERSITY RESOURCES FOR GRADUATE STUDENTS

LIBRARY RESOURCES

Ranked 60th among the 123 research library systems in the U.S., the Wayne State University Library system is comprised of seven individual libraries and learning resource centers: the David Adamany Undergraduate Library, the Purdy/Kresge Library, housing humanities, business, criminal justice, social science and education materials; the Schiffman Medical Library, the Neef Law Library, and the Walter P. Reuther Library of Labor and Urban Affairs, and the Pharmacy and Allied Health Learning Resource Center. Non-print collections include music, microfilm, computer software programs and maps. The Adamany Undergraduate Library contains state-of-the-art technology and information resources. The Reuther Library of Labor and Urban Affairs is one of the largest archives of its kind.
LIBRARIES OF INTEREST TO GRADUATE STUDENTS IN SOCIAL WORK

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<thead>
<tr>
<th>Library Name</th>
<th>Address</th>
<th>Phone Numbers</th>
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<tbody>
<tr>
<td>Arthur Neef Law Library</td>
<td>474 Ferry Mall</td>
<td>313-577-3925</td>
</tr>
<tr>
<td>Purdy/Kresge Library</td>
<td>5265 Cass Avenue</td>
<td>313-577-4043</td>
</tr>
<tr>
<td>David Adamany Undergraduate Library</td>
<td>5155 Gullen Mall</td>
<td>313-577-5121</td>
</tr>
<tr>
<td>Detroit Public Library</td>
<td>5201 Woodward Ave.</td>
<td>313-833-1000</td>
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<td><a href="http://www.detroit.lib.mi.us">http://www.detroit.lib.mi.us</a></td>
<td></td>
</tr>
<tr>
<td>Eugene Applebaum College of Pharmacy and Health Sciences</td>
<td>256 Mack Ave, Suite 330</td>
<td>313-577-1279</td>
</tr>
</tbody>
</table>

You can get additional information about the Wayne State University Library system at this website: [http://www.wayne.edu/libraries/html](http://www.wayne.edu/libraries/html).

Circulation

With your OneCard you can check out books at any of the university libraries as long as you are currently enrolled. You can also check out materials from the Detroit Public Library; the main branch is adjacent to WSU’s main campus and has entrances on both Cass and Woodward avenues. To obtain a library card, fill out the short form at the Detroit Public Library. Library cards are free for residents of Detroit and Highland Park, and for anyone who works or attends school in Detroit.

Online Catalog and Indexes

All of the WSU libraries have computers and terminals that you can use to access the online catalog. Or, if you prefer, you may access the catalog at [http://www.lib.wayne.edu/resources/catalog_related/catalogs.php](http://www.lib.wayne.edu/resources/catalog_related/catalogs.php). This online catalog provides an index to WSU collections, but also many other libraries in the tri-county area. From the computers, you can also search other online catalogs, such as those at Michigan State University or the University of Michigan. You also can connect to electronic indexes and databases. Check with the librarian for the databases that fit your needs.

Interlibrary Loans

When you are conducting your research or writing a paper, you will probably need to review articles from many different periodicals. Although WSU’s libraries have hundreds of thousands of issues, you may need an article from one that is not available. Check online for information about ordering the article through an interlibrary loan.

Computing Resources

Wayne State has a variety of computing resources available for graduate students through its Computing & Information Technology Division and University Library System. Wayne State’s academic and administrative computing environment includes open access computer workstations, electronic mail and directory services for all students and employees, central mainframes and servers, off-campus dial-in access, data and voice networks, high speed
internet connections, and a variety of consulting, training and documentation services. You may use any of the seven universities libraries as well as the Detroit Public Main Library.

At the David Adamany Undergraduate Library, Purdy Library, or one of the other computer labs on campus, you can almost always find an available computer to use.

If you run into a problem – anything from accessing your e-mail to troubleshooting your computer – contact the Computing & Information Technology (C &IT) Help Desk at (313) 577-4778 during scheduled hours of operation. or via e-mail at helpdesk@wayne.edu) Comprehensive instructional materials on using computing resources at Wayne State also are available on the C & IT Customer Support Center on the World Wide Web at support.wayne.edu.

**WSU AccessIDs for the Internet**

Every student at Wayne State University has a WSU AccessID. Your access ID followed by @wayne.edu is your official Wayne State University email address. First-time users must activate their mail accounts.

You’ll be able to send and receive WSU e-mail and access your WSU AccessID e-mail account (for account activations, password changes, etc.) – anywhere, anytime—from WSU’s email System at webmail.wayne.edu.

The WSU Access ID gives you the following free benefits:

- An e-mail account and address on WSU’s central mail server;
- A listing of WSU’s Internet-searchable electronic directory, so people both inside and outside WSU can look up your e-mail address; and
- Ability to download site-licensed software from C&IT’s Software Download Center on the Web, such as bibliographic management and virus protection software.

**If you routinely use another email system, such as Gmail, Yahoo, etc., you MUST set your WSU email to forward to the other system. The Graduate School, SSW Doctoral Program, advisors, and your instructors will be sending you email using your WSU access id, so it is important that you receive and read them.**

WSU students and employees can now create a personalized e-mail name to use in place of your AccessID – but only in your WSU e-mail address. You can do this by going to webmail.wayne.edu.

For assistance using your WSU AccessID to access these services, visit the C&IT Customer Support Center on the Web (support.wayne.edu) or call (313) 577-4778.

**Computer Help Desk and Helpful Courses**

When you need help or if you forget your WSU AccessID password, contact the C&IT Help Desk via e-mail at helpdesk@wayne.edu or by calling (313) 577-4778 during posted business hours. You can also make an appointment for one-on-one assistance.

The C&IT Help Desk can assist you with:

- Accessing Wayne State’s network and the Internet;
- Using WSU electronic mail and other resources on central computer systems at Wayne State;
- Using standard software (such as Microsoft Office) on microcomputers;
- Getting information about purchasing a Windows PC or Macintosh desktop computer or laptop and software at educational discounts;
- Troubleshooting problems with Macintosh or Windows computers; and
- Getting information about or using any C&IT resource or service.

**RESEARCH DESIGN AND ANALYSIS CONSULTING**

This unit (part of Psychology Department) provides assistance with the design of research projects and the statistical analysis of data. The service is available free of charge to Wayne State University faculty, staff, post-doctoral students, and graduate students. This service is not designed as a substitute for formal coursework on topics in research design and statistical analysis or for mentoring of graduate students by their thesis or dissertation advisors, and our consultants do not function as tutors or supplemental instructors for individuals enrolled in courses. Rather, the service is designed to augment a researcher's own education and training in research design and statistical analysis. We can suggest methodological and analytical approaches and provide guidance for addressing issues that arise in the research process. In addition, we can provide assistance in the use of SPSS, SAS, and LISREL. The service is staffed by and housed in the Department of Psychology. The office is located at 5057 Woodward Ave, Room 8402.3. Consultation is available by appointment. Consult your faculty mentor before contacting this service for assistance.

clas.wayne.edu/psychology/ResearchDesignandAnalysisConsulting

**APPENDIX A: UNIVERSITY POLICIES**

**OMBUDSPERSON OFFICE**

798 Student Center Building; 313-577-3487

The Office of the Ombudsperson assists students, faculty and staff in solving university-related problems. The Office makes an effort to help students break through bureaucratic issues, overcome unfair treatment, or obtain consideration of extenuating circumstances by providing information and advice and by facilitating communication. The ombudsperson has no authority to change academic or administrative decisions, although the office may be able to influence them.

Students may request assistance on academic problems related to admission, advising, degree requirements, discrimination, dishonesty, grades harassment, records, registration, and teaching; and on nonacademic problems relating to financial aid, housing, parking, payroll, and tuition and fees.

The Ombudsperson’s Office investigates appeals and complaints and exercises independent judgment regarding any action it may take. It is not required to fulfill any request or advocate a particular point of view. It will maintain student anonymity if requested to do so. Students, faculty and staff can improve the quality of university service by calling attention to problems they experience.

The Ombudsperson is the Chairperson of the Tuition and Fees Appeals Board (TFAB). The TFAB is charged by the president in Executive Order 96-1 to be the final arbiter of appeals for tuition and
related fees. Each appeal is reviewed as an individual case, and cancellation of tuition and/or fees is granted only when circumstances warrant. The TFAB will consider only those appeals that are filed within one calendar year following the last day of the academic term in which the challenged fees were assessed.

**STUDENT DUE PROCESS**

A high standard of student conduct plays a major role in creating an environment of excellence, and the Student Code of Conduct maintains these high standards. The code (1) establishes the expectations that students are accountable for their behavior; (2) describes acceptable student conduct, both academic and non-academic; (3) describes disciplinary policies and procedures; (4) specifies the rights of the student and other parties; (5) specifies prohibited conduct and sanctions to be imposed if such conduct occurs. Examples of prohibited conduct subject to the Student Code of Conduct include, but are not limited to, academic dishonesty, knowingly furnishing false information to the university, disorderly behavior, theft, damage of property, illegal drugs, weapons on campus, false report of emergency, unauthorized entry violation of criminal law, etc. The University Judicial Officer, housed in the Office of the Vice President for Student Development and Campus Life, 577-1992, monitors the student disciplinary process and is responsible for coordinating matters involving student discipline; describing the disciplinary procedures; and informing students and other parties of their rights.

The primary purpose of the Student Code of Conduct is to protect the university community. The code gives general notice of prohibited conduct, of the sanctions to be imposed if such conduct occurs, and of the judicial procedures at Wayne State University. The code assures that students who are alleged to have engaged in unacceptable behavior receive fair and impartial consideration, as specified in the code.

The following conduct is subject to disciplinary action:

**ACADEMIC DISHONESTY**

Academic dishonesty means any activity that tends to compromise the academic integrity of the institution or subvert the education process. Examples of academic dishonesty include:

**Plagiarism: To use another’s words or ideas as one’s own.**

Examples:
Failure to use appropriate referencing when using the words or ideas of other persons.

Altering the language, paraphrasing, omitting, rearranging, or forming new combinations of words in an attempt to make the thoughts of another appear as your own.

**Cheating: Intentionally using or attempting to use, or intentionally providing or attempting to provide, unauthorized materials, information or assistance in any academic exercise**

Examples:
- Copying from another student’s test paper.
- Allowing another student to copy from a test paper.
- Using unauthorized material such as a notebook during an exam.
**Fabrication: Intentional and unauthorized falsification or invention of any information or citation.**

Examples:
- Citation of information not taken from the source indicated.
- Listing sources in a bibliography not used in a research paper.

**Other:** Includes unauthorized use of resources, enlisting the taking of examinations and violation of course rules as contained in the course syllabus or other written information.

**Furnishing False Information**

Knowingly furnishing false information to the university.

*Forgery, unauthorized use* of any university document or instrument of identification.

**Disorderly Behavior**

Disorderly behavior consists of any intentional and disorderly conduct that interferes with or obstructs the orderly functions and activities of the university.

- *Physical abuse of another person,* or conduct that threatens or endangers another, or verbal or physical threats that cause reasonable apprehension of harm.
- Interference with the freedom of expression of others.
- *Interference with activities,* authorized, sponsored or permitted by the university such as teaching, research and administration.
- *Maliciously initiating charges against an individual* when the initiator knows that the charges are baseless.

**Failure to Comply**

Failure to Comply. Violation of the terms of any disciplinary sanction imposed in accordance with the policy.

Failure to comply with the direction of any authorized institutional representative, acting in the performance of his/her duties.

Failure to comply with published University regulations or policies including but not limited to:
- Statutes prohibiting discrimination and sexual harassment.
- Regulations relating to entry and use of university facilities.
- Regulations relating to sale or consumption of alcoholic beverages.
- Regulations relating to use of vehicles and amplifying equipment.
- Regulations relating to campus demonstrations.
- Regulations relating to misuse of identification or parking cards.

**Other Disorderly Conduct**

*Theft:* Theft of property or services of the university or any member of or visitor to the university.
**Damage of Property:** The intentional destruction of or reckless damage to any property belonging to the university or a member of or visitor to the university.

**Illegal Drugs:** Illegal use, possession, manufacture or distribution of drugs.

**Weapons on Campus:** Unauthorized use, possession, or storage of a weapon.

**False Report of Emergency:** Intentionally initiating a false report or false warning of fire, explosion, or other emergency.

**Unauthorized Entry:** Unauthorized entrance into or use of university facilities.

**Violation of Criminal Law:** Conduct that is a crime under the criminal law of the State of Michigan or United States.

**DISCIPLINARY SANCTIONS**

Violators of the Student Code of Conduct will be subject to one or more or the following sanctions, depending on the seriousness of the violation. Attempts to commit acts prohibited by this policy are punished to the same extent as completed acts.

**Disciplinary Reprimand:** A formal notification to the student that his/her conduct has been unacceptable and a warning that another offense may result in a more serious sanction.

**Disciplinary Probation:** A disciplinary status that does not interfere with the student’s rights to enroll and attend classes, but that includes specified requirements or restrictions.

**Suspension:** A denial of the privilege of continuing as a student anywhere within the university, and denial of all student’s rights and privileges for specified period of time.

**Expulsion:** A permanent denial of the privilege of continuing or enrolling as a student anywhere within the University and permanent denial of all student rights and privileges.

**Restitution:** The student is required to pay the university or a person for damage caused as a result of an act violating the Student Code of Conduct.

**Transcript Disciplinary Record:** An entry onto the student’s transcript, permanently or for a specified period of time, indicating the violation and sanction imposed.

**Other Sanctions:** Other sanctions may be imposed instead of or in addition to those specified above.

**ADDITIONAL INFORMATION**

This information has been edited from the Student Code of Conduct. ([http://doso.wayne.edu/assets/codeofconduct.pdf](http://doso.wayne.edu/assets/codeofconduct.pdf)). Anyone with specific questions regarding prohibited conduct, disciplinary sanctions or the judicial procedure at Wayne State University should consult the source document. If the provisions described in this brochure differ in any way from the provisions of the Student Code of Conduct, then the provisions of the code govern.

For additional information and actual copies of the Student Code of Conduct, contact the Office of the Vice President for Student Affairs, 470 Student Center.
APPENDIX B: GRADUATE SCHOOL FORMS
See the graduate school website for all required forms.
gradschool.wayne.edu/current/forms.php

APPENDIX C: SCHOOL OF SOCIAL WORK POLICIES

School of Social Work Academic Integrity Policy
socialwork.wayne.edu/about/forms.php

Non Discrimination Policy
socialwork.wayne.edu/about/forms.php

Incomplete Grade Policy
http://socialwork.wayne.edu/incomplete_grade_policy.pdf
Note that the faculty voted in May 2013 that this policy on incompletes applies to Ph.D. courses. Exceptions may be made for SW 9420, Research Practicum

Policies On Doctoral Admissions Review Committee And Procedures For Request To Review An Admissions Decision

Doctoral Admissions Review Committee
Each year the Ph.D. program director shall appoint a committee to review applications for admission to the Doctor of Social Work degree program. The Committee shall be comprised of five to seven members of the doctoral program faculty.

Request To Review Admission Decisions
When there is a request in writing from an applicant for review of an admissions decision, the dean or her designee shall appoint a three-member committee. This committee will review the applicant’s materials, and if needed, request further information from the director of the Ph.D. program. Subsequently, the committee shall make one of the following recommendations to the dean and director: admit the applicant or uphold the decision to deny admission.

Policy on Academic Credit for Life/Work Experience
No academic credit for life experience and/or previous work experience will be given in the Doctor of Social Work degree programs, in whole or in part, in lieu of the field practicum or of courses in the professional foundation areas. This policy is consistent with the Curriculum Policy Statement of the Council on Social Work Education.

Policy On Awarding School Of Social Work Doctoral Fellowships, Graduate Research Assistantships, and Tuition Awards
The Policy on Awarding School of Social Work Doctoral Research Fellowships and Tuition Awards informs applicants of the internal process for awarding of financial aid and fellowships offered through the school.
The Doctoral Program Steering Committee represents the school in making award determinations. It is chaired by the program director and includes five (5) members of the doctoral program faculty. Full-time applicants to the school’s Ph.D. program are eligible to apply for internal SSW research fellowships and tuition waivers. However, only students who have been formally admitted to the program are eligible to receive SSW financial aid or fellowship assistance.

The determining factors for award of research fellowships and tuition waivers are the criteria listed in the provisions specified for each type of assistance. The student’s annual review for the current academic year is also considered when making award decisions.

A student who is considered academically withdrawn or terminated shall forfeit any fellowship assistance awarded through the SSW.

Only complete applications will be considered for SSW research fellowships or tuition waivers. All applications must include evidence of a completed Free Application for Federal Student Aid, (FAFSA) form, supporting tax documentation, and proof of all income earned. Earned income includes salary and or wages, monetary gifts, and income from a spouse, if applicable. Incomplete, missing or inaccurate information shall result in disqualification for SSW financial aid or fellowships.

**Policy and Procedures on Student Leave of Absence**

A student who is in good standing may request a leave of absence from course work in the school for up to the equivalent of a maximum of one year during a student’s tenure in the program. Upon her or his return, the student’s plan of work will be based upon the time in the academic year when the leave of absence was granted. Students who leave at or before mid-semester, will be required to repeat that semester’s course work.

**Procedure**

A request for a leave of absence may be made directly by the student to the program director.

To implement this policy, the director shall seek information from the student’s classroom instructors and the faculty advisor regarding the student’s status in courses.

The director will decide whether to grant or deny the request. A written decision shall be sent to the student, a copy added to the student’s file, and one sent to the associate dean for academic affairs.

A student who is requesting a leave of absence for medical reasons, and who is in good standing, should request a medical withdrawal from the university and, subsequently, may receive a leave of absence from the school. All other students who are granted a leave of absence must officially withdraw from course work. Depending upon the circumstances, the director may recommend to the dean that the school seek an administrative withdrawal for the student.

A student who wishes to return to the school shall notify the director as soon as possible, but no later than 60 days prior to the term for which the student wishes to return.

At the end of the academic year, the program director will notify the dean as to the number of requests for leaves of absence and the decisions.

**Policy on Program Load and Stopping Out**

A full-time doctoral student is one who is enrolled for eight or more credits during a semester; a half-time student is enrolled for at least six credits. For the purposes of deferring student loans, a
half-time doctoral student is one who is enrolled in at least 4.5 credits. Graduate Assistants are required to register for at least six credits each semester.

Prior to attaining candidacy, students are expected to be registered for at least three credits during each semester they are a student in the program. Once a student has attained candidacy, they are expected to be registered for at least one credit per semester.

A student in good academic standing will be allowed to take up to two semesters (total) off without being dropped from the program. The following issues need to be understood by the student.

The time from admission to degree completion is not modified if a student must take a leave of absence. However, the reasons for requesting leave will be given consideration when the Ph.D. Program Committee evaluates the student and considers requests extensions to complete the degree.

Time off from the program is not granted automatically. Students must apply in writing to the Steering Committee for permission to take a leave of absence. Application forms are available from the program office.

At the end of each semester for which a student is not registered, it is her/his responsibility to contact the director to indicate whether or not they will be registering the following semester. Failure to do this will be considered lack of progress in the program and will put the student at risk for termination.

**Policies And Procedures For Withdrawal From And Readmission To Doctoral Programs**

**Pre-Candidate Students:**

Students who have been admitted to the degree program shall be considered to have withdrawn if they are not enrolled in a course and/or field work during any semester (fall-winter-spring/summer) of a planned program of study within the framework of the plan which has been approved.

**Students who have achieved Candidacy**

A student is considered withdrawn from the Ph.D. Program if he or she fails to register for any of the required four consecutive semesters, beginning with the term following the advancement to Ph.D. Candidacy. To return to the program after withdrawal for non-registration, the student must seek reinstatement from the Graduate School and pay Candidate Status tuition for all semesters missed, up to a maximum of four.

**Verification of Student Status and Student's Certification for Loan Deferments**

Students are responsible for verifying their eligibility for loan deferments with the applicable lending agency. Please note that the Registrar had indicated that a graduate student who has enrolled for all elections (including essay, thesis, or dissertation) still must register and pay for at least one essay, thesis or dissertation credit until he/she graduates.
**Procedures for Withdrawing**

In order to terminate in good standing, students who withdraw from the program permanently or temporarily for whatever reason, shall formalize their withdrawal as follows:

1) Consult with the faculty advisor.

2) Consult with the director and complete the appropriate registration and withdrawal available from the doctoral director.

3) Submit a formal letter of withdrawal to the Ph.D. Program Director, which will be acknowledged by that Office. The letter shall include:
   
   (a) The date of withdrawal and the reason for withdrawal.
   
   (b) An intention to reapply, if applicable.
   
   (c) Proposed date of reapplication.

**Readmission**

Students who have been enrolled in a planned program leading to the Doctor of Social Work degree, who have withdrawn from the program, and who wish to be considered for readmission to complete degree requirements, must follow regular procedures for admission to the school.

**Academic Termination and Reinstatement Policy**

Reinstatement Policy for the Social Work Ph.D. Degree Program

1.0 **Termination from the Doctoral Program**

A Ph.D. student or a Certificate in Research student shall be terminated from the Ph.D. program or denied receipt of the Ph.D. degree even if he/she meets the grade point average required for graduation as specified in the WSU Bulletin if any of the following occur:

Upon receipt of a grade of “B-” or below in two classroom courses; or

Upon receipt of a grade of ‘F’ in one classroom course; or

For Ph.D. students, upon failing two attempts at any individual comprehensive exam (Research, Statistics, Theory, or the Substantive Paper)

The student will be notified of termination when any of the above deficiencies occur. Students will receive an academic warning upon receipt of a “B-” grade or below. According to the WSU Graduate Bulletin, “Grades of (B-) and below are unsatisfactory for graduate level work and constitute valid cause for dropping a student from a graduate program.”

Academic offenses such as cheating or plagiarism may lead to expulsion, suspension or some other appropriate disciplinary action for all students. The dean’s office shall provide written notification to the student when expulsion, suspension, or other disciplinary action is the result of cheating or plagiarism.

2.0 **Request for Reinstatement to the Doctoral Program**

If a student believes that there are extenuating circumstances that might justify reinstatement to the doctoral degree program, the student may provide written documentation to the Dean of the School of Social Work requesting consideration of these circumstances. This request may be made,
at the earliest, six months following notification that a student has been terminated from the program. Specific deadlines for reinstatement applications are noted below. The request for reinstatement may be made electronically or by U.S. Postal Service mail.

**Due Dates for Grade Appeal, Reinstatement and Readmission Petition Documents**

<table>
<thead>
<tr>
<th>Termination Month</th>
<th>May apply for reinstatement</th>
<th>Deadline for reinstatement application</th>
</tr>
</thead>
<tbody>
<tr>
<td>May (end of winter term)*</td>
<td>December 2(^{nd})</td>
<td>May 2 of year following termination</td>
</tr>
<tr>
<td>December (end of fall term**)</td>
<td>August 15th</td>
<td>December 2 of year following termination</td>
</tr>
</tbody>
</table>

*this date includes terminations following May qualifying exams

**this date includes terminations following January qualifying exams

**3.0 Reinstatement Procedures**

In the petition letter to the Dean requesting reinstatement, the student shall include strategies formulated to support the argument that he/she will be able to achieve and maintain satisfactory academic performance, if reinstated into the program. The student may submit any relevant supplementary data or documentation to establish that the petition for reinstatement has merit.

1. The Dean will forward the reinstatement request to the Doctoral Director. The doctoral director will submit all reinstatement requests to the Doctoral Steering Committee for review and recommendations.
2. The Doctoral Steering Committee may request additional relevant written data, opinions, recommendations, and/or evaluations from any appropriate sources determined to assist in decision-making.
3. Committee deliberations are confidential. When the Committee has reached a decision, it will transmit its advisory written recommendations to the Dean, normally within a period of five (5) business days unless there is an inability to obtain suitable material for review. The Committee, however, will make all efforts to obtain needed materials to inform its decision-making within the designated time frame.
4. The Dean shall receive and review the Committee’s recommendation and notify the student of the decision for Reinstatement within 30 calendar days after the committee's official report.
5. Students who fail to petition for Reinstatement by the due dates noted as above, must follow regular admission procedures for readmission to the degree program and, if eligible, may not be readmitted for a period of two (2) calendar years.
6. Final decisions regarding reinstatement are at the sole discretion of the Dean of the School of Social Work. There is no further avenue of appeal.

**Procedures for students who have been reinstated to the Ph.D. or Research Certificate Program:**

1. Students reinstated to the doctoral program or the Research Certificate Program will be required to meet with their advisor within two weeks of reinstatement to review their plan of work for the program. As part of this plan, they will be required to re-take one of the
courses where they received a B- grade. This course will be determined in consultation with the doctoral steering committee, the doctoral director, and their academic advisor.

2. If the student receives any grade of B- or below following reinstatement, they will be terminated from the program and will not be eligible to re-apply for reinstatement.

3. If a student was terminated following failing two comprehensive exams in a single subject (statistics, research methods, theory, or the substantive paper) they will be required to re-take the exam within six months of reinstatement. Only ONE attempt will be allowed for any exam that a student failed twice prior to termination. If a student fails this examination following reinstatement, they will be terminated from the program and will not be eligible to re-apply for reinstatement.

**Grade Appeals Procedures**

Please see the School of Social Work Policy for further details on the grade appeals process:

[http://socialwork.wayne.edu/request_for_grade_appeal_policy_and_form.pdf](http://socialwork.wayne.edu/request_for_grade_appeal_policy_and_form.pdf)
APPENDIX D: DOCTORAL SOCIAL WORK COURSES REQUIRING INSTRUCTOR WRITTEN CONSENT

Students who have not been admitted to the doctoral program must obtain written consent each term to take the courses listed below:

**SW 8991: ADVANCED SPECIAL TOPICS IN SOCIAL WORK, Cr. 1-4**
Prereq: SW 7050 or 7070, MSW degree or doctoral student in related disciplines with consent of instructor and Director of the Doctoral Program. Topics of current interest for students in advanced year of MSW program, Ph.D. program in social work or doctoral programs in related disciplines. Topics to be announced in Schedule of Classes.

**SW 9000 DIRECTED STUDY: DOCTORAL PROGRAM, Cr. 2-6 (MAX. 6)**
Perret: Consent of advisor and director. Open to only doctoral students. Independent study under guidance of a faculty member. Students must complete the school’s Directed Study Form in addition to the Graduate School petition. *An approved Doctor of Philosophy Petition for the Directed Study ([www.gradschool.wayne.edu](http://www.gradschool.wayne.edu)) must be on file in Ph.D. Program Office prior to registration.* The academic advisor and director must approve the petition. After approval is granted, the program office will authorize registration.

**SW 9100 SOCIAL STATISTICS AND DATA ANALYSIS Cr. 3**
Prereq: Master’s level statistics in social, behavioral, health sciences. Doctoral student or consent of advisor and doctoral director. Application of univariate and bivariate statistics and analysis of variance to analyze data obtained from social work practice settings. Students will learn to formulate appropriate research questions and hypotheses before data collection and use SPSS to conduct analysis; interpret findings and communicate findings to academics and practitioners.

**SW 9210 THEORIES FOR PRACTICE & RESEARCH WITH INDIVIDUALS Cr. 3**
Prereq: admission to doctoral program in social work. Major theoretical systems currently used in clinical social work practices presently used with individuals, examined from six vantage points; model origin; conceptual framework; view of person-in-environment; philosophy of treatment; model effectiveness; practice controversies.

**SW 9220 THEORIES FOR PRACTICE & RESEARCH WITH FAMILIES & GROUPS Cr. 3**
Prereq: Admission to the Doctoral Program in Social Work. Other doctoral students may enroll with consent of instructor and director of the doctoral program. The course examines various theories, models & perspectives guiding social work practice with families.

**SW 9230 THEORIES FOR PRACTICE & RESEARCH WITH COMMUNITIES & ORGANIZATIONS Cr. 3**
Prereq: Admission to the Doctoral Program in Social Work. Other doctoral students may enroll with consent of instructor and director of the doctoral program. Emphasis on social work practice theory at the macro level. Two perspectives: (1) how “macro” serves as context of social work practice at levels of policy, community, organization; and (2) how social work scholars impart content and undertake research at these macro system levels.

**SW 9240 SOCIAL WORK EDUCATION Cr. 3**
Prereq: Consent of advisor. Open only to doctoral students. Examination of standards, trends, issues for contemporary and future social work education. Critical analysis of the articulation
among bachelor’s, master’s and doctoral levels of social work education. Emphasis on course development and designing effective learning experiences for social work students.

**SW 9260 Current & Historical Trends in U.S. Social Welfare Policy Cr. 3**

Prereq: Completion of graduate level policy course in social work or related field. Doctoral Student Status. Critical analysis in order to understand policy contexts that frame contemporary social work problems and practice.

**SW 9300 Applied Regression Analysis and Generalized Linear Models Cr. 3**

Prereq: Consent of advisor. Doctoral Student Status. Overview of Classic regression models, generalized linear models, including weighted least squares, hierarchical linear models, and logistic regression. Using SPSS to analyze social work practice data; interpret findings; communicate findings to scholars and practitioners.

**SW 9400 Qualitative Research Methods in Social Work Cr. 3**

Prereq: Consent of advisor. Open only to social work doctoral students. Other doctoral students can enroll with permission of instructor and director of the doctoral program. The course examines social work practice through case study, action research and qualitative approaches to knowledge building.

**SW 9410 Quantitative Research Methods in Social Work Cr. 3**

Prereq: Consent of advisor. Open only to SW doctoral students. Other doctoral students can enroll with permission of instructor and director of the doctoral program. Understand and apply knowledge and skills in quantitative research methods aimed at increasing knowledge for social work practice and social welfare policy. Focus on clear researchable questions, using appropriate theory, selecting design, drawing sample and developing appropriate measures and operations within the person-in-environment framework.

**SW 9420 Research Practicum Cr. 3**

Prereq: Consent of advisor. Doctoral student status. Supervised “hands-on” sample selection, sampling technique, formulate design, development of instruments, data analysis, interpretation of results, writing research report within the person-in-environment framework.

**SW 9990 Pre-Doctoral Candidacy Research Cr. 1-8 (max. 10)**

Prereq: Consent of department; applicant in Ph.D. Program. Offered for S and U grades only. Research in preparation for the doctoral dissertation. Ph.D. applicants who wish to register for dissertation research prior to candidacy status may register in SW9990, Pre-Doctoral Candidacy Research, for up to 10 credits. These registrations do not substitute for any of the Candidate Status registrations. Students who have completed all coursework and who have not attained candidacy or are expected to attain candidacy during their next semester, may register for Pre-Doctoral Candidacy Research, SW 9990. This is in addition to requirements on their Plan of Work.

Registration in Candidate Status Doctoral Dissertation Research and Direction is required of Ph.D. candidates. They also are required to register for four consecutive semesters of candidate status; spring/summer registration is optional. Ph.D. candidacy is a prerequisite for registration in these courses, and the consent of the doctoral dissertation advisor is a prerequisite (Advisor consent is given though candidacy approval). If needed, the Ph.D. candidate will register for Maintenance Status. The S and U grading system will be used, and Y grades will be given until completion.
During each of the four semesters, the candidate is assessed tuition at a flat rate equivalent to 7.5 credits of graduate level tuition (i.e. one-fourth the cost of 30 graduate credits).

In order to register for dissertation credits, Candidate Status, or Candidate Maintenance Status, students will need to obtain authorization to register by contacting Graduate Enrollment Services at gradschool.wayne.edu/contact.php.

The sequence of courses for the Candidate Status and Candidate Maintenance Status established by the Graduate School is:

**SW 9991 Doctoral Candidate Status I: Dissertation Research and Direction Cr. 7.5**

Prereq: Consent of dissertation advisor. **Ph.D. candidate in department.** Required in academic year semester following advancement to Ph.D. candidacy. S/U grades only. Dissertation research of a major social work practice of social welfare policy issue or problem.

**SW 9992 Doctoral Candidate Status II: Dissertation Research and Direction Cr. 7.5**

Prereq: Consent of dissertation advisor. **Ph.D. candidate in department.** Required in academic year semester following SW 9991 advancement for candidacy. S/U grades only. Systematic study of a major social issue or problem.

**SW 9993 Doctoral Candidate Status III: Dissertation Research and Direction Cr. 7.5**


**SW 9994 Doctoral Candidate Status IV: Dissertation Research and Direction Cr. 7.5**


**Candidate Status Policy Modifications**

**Students may register in Candidate Status I (SW 9991) during the semester in which they obtain Ph.D. Candidacy.** In such cases, students must attain candidacy by the end of the semester or they will be administratively disenrolled from 9991 and enrolled in 9990 (Pre-Dissertation Research).

**SW 9995 Candidate Maintenance Status: Doctoral Dissertation Research and Direction Cr. 0**


The Candidate Maintenance Status is available if a student does not complete the dissertation and the defense by the end of the four semesters of Candidate Status registration. The Maintenance Status allows students access to university resources – libraries, computer systems, laboratories and faculty advising. A fee will be assessed for this status, paid by the student, and will be equal to the registration fee plus the omnibus fee for one credit hour.
Students in Candidate Maintenance Status are required to register if they are using university resources during a semester. They must be registered for the semester in which they defend the dissertation.

Students may register for regular courses in the same semester they register for candidate status. Normal tuition for such coursework will be assessed.

If a student finishes the dissertation before registering for all four semesters of Ph.D. Candidate Status, the student must complete payment of the tuition for the remaining semester(s) before his/her degree will be certified. In case of early completion, the student may use the spring/summer as one of the required semesters. Alternatively, the student may arrange multiple tuition payments within the final semester. For all internal and external purposes, students registered in Candidate Status and in Candidate Maintenance Status will be full-time students.
APPENDIX E: MENTORING SUGGESTIONS* FOR STUDENTS AND FACULTY (ADOPTED APRIL 2012)

Responsibilities of Student

- Carefully review the SSW Ph.D. student handbook and Graduate School guidelines (including awareness of required forms and deadlines).
- Inform the director in writing about which faculty members are chairing and participating in the student’s substantive papers and dissertation committees.
- Develop timeline of tasks, such as when to start exploring committee membership and chairing with potential faculty members.
- Identify and select committee faculty members and ask them to serve on substantive paper and dissertation committees.
- Student should ask each committee member whether they want to review drafts of each chapter or prefer to review an entire draft (of either proposal or dissertation).
- Be aware that use of an outside consultant is for support in learning to perform tasks independently, rather than having the consultant do the work for a student.
- Consider forming a student writing group to support productivity.

Responsibilities of Faculty Advisors (Assigned at Time of Enrollment)

- Help students think about a timeline of tasks, such as when students should start asking faculty members to be on their substantive paper and dissertation committees.

Responsibilities of Dissertation Chairs

- Help student develop timeline of dissertation tasks.
- Help student consider important aspects of selecting a committee and help student select the committee.
- Help student think about format of dissertation (3 paper vs. traditional).
- Review all materials before they are sent out to the committee.
- Review feedback from committee members (incremental and total) with student.
- Help reconcile very strong differences of opinion among committee members by holding a committee meeting without the student present (this would be done in rare cases to spare student from internal personality or philosophical issues that should be resolved by faculty).
- Monitor student’s use of an outside consultant; be sure student has an independent grasp of work done with a consultant’s assistance.
- If a member has to leave the committee because of non-participation, the chair should consult with the director and then ask the person to step down.

Responsibilities of Committee Members
• Provide feedback in a timely manner or let students know why feedback is delayed
• Review full dissertation draft before signing the form two weeks in advance, indicating it is ready for defense

**Responsibilities of Doctoral Program:**

• The school is committed to supporting each student's selection of a dissertation chair and a committee.
• Provide informal opportunities for students to meet faculty members
• Disseminate information on how to select a committee and chair

*NOTE: These are suggestions, not requirements, except as these suggestions repeat requirements found on the Graduate School website*
APPENDIX F: GUIDELINES FOR A THREE-ARTICLE DISSERTATION (ADOPTED APRIL 2012)

Students can select to complete a traditional dissertation or a three-article dissertation. Most details will be negotiated between the student and dissertation committee. However, the Doctoral faculty agreed on the following guidelines.

Dissertation Proposal

The three-article dissertation should result from a proposal for new research/scholarship, centered on a single research theme, formulated with the help of a committee, and approved at an oral defense. It would not consist of previously published work by the student.

The proposal can follow one of two formats. It can follow the same format as a traditional proposal (Introduction, Literature Review, Theory [included with literature or separate], and Methods). It should include a plan delineating the focus of each of the 3 articles. The plan should specify which research questions/hypotheses will be addressed in each article. Or the proposal can contain the introduction and separate discussions of literature and methods for each of the 3 articles. It is probably best to the divide proposal into the 3 planned articles.

Dissertation Structure

The dissertation should begin with an introduction explaining the study and conclude with a summary explaining how the three articles tie together and contribute to social work. One option is that, after the research is completed and the dissertation is being written, the literature and methodology can then be “carved up” into articles, with some repetition or overlap as needed. The other option is that these sections are already divided into the three articles. [If the literature is divided for the dissertation but was one complete literature review in the proposal, the complete review will become an appendix of the three-article dissertation.]

Publication Plans

The committee and candidate will agree on three articles that meet the committee’s standards of rigor. Students may find that more than three articles that can result from their dissertation research.

Students can select target journals in consultation with the committee. It is good to have specific journals in mind, and the articles should be journal-ready at the time of the defense. However, the articles should not be submitted before the defense, because the committee may suggest changes at that stage.

When submitting their dissertation to Proquest, students should select the embargo choice in electronic publication, which gives them a two-year window to submit to journals that would consider Proquest publication as prior publication. This means their dissertation will not be public for two years unless they publish articles.
Authorship

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