

WAYNE STATE UNIVERSITY

SCHOOL OF SOCIAL WORK

DOCTORAL STUDENT HANDBOOK

FALL 2008

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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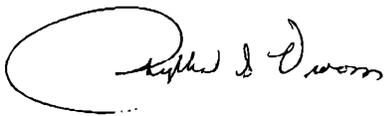
Message from the Dean...

Welcome to the Wayne State University School of Social Work PhD Program. As a member of one of the very first classes in this program, you occupy an historic place as part of a proud tradition of excellence. Presently, our MSW program is ranked in the top 25 percent of all MSW programs in the country and our BSW program continues to be ranked first among all BSW programs.

The purpose of the PhD Program is to prepare researchers and scholars equipped to carry academic and other leadership roles in the profession of social work. The program emphasizes preparation of individuals to undertake research to generate knowledge for social work practice and social welfare policy.

By offering a program focused specifically on research to create knowledge for social work practice, Wayne State University is the first in the state of Michigan to give priority to preparing academics to be applied researchers who may effectively meet the challenges of the difficult practice issues facing the social work profession.

Your education and training as an MSW practitioner and your background in social work practice hopefully will serve as a strong foundation as you begin this major step in the journey toward becoming an outstanding social work educator. We are proud and happy to have you with us.

A handwritten signature in black ink, appearing to read "Phyllis I. Vroom". The signature is written in a cursive style and is enclosed within a large, hand-drawn oval shape.

Phyllis I. Vroom
Dean

INTRODUCTION

The purpose of this manual is to provide information concerning the PhD program in social work at Wayne State University. While every attempt has been made to be thorough, the manual is neither exhaustive nor is the accuracy of information in the handbook assured since policies can change between revisions of this handbook. The definitive guide for graduate students is the Wayne State University *Graduate School Bulletin*. 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 not only with this manual but with the *Graduate School Bulletin* as well.

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, the student should ask their adviser, dissertation chair, or doctoral program director for clarification.

There are numerous rules and regulations governing student progress through the doctoral program. For the most part, requirements and deadlines are firm with few, if any, exceptions allowed. Therefore, students need to remain apprised of School and University policies and procedures throughout their tenure in the doctoral program.

WELCOME FROM THE PhD DIRECTOR

Fall 2008

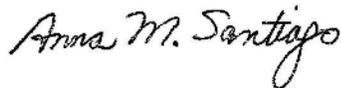
Dear Student in the Doctoral Program:

The faculty and staff of the School of Social Work welcome you to the PhD Program at Wayne State University. We hope doctoral study in applied research to advance social work practice and social welfare policy will be an enlightening and productive experience for you. This handbook has been prepared to provide you with information to facilitate progression in your program of study.

For more than 70 years, 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 PhD 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. Upon completion of our program, we expect that you will assume leadership positions as social work educators, researchers, and agency administrators.

We wish you success in your program of study. If we can be of assistance, please contact the Doctoral Program Office, 302 Thompson Home, 313-577-4419 or sswphd@wayne.edu.

Best regards,



Anna M. Santiago, PhD, MAPM
Professor and Director, PhD 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. Since the mid-1980s the School of Social Work has experienced steady growth increasing its enrollment from approximately 360 students to its current level of some approximately 700 students.

During the 1940s and 1950s, the School of Social Work at Wayne State won national recognition as a leader in producing practitioners with a high level of competence. During the 1960s, the research priority in social work became the study of practice outcomes. Although Wayne State did not 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 has been ranked first among all BSW programs for nine consecutive years.

The School sponsors the highly acclaimed, internationally and nationally recognized journals, *Psychoanalytic Social Work Practice* (Jerold 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 a 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.

Mission Statement

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 BSW, MSW, and PhD 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.***

Thus, the School of Social Work at Wayne State University has as the core of its mission the transmission of the knowledge, values, and skills of the social work profession. Graduates of the school should understand the needs of vulnerable populations and those for whom whose quality of life is threatened. Through research on practice, faculty and doctoral students contribute to the knowledge base of the social work profession. Both faculty and students serve the community by participating in professional societies, civic and community groups, and human service organizations.

The School of Social Work is an integral part of Wayne State University, an urban university in a culturally diverse, industrialized, metropolitan area. The school is committed in its teaching, research, and service activities to address the problems of people living in this environment. Through applied research, work in the classroom and placements in human service organizations that are the sites for field education, students learn how to provide effective social services and to influence social policies.

The School prepares professionals to alleviate the condition of those affected by poverty, racism, sexism, ageism, homophobia, unemployment, and those with emotional disturbances, or physical or developmental impairments, or both. Students learn methods of intervention with individuals, families, groups, communities, and organizations. Doctoral students learn the advanced theories and research competencies required to engage in applied research for social work practice and social welfare policy.

Consistence with its emphasis on serving people residing in the Detroit metropolitan area, the School shares with the university a commitment to recruiting students of minority, ethnic backgrounds.

Philosophy of the School of Social Work

The School of Social Work functions within the context of Wayne State University and supports the official mission of the university. Wayne State University is a national research university with an urban teaching and service mission. As such, the School is committed to high standards in research and scholarship and accepts responsibility for a reciprocal partnership with the community, using university resources and knowledge in dealing with urban life.

Social work is an academic discipline and profession. As a discipline, social work develops its body of knowledge using research as the major mode of discovery and validation. The scholarly environment of the university enhances the theoretical and empirical research endeavors of the School of Social Work. As a profession, social work uses knowledge creatively in response to the social welfare needs of society. The urban context of the university provides a setting for exploring the application of knowledge to professional social work practice.

The concepts that order the discipline and profession of social work are derived from knowledge about human beings, using the person-in-environment perspective. This perspective gives identity to professional social work practice, directs scientific inquiry, and theory development within the profession.

The School of Social Work supports the importance of the liberal arts, the humanities, and the sciences in social work education. The faculty believes that programs designed for the preparation of social workers must be composed of the intellectual, social, and technical components of a liberal arts and professional education that are available to students within an institution of higher learning.

Our Faculty believes that learners are self-directed and actively participate in the learning process. Self-direction encourages the development of personal goals and values significant to the profession of social work. Knowledge acquisition, capacity for critical inquiry, reflection, and decision-making prepares learners for responding to issues that confront them as professionals.

Learners from diverse backgrounds enter the School of Social Work to begin or continue their education within the academic discipline of social work. The faculty believes the diverse characteristics of its students add to the richness of the learning experience. The programs seek to accommodate the special needs, interests, and abilities of the student. The faculty supports the right of the students to question, challenge, and debate within the context of inquiry as an essential ingredient in the student's development. Continuing evaluation on the part of the students and faculty is essential to sustain the integrity of the program.

The faculty of the School of Social Work, as members of the academic community, recognizes that its professional functions extend beyond contributions to formal teaching. Research, practice, and community service are also expectations of the faculty role. The faculty views as essential: academic freedom, shared governance, opportunity to develop knowledge and responsibility for enhancing the image of the School of Social Work and the University locally and nationally through various avenues including research, scholarship, practice, consultation, and participatory decision-making.

OVERVIEW OF THE DOCTORAL PROGRAM

The School offers full-time and part-time study programs leading to the Doctor of Philosophy in Social Work (PhD) degree. The Doctor of Philosophy in Social Work Program was approved in 2005 and admitted its first class in the Fall 2006. The doctoral curriculum is intended to provide social work educators with rigorous training in social work theory, research methodology and statistics in order to address contemporary issues and problems associated with social work practice or social welfare policy at all levels. A minimum of ninety credit hours beyond the core year of the MSW degree is required for graduation.

Program Objectives

The primary objectives of the Doctoral Program are:

- Generate and disseminate new research knowledge to strengthen the effectiveness of social work practice and social welfare policies that address the needs of individuals, groups, families and communities.
- Critically examine existing theoretical knowledge and the core values of contemporary social work practice;
- Integrate relevant knowledge and approaches from social and behavioral sciences into the development of social work theory, knowledge, practice, education and research;
- Acquire the advanced research competence necessary to evaluate social work practice and the theories supporting practice;
- Critically evaluate social work theories, policies, interventions, outcomes and effectiveness of practice;
- Understand how social welfare policies at all levels affect social service delivery;
- Assess new and evolving urban problems and issues affecting individuals, families, groups, organizations and communities, particularly as they affect vulnerable and oppressed populations;
- Understand the social policy contexts that frame contemporary social work problems and practice.

Consistent with Wayne State University's mission as a national research institution, faculty research is funded by the National Institutes of Child Health and Human Development (NICHD), Michigan Department of Community Health, Ford Foundation, MacArthur Foundation, W.K. Kellogg Foundation, and other sources. Opportunities for collaborative research at facilities such as New Detroit, Inc., as well as an extensive network of human service agencies in Southeastern Michigan, Northern Ohio and Southwest Ontario, the Wayne State University School of Medicine, and other schools and colleges enhance faculty research. Representative

areas of funded research include: urban capacity building in nonprofit organizations, homeless youth and families, ex-offenders and prisoner reentry, social capital formation in low-income families, neighborhood effects on child and youth development, and sexual assault and dating violence prevention in middle schools.

ADMISSION TO THE DOCTORAL PROGRAM

Admissions Requirements

The doctoral degree in social work indicates not merely superior knowledge of the discipline but also intellectual initiative and the ability to design and conduct research. The doctoral program is open to highly qualified students; possession of an MSW degree does not automatically warrant admission to doctoral study. All applications for admission to the doctoral program in social work must have the approval of the School's Doctoral Program Steering Committee.

In addition to meeting Graduate School admission requirements, applicants must comply with the following:

- *Social Work Degree:* Applicants should hold a master's degree in social work from a Council of Social Work Education (CSWE) accredited institution. Exceptional applicants without the MSW degree may be considered for admission. If admitted into the program, such applicants would be required to attain the MSW degree in addition to completing all program requirements for the PhD degree in social work.
- *Post-BSW/MSW Practice Experience:* Applicants should have completed the equivalent of at least two years of full-time, post BSW or MSW social work practice experience prior to admission in the PhD Program. Exceptional applicants without the requisite two years, post-BSW or MSW practice experience are highly recommended to complete this requirement in addition to completing all program requirements for the PhD degree in social work.
- *Grade Point Average:* It is recommended that applicants have a minimum 3.5 undergraduate GPA as well as a minimum 3.5 graduate GPA.
- *Graduate Record Examination:* Students must submit official GRE scores taken within the last three (3) years. A minimum combined verbal/quantitative score of 1000 is required for admission into the program.
- *English Language Proficiency:* Students whose native language is not English are expected to complete the TOEFL examination. A score of 80 or higher is required for admission into the program.
- *References:* Two references are required from social work faculty, researchers and/or practitioners holding the PhD degree. These individuals will be asked to evaluate the applicant's scholarship and aptitude for research. A third reference from an individual

who had supervised the applicant in a practice setting, preferably since attaining the MSW degree, is also required.

- *Statement of Professional Goals:* A brief statement that describes the motivation for doctoral study, career goals, potential focus for research area and how that research interest may fit with one or more of the research programs of the faculty in the School of Social Work.
- *Scholarship:* A summary of relevant research and professional experience and an example of scholarly writing (published or unpublished). The writing example is selected to demonstrate the applicant's ability to critique, synthesize, and make conclusions about key social work issues or problems.
- *Interview:* Applicants are expected to complete an in-person interview with the Doctoral Program Steering Committee.

Admission decisions are based upon all materials submitted and reflect careful consideration of the applicant's professional goals, research interests, and the resources of the School of Social Work. Although an applicant meets all minimum requirements, admission may not be granted because of (1) unavailable program space, and/or (2) inadequate school resources relevant to the applicant's specific interests.

Exceptional Admissions Policy

The faculty of the School of Social Work has established the following guidelines related to admission of students who do not have the requisite MSW degree and/or two years of post-BSW/MSW social work practice experience at the time of application to the program. Students requesting consideration for an exceptional admission to the program should note that such admissions will be:

- Limited to no more than two students in any cohort;
- Students must possess either a BSW or a master's degree in a related human service field; and
- Students must clearly articulate their reasons for attaining a PhD degree in social work.

We have identified four different categories of exceptional admissions. Each is described below. Under each category, we have enumerated the additional requirements that must be completed prior to conferring the doctoral degree.

BSW Admit:

Highly talented students holding a BSW degree, may, on occasion, be admitted directly into the PhD Program. They will be expected to do the following:

- Complete the entire MSW curriculum (37 credit hours) for students entering with advanced standing prior to commencing PhD Program coursework.

- Complete two years post-BSW and/or post-MSW social work practice experience prior to receiving the PhD degree.
- Up to 23 of these advanced MSW-level credit hours may be counted toward the SW elective credits required in the PhD Program.

MA/MS Admit:

Applicants who already have completed a master's degree in a human service field also may be admitted directly into the PhD Program. Please note that students holding a BA/BS degree will be encouraged to complete the two-year MSW degree prior to applying for the PhD Program. An individual student's plan of work will be designed to incorporate the following:

- Previous graduate coursework will be evaluated to identify course equivalencies to core/advanced year research and HBSE courses. Students may also complete the core year HBSE requirement through successful completion of the waiver exam.
- Students will complete an individualized 4 cr. Directed Study course in generalist practice methods as well as 450 clock hours of core year field experience (Spring/Summer or Fall term option).
- Students will complete the School's summer courses in theory and practice as well as the core year policy course (SW 7720).
- Students will complete PhD courses to fulfill research requirements for the MSW and PhD degrees.
- Students will complete the Advanced Year theory, policy and practice courses for Interpersonal Practice or Community Practice and Social Administration theory tracks.
- Students will complete the 450 clock hours of advanced year field experience.
- Students will complete up to 4 credits of SW electives if specializing in the Interpersonal Practice theory track.
- Students will be expected to complete the two years post-BSW and/ or post-MSW social work practice experience prior to receiving the PhD degree.
- Students will earn an MSW degree as well as the PhD in social work.
- Up to 23 of the advanced year MSW-level credit hours will be counted toward the SW elective credits required in the PhD Program.
- Students may complete required course content by the successful completion of waiver exams for specific courses.

MSW Admit without Two Years Post-BSW or Post-MSW Practice Experience:

Exceptional students who already hold the MSW degree but do not have the requisite two years social work practice experience also may be considered for admission directly into the PhD Program. These students will be encouraged to:

- Complete their two years post-BSW and/or post-MSW social work practice experience prior to receiving the PhD degree.

International Student Admissions

Finally, students from countries that lack MSW programs in social work may be considered for admission after a review of their academic credentials and required documentation by the Council on Social Work Education to determine program equivalency. Based upon the results of that review, students will follow the appropriate MSW to PhD pathway.

Readmission

Students who are inactive and desire readmission must submit a written request to the Director of the PhD Program of the School of Social Work, four months prior to the semester in which they wish to register. Readmission decisions are based on recommendations of the Doctoral Program Steering Committee and the Graduate School.

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 (PhD 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 course work.
- A minimum of eight credits in coursework in a minor/cognate area.
- 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.

Degree Requirements

The distribution of degree requirements is as follows:

SW Electives (23 credits)

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 PhD degree. The Director of the Doctoral Program must approve these credits.

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: Macro,
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

SW Elective (3 credits)

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

SW 9240 – Social Work Education, Cr. 3

SW 9250 – Philosophical Foundations for the Science of Social Work, 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 adviser 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 adviser will advise the student in the selection of the cognate adviser.

Transfer of Credit

A student wishing to transfer credit, earned at other institutions, towards the PhD degree should file a Transfer of Credit form. The form 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 PhD 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 www.gradschool.wayne.edu/forms/directedStudy.PDF as well as the School of Social Work Directed Study Form available at www.socialwork.wayne.edu.
- The student must obtain the adviser's approval.
- The student must obtain the permission of the Director of the Doctoral Program. The PhD Program Office, 302 Thompson Home, 313-577-4416, 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 complete the degree requirements in four years. During the first two years of the program, 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. Immediately following the Winter Semester in the second year, full-time students will complete their *Comprehensive Qualifying Examination*. During the third and fourth years of the program, students will complete a one-credit Dissertation Seminar, any remaining elective courses and all of their dissertation credits.

CURRICULUM FOR FULL-TIME STUDENTS IN PhD PROGRAM – PATH I			
YEAR	Fall Semester	Winter Semester	Total Sem Credit Hrs. (Annual/Cumulative)
1	SW Theory III 3	SW Theory II 3	18/18
	Statistics and Data Analysis 3	Qualitative Research in SW 3	
	Cognate 3	SW Elective/Directed Study 3	
	TOTAL= 9	TOTAL= 9	

2	SW Theory I 3 Quantitative Research in SW 3 Cognate 3 TOTAL= 9	Applied Regression and Linear Models 3 Research Practicum 3 Cognate 3 TOTAL= 9 <i>Comprehensive Qualifying Exam taken in Spring/Summer</i>	18/36
3	Dissertation Seminar 1 Dissertation 7.5 TOTAL=8.5	Dissertation 7.5 TOTAL=7.5	16/52
4	Dissertation 7.5 TOTAL=7.5	Dissertation 7.5 TOTAL=7.5	15/67

Part-time Program Options

The part-time study program is designed to permit 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. All required courses in social work and the student's cognate area are completed within the first three years of the program. In Year 3, students will take the Research Practicum in the Fall Semester and the *Comprehensive Qualifying Examination* immediately following the Winter Semester. During the fourth and fifth years of the program, students will complete a one-credit Dissertation Seminar, any remaining elective courses and all of their dissertation credits.

CURRICULUM FOR PART-TIME STUDENTS IN PhD PROGRAM – PATH I			
YEAR	Fall Semester	Winter Semester	Total Sem Credit Hrs (Annual/Cumulative)
1	SW Theory III 3 Statistics and Data Analysis 3 Total= 6	SW Theory II 3 Applied Regression and Linear Models 3 Total= 6	12/12
2	SW Theory I 3 Quantitative Research in SW 3 Total= 6	Qualitative Research in SW 3 SW Elective/Directed Study 3 Total= 6	12/24

3	Research Practicum 3 Cognate 3 Total=6	Cognate 3 Cognate 3 Total= 6 <i>Comprehensive Qualifying Exam taken in Spring/Summer</i>	12/36
4	Dissertation Seminar 1 Dissertation 7.5 Total=8.5	Dissertation 7.5 Total= 7.5	16/52
5	Dissertation 7.5 Total=7.5	Dissertation 7.5 Total=7.5	15/67

Pathways toward Degree Completion

In addition to full- or part-time program options, there are three distinct pathways toward completing the PhD degree in Social Work, reflective of the diverse needs of social work applicants who differ in their backgrounds, their special interests, and their professional career pathways. The three paths offer options to applicants based on their educational level at the time of application and on the extent of professional social work experience they possess.

Path I is designed for applicants having an MSW degree and two years or more of post-BSW or MSW practice experience whose professional focus is on the generation of knowledge for social work practice and social welfare policy. This path is depicted in the sample curriculum grids outlined above.

Path II is a post-BSW option with a focus on advanced social work practice training as well as research and the generation of social work knowledge (see sample Path II curriculum below). Path III offers students who have completed master's degrees in fields other than social work the ability to earn both an advanced practice degree (MSW) and the doctoral degree. Exceptional students who are admitted under Paths Two or Three are expected to earn both the MSW and PhD degrees as well as complete the necessary two years of post-bachelor's or master's practice experience required by the Council on Social Work Education prior to conferring doctoral degree.

SAMPLE CURRICULUM FOR FULL-TIME STUDENTS IN PhD PROGRAM – PATH II			
Year	Fall Semester	Winter Semester	Total Sem Credit Hrs. (Annual/Cumulative)
1	Complete Advanced Year Curriculum	Complete Advanced Year Curriculum	37/37

2	SW Theory III 3 Statistics and Data Analysis 3 Cognate 3 Total= 9	SW Theory II 3 Applied Regression and Linear Models 3 SW Elective/Directed Study 3 Total= 9	18/18
3	SW Theory III 3 Quantitative Research in SW 3 Cognate 3 Total= 9	Qualitative Research in SW 3 Research Practicum 3 Cognate 3 Total= 9 <i>Comprehensive Qualifying Exam taken in Spring/Summer</i>	18/36
4	Dissertation Seminar 1 Dissertation 7.5 Total=8.5	Dissertation 7.5 Total=7.5	16/52
5	Dissertation 7.5 Total= 7.5	Dissertation 7.5 Total= 7.5	15/67

SAMPLE CURRICULUM FOR FULL-TIME STUDENTS IN PhD PROGRAM – PATH III			
YEAR	Fall Semester	Winter Semester	Total Sem Credit Hrs. (Annual/Cumulative)
1	Complete individualized Plan of Work towards the MSW	Complete individualized Plan of Work towards the MSW	Variable minimum of 41 credits
2	SW Theory III 3 Statistics and Data Analysis 3 Cognate 3 Total=9	SW Theory II 3 Applied Regression and Linear Models 3 SW Elective/Directed Study 3 Total=9	18/18
3	SW Theory III 3 Quantitative Research in SW 3 Cognate 3 Total=9	Qualitative Research in SW 3 Research Practicum 3 Cognate 3 Total=9 <i>Comprehensive Qualifying Exam taken in Spring/Summer</i>	18/36

4	Dissertation Seminar	1	Dissertation	7.5	16/52
	Dissertation	7.5			
		Total=8.5		Total= 7.5	
5	Dissertation	7.5	Dissertation	7.5	15/67
		Total=7.5		Total=7.5	

Time Limits

Students in all paths have a seven-year time limit to complete all requirements for the PhD degree. The seven-year period begins with the end of the semester during which the student was admitted to doctoral study and was 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 PhD 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, www.gradschool.wayne.edu, is to be used to transmit the request.
- Copies of the student's annual progress reports and a support letter from the student's academic adviser 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

- If either an adviser or the Director of the Doctoral Program does not approve a time extension, the student had the right to appeal the decision. If the adviser does not approve the request, the student may appeal to the Director of Doctoral Program, who will meet with the Doctoral Program Steering Committee to respond to the appeal. If the Director of the Doctoral Program 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.

PLAN OF WORK

Doctoral students structure their coursework in terms of a domain of knowledge within the discipline of social work. Early in his/her program, the doctoral student, with the assistance of his/her academic adviser, plans a sequence of studies. An Interim Plan of Work, approved by the academic adviser and the Director of Doctoral Program, should be filed with the Graduate School by the end of the first month of the program. Petitions for the Transfer of Credits should be attached to the Plan of Work. It is the responsibility of the student to file any changes in the Plan of Work with the Graduate School.

The Interim Plan of Work

What is the purpose?

- Serves as a planning document
- Annual updates encourage review of progress and allow for changes in objectives.

What is included?

- A listing of all didactic and research-related coursework.
- Non-course objectives, such as conference participation, journal clubs, teaching objectives, publishing and grant writing objectives, etc.
- The Final Plan of Work (POW) form may be used as the Interim POW by inserting "Interim" in the heading. It can be found at www.gradschool.wayne.edu.

When is it prepared?

- Within the first month of the fall semester of the program to cover an academic year.
- The student and adviser prepare updates annually.

Who signs the Interim Plans of Work?

- The student and the adviser sign the Initial Plan and each of the annual Interim Plans that update the first one.

What is the filing procedure?

- The Interim Plans of Work are retained in the student's file in the Doctoral Program Office.
- When the Final Plan of Work is filed with the Graduate School for approval, the Interim Plans are submitted with it.

The Final Plan of Work**What is included?**

- A listing of all didactic and research-related coursework taken or to be taken.

When is it prepared?

- As early as possible, but 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 adviser, and the Director of the Doctoral Program sign the Final Plan of Work.

What is the filing procedure?

- The Director of the Doctoral Program forwards the Final Plan of Work to the Graduate School for approval.
- The Interim Plans of Work should be attached to the Final Plan of Work.
- 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 whereby the Graduate School pays the tuition rather than an account that might be for a grant or some other source), tuition payment will be made only for the courses on the Plan of Work.

Change in Plan of Work

- Any subsequent changes in the Plan must be approved by the adviser and submitted to the Director of the Doctoral Program for approval. Doctoral students must file a Change in PhD Plan of Work form (www.gradschool.wayne.edu) when a course is dropped, added or the number of credits is changed. A new Plan of Work may need to be filed if there are many changes. A Change of Plan of Work is not needed if the student is taking a course at a different time.

EVALUATION OF STUDENT PERFORMANCE**School of Social Work Academic Progression Policies**

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

- a. 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.
 - b. Doctoral students who fail to enroll in two (2) consecutive semesters (i.e. Winter/Fall) will be subject to dismissal from the program.
2. Doctoral students must pass all their courses (social work, cognate, statistics, and research methods) with a B or better in order to progress in good standing within the doctoral program.
3. Students wanting to progress in the doctoral program will need to retake a course if they received a grade of B – or lower. Students may petition to retake a graduate course once and no more than a total of two courses may be retaken. A Request to Repeat a Graduate Course form, available on the Graduate School website (www.gradschool.wayne.edu) is used to make this request. The Petition must be approved by the Director of the Doctoral Program and then submitted to the Graduate School for approval before the student may register for the course. The original grade for the course will remain on the student's transcript, but only the grade received in repetition of the course will be used in the computation of the student's honor point average. Students will not receive University financial aid for repetition of courses.

Annual Review

The Director of the Doctoral Program will monitor student progress toward degree completion annually.

Benchmarks for Progression Through The Doctoral Program

1. Students are assigned an Academic Adviser upon admission to the Doctoral Program.
2. The student and the Director of the Doctoral Program prior to the start of the first semester develop an Interim Plan of Work.
3. The Interim Plan of Work is reviewed by the student and their adviser and filed in the School within one month of admission.
4. Advisers and students are expected to meet each semester and submit a written annual review to the Director of the Doctoral Program by the end of the Winter semester throughout the student's tenure in the doctoral program. The review is required for the purpose of assessing student progress and stipulating goals for the upcoming year. The Annual Review form can be found on Blackboard: SSW PhD Program and at www.socialwork.wayne.edu.
5. Qualifying exams should be completed between 40 or 50 credits of coursework. This generally will occur at the end of Year 2 for full-time students and by the end of Year 3 for part-time students.

6. 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.
7. Oral Defense of Dissertation Prospectus should be accomplished by the end of the semester following completion of coursework.
8. Oral Defense of Dissertation should be accomplished in Years 4-5 for full-time students; Years 5-6 for part-time students.
9. Completion of all degree requirements is to be accomplished within seven years of entering the doctoral program.

ADVISING

Academic Adviser

The Director of the Doctoral Program appoints an Academic Adviser for each new doctoral student. The role of the Academic Adviser is to guide and mentor the student through all the departmental and University requirements until degree completion. The role of an Adviser is important to the student's success in completion of degree requirements.

Students may change Advisers, but changes require the approval of the Director of the Doctoral Program. It is the student's responsibility to submit a written request to change their adviser to the Director of the Doctoral Program.

Although all students have assigned Advisers, students are encouraged to become acquainted with other faculty in the School of Social Work and the University and to assume the responsibility of seeking new or additional learning opportunities which will be of benefit to their academic and career goals.

Expectations of an Academic Adviser

1. Meet with student each semester to review course selections before student registers for the coming semester.
2. Conduct an annual written review. Each graduate student should have the experience of at least an annual one-on-one discussion with a faculty Adviser at which the student's academic progress and goals are discussed. The annual review ensures that every student benefits from regular monitoring of his or her progress toward the degree. The Annual Review of Progress form provides written feedback to students as stipulated by the Graduate School.
3. Assist the student in preparation of the Interim Plan of Work. 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 dissertation, and five research requirements prior to the Qualifying Examination process: 1) SW 9100 Social Statistics and Data Analysis, 2) SW 9300 Applied Regression Analysis and Generalized Linear Models, 3) SW9400 Qualitative Research Designs in Social Work, 4) SW 9410 Quantitative Research Methods in Social Work, and 5) SW 9420 Research Practicum.

4. Assist the student with the preparation of the Final Plan of Work. Changes to the approved Plan of Work must be submitted through a Change In Plan of Work form (www.gradschool.wayne.edu).
5. Encourage student to submit his/her scholarship for presentation at conferences and for publication. The doctoral student should be helped to understand the culture of publishing in scholarly journals and scholarly presses.
6. Facilitate the doctoral student in the preparation of grant proposals, abstracts and posters.
7. Give academic and personal encouragement to the student and be an academic role model for the student.
8. Provide information to the student about University services and scholarship opportunities. Offer guidance to the student in applying for University and external fellowships.
9. Assist the student in selecting members of the Qualifying Examination Committee in their specific domain of social work knowledge.
10. Assist the student in defining a dissertation topic and selecting a Dissertation Chair.

Meeting With Your Adviser

Before registering for courses, you should talk to your adviser. He or she can help you figure out the best schedule for the coming term and can usually tell you when specific courses will be held during the next one or two years, so you can plan ahead. Your adviser can help with potential problems in your academic career before they become major difficulties.

Role of a Cognate Adviser

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

Expectations of Students

1. Students develop as researchers and scholars by participating in the School of Social Work 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.
2. Initiate meeting with their academic adviser each semester to discuss progress on satisfying the requirements of the Plan of Work (POW).
3. Identify their cognate area with the assistance of adviser.
4. Develop yearly goals for scholarship, in consultation with adviser.
5. Be responsible for preparing forms required for progress throughout the program (www.gradschool.wayne.edu).
6. Initiate the Research Practicum with a member of the Doctoral Program Faculty.

REGISTRATION FOR COURSES

Registration and Scheduling Office

5054 Woodward, Suite 5101, Detroit, Michigan 48202
General Information: 313-577-3541, Fax 313-993-7758
Touch Tone Registration: 313-577-EASY
E-Mail: registration@wayne.edu

Registration Services

The Office of the Registrar provides web access to many e-services through <http://ccprod1.wayne.edu>. From that website you can access the following:

- [On-Line Schedule of Classes](#)
- [On-Line Tuition Payment](#)
- [E-grades – Check your grades before the mail comes](#)
- [E-holds – Check your hold on-line](#)
- [E-Schedule – Check your class schedule on-line](#)

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 of \$35.00 is assessed); and (3) Late Registration/Add/Drop (after classes

begin. A late fee of \$70 is assessed). Students are encouraged to participate in Early Registration.

Students register for classes at Wayne State University by priority (web or phone) registration. Priority registration begins about two months before classes begin. Specific dates are listed in the *Schedule of Classes*, 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

You will need to know your WSU Access ID and password. If you need help with this, call the Computing & Information Technology Help Desk at (313) 577-4778 or email helpdesk@wayne.edu. You can register from home, work, or at any University computer lab, library and the Student Resource and Assistance Center located on the first floor of the Student Center. The Web address to register on-line is <http://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:

- a. Select a **term** and then check your current **Registration Status**
- b. If you know the 5-digit Course Reference Number (CRNs), click the **Add/Drop** icon and enter the term. Otherwise, click the **Look up Classes** icon to find classes to enter.
- c. 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.

Priority (Phone) Registration

The Priority Registration process is fairly simple, but before you call for the first time, you should take a moment to read through the information in your *Schedule of Classes*. You should also use the Schedule to decide on your class schedule before you call. Write down all course call numbers (the call number is the five-digit number listed below the course number and title in the Schedule) and several alternatives on the worksheet printed in the Schedule of Classes. You will also need to check the Schedule for the days and times set aside for you to use Priority Registration.

When you call make sure you have your student PID number on hand. If you are a first time registrant, check your registration appointment letter for your temporary PIN. When you register for the first time you will have to change your PIN, which will ensure security of your records. Make sure you write down you new PIN and keep it in a safe place. If you lose it, you will need to reset it by bringing your photo identification to Registration and Scheduling in 2 West Helen Newberry Joy Student Services Center.

If you want to pay by credit card, have the card number and expiration date ready. If you would prefer to pay in person, you may do so at the Cashier's Office in the Academic Administrative Building on campus.

When you feel confident that you have all the information you will need call (313) 577-EASY - (313) 577-3279 – to register. Remember that if you become confused about your options at any time during your call, you can transfer out of the automated system and to the Help Desk for assistance.

If you have a disability that precludes you from using a Touch Tone-telephone, contact Educational Accessibility Services for assistance. The office is located in Room 583 Student Center Building, (313) 577-1851 or 577-3365 (TDD). Students with disabilities may register for classes at any time that the Priority Registration system is available and can disregard the alphabetic appointment schedule listed in the *Schedule of Classes*.

Late Registration

If at all possible, you should take advantage of Priority Registration. If you don't, you will have to pay late registration fees. Information about the late registration is available in your *Schedule of Classes*.

Removing Holds

Holds come in three types: academic status holds, financial holds and health service holds.

- **Academic status holds:** If you have an academic hold, contact your adviser or the academic services officer in your department.
- **Financial holds:** If you have a financial hold on your department of the Graduate School is paying your tuition, contact your department or the Graduate School. If you are paying your own tuition, contact Accounts Receivable.
- **Health services holds:** Health service holds involve health insurance and fees for international students. If you have a health services hold, contact the Office of International Students and Scholars (OISS).

Paying Your Tuition

Registration and tentative tuition fees and due dates are listed in the *Schedule of Classes* (classschedule.wayne.edu).

If you have a graduate assistantship, fellowship or scholarship that will pay for any portion of your tuition, you do NOT need to pay the registration fee in order to register for classes. This fee will be included in your 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://www.gradschool.wayne.edu/Current/finaid.html>. Information about Internal Research Support may be accessed at www.research.wayne.edu/internal.html. Additional information is listed in the section on graduate financial assistance in the *Graduate Bulletin*.

Sources of Support for Doctoral Students

Sources of internal research support for doctoral students at Wayne State University (www.research.wayne.edu/internal.html) include: Graduate Teaching Assistants (GTAs), Graduate Student Assistants (GSAs) or Graduate Research Assistants (GRAs). Each provides a level of economic support for the student in addition to experience as instructors, classroom assistants or researchers. If you are considering an assistantship, remember that your academic progress comes first. Students must enroll for at least six graduate credits in the fall and winter semesters and at least one graduate credit in the spring/summer semester to qualify for an assistantship during those semesters. In exchange for their service, GTAs, GSAs, 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. Check with your department for details on graduate assistantships and the associated benefits.

Remember, if you have a graduate teaching or research assistantship, or a Rumble fellowship, you cannot hold additional employment. 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).

Other scholarships and financial aid available to doctoral students for doctoral study and dissertation research are:

- Thomas C. Rumble University Graduate Fellowship (January 31st deadline)
<http://www.gradschool.wayne.edu/Current/finaid.asp#rumble>
- Graduate Professional Scholarship (March 1st deadline)
<http://www.gradschool.wayne.edu/Current/finaid.asp#scholarship>
- The King-Chavez-Parks Future Faculty Program (April 2nd deadline)
<http://www.gradschool.wayne.edu/Current/finaid.asp#king>
- Graduate School Dissertation Research Support (ongoing). Provides up to \$1,000 for dissertation research.

Library Searches for Graduate Students

An award of \$50 is available to currently enrolled students engaged in research for their graduate degrees. Forms signed by an adviser or graduate officer are forwarded to the Graduate School for approval. Contact the fellowships and Scholarships Office of the Graduate School, 4302 F/AB, 313-577-2172 for details.

Emergency Loans

The School of Social Work has limited funds available for all students registered in the School. Loans are generally limited to a maximum of \$500 per student per academic year. Funds are disbursed until all moneys are spent each year. Students are expected to repay the loans by the end of the semester so that money will be available for other students in need. Contact the Office of Admissions and Student Services for further information regarding emergency loan applications.

Additional information about financial assistance is available from the following resources:

- The Graduate School's Scholarship and Fellowships Office offers graduate scholarships and fellowships. Information on scholarships and fellowships available is accessible through their website : www.gradschool.wayne.edu/Current/finaid.html

4302 Faculty/Administration Building,
Wayne State University, Detroit, MI 48202
Telephone: 313-577-2172 Fax: 313-577-2903

- The University's Office of Scholarships and Financial Aid Administers scholarships , grants, loans and emergency funds available to all University students and funds

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

QUALIFYING EXAMINATION OVERVIEW

Purpose of the Qualifying Exam

The Qualifying Examination is 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 three sections: (1) social work theory, (2) research methods and statistics, and (3) 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 must have their Plan of Work on file with the Graduate School and must have completed 40-50 credits of the Plan as well as completed the research practicum *prior to* taking the Qualifying Examination.

Preparing for the Exam

Students are advised to confer with their academic adviser throughout their coursework about their personal progress towards the qualifying examination. Students preparing for the social work theory and research methods/statistics sections of the examination will be given a list of potential domains of knowledge, reading lists, and prototype questions that will be compiled by faculty teaching in these programs areas.

Students preparing for the substantive paper will, in consultation with their academic advisers, select a three-person examination committee that must be approved by the PhD Program director. Once committee membership is approved, students are expected to meet

with the committee as a group well in advance of initiating the qualifying exam process. The purpose of the meeting is to discuss coursework content and plans for progression through the exam process. It is highly recommended that the committee meet in-person with the student before the exam begins.

Scheduling of the Written Exam

The written exam consists of three sections reflecting the following content areas: (1) social work theory; (2) research methods and statistics; and (3) an integrative paper that demonstrates the familiarity with the theoretical, historical, empirical and ethical issues related to the student's substantive domain of knowledge within the field of social work.

The social work theory, research methods and statistics sections of the general qualifying examination will be administered to all eligible students format to be completed during the spring/summer term immediately following completion of all doctoral program coursework (Year 2 for full-time students, Year 3 for part-time students). Students will be expected to complete questions in each of these sections. Written responses to the questions will be limited to a maximum of 25 pp. typed, double-space for each response (excluding references). 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 for these sections of the qualifying examinations. In general, these sections of the qualifying examination will be evaluated by faculty members who have taught 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 be appointed by the PhD Program Director to review questions for one or both of these sections.

Components of the integrative paper in the student's substantive domain of knowledge within the field of social work will be derived from questions 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 substitute for the student's doctoral prospectus. *At a minimum*, this paper would 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 *limited to a minimum* of 25 pp. typed, double-spaced (excluding references).

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 adviser, will 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 faculty with regular status will be designated as the chair of this specialty area examination committee.

Progression through the Written Exam

Once the written papers for each section are submitted to all committee members, the committee members will read it within three weeks and then convey their vote of “pass” or “fail” to the Director of the Doctoral Program. 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 of the Doctoral Program will notify the student of the exam outcome as soon as possible.

Students who fail one or more sections of the qualifying examination will be expected to retake only those sections that they failed. Students who fail one or more sections 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

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 a PhD Applicant to Degree Candidacy upon the completion of the requirements outlined below.

1. Completion of School and Graduate School residency and course requirements.
2. Filing of an approved Plan of Work with the Graduate School.
3. Completion of didactic coursework, or between 40 and 50 credit hours, required on the Plan of Work.
4. Completion of all research methods and statistics requirements.
5. Completion of the qualifying examination.
6. 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 (www.gradschool.wayne.edu) form is prepared by the student and approved by the Director of the Doctoral Program. A current transcript must be attached to the form to verify completion of coursework requirements.

Procedure

- The Doctoral Program Office 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 PhD degree Candidate Status.

DISSERTATION

Approval of Dissertation Prospectus

The candidate is required to prepare a Dissertation Prospectus and have it approved by the Doctoral Program Steering Committee prior to beginning work on the dissertation.

Submission of Dissertation

The candidate is required to submit a doctoral dissertation on a topic satisfactory to his/her Dissertation Committee, designed to 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 minimally of four (4) full-time doctorally prepared faculty; three (3) 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 expertise appropriate to the student's dissertation work and an earned doctorate.

In the case of Social Work co-advisers, 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.

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).

After Graduate School approval of the committee via signing the Doctoral Dissertation Prospectus and Record of Approval Form (www.gradschool.wayne.edu), any change in the committee requires written approval from the Graduate School.

The Dissertation Proposal and Defense

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:

- A. The first three chapters (introduction, literature review and methodology) of the dissertation.
- B. The Institutional Review Board (IRB) approval. The administrative office of the Human Investigation Committee (HIC) is located at 101 E. Alexandrine, Detroit, MI 48201. All documents and procedural inquiries may be directed to this office or they may be contacted by phone at 313-577-1628. Students should visit the website or contact the HIC administrative office for current regulations and forms at (<http://www.hic.wayne.edu>).
- C. The completed Doctoral Dissertation: Prospectus and Record of Approval form (www.gradschool.wayne.edu).

Procedures for Dissertation Proposal Defense

When the committee and the student agree that the proposal is ready to be defended, the Chair and student arrange the scheduling of date, time, and place of the proposal defense and notify the Director of the Doctoral Program, in writing, via the Proposal Defense Posting form (Blackboard: SW PhD Program) and submitted 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 PhD Program Office two (2) days to prepare the Proposal Defense Posting. The proposal defense is open to the general University community.

The student completes the Doctoral Dissertation: Prospectus (Proposal) and Record of Approval Form (www.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 planned 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 prepared by the student are approved by all members of the committee and the Director of the Doctoral Program and are then forwarded to the Graduate School by the Director for final approval.

When approved, the form is returned to the department and student.

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 thesis and dissertations can be viewed at www.gradschool.wayne.edu/Current/PhD/dissertationTemplates.html, we urge you to read these guidelines completely before you get started on your research.

Your dissertation adviser will be a great resource to you throughout your research, but you should also remain in close contact with your academic adviser. With the academic adviser's help, you can ensure you are following University procedures correctly, are remaining on top of the paperwork and necessary approvals, and are keeping track of any departmental deadlines that may be involved.

The Final Dissertation Defense

Conducted by the candidate's committee and presided over by the dissertation committee chair, this final defense is open to the general University community. The School must publicize the Defense to the entire academic community in advance.

The option to request a Graduate Examiner from the Graduate School is available to the student, the dissertation committee chair or any member of the dissertation committee. The request should be made at least two weeks prior to the Defense.

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 has primary responsibility for approval of 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.

When the Chair believes the student's paper is approaching completion, the student schedules a final committee meeting 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 adviser should notify the Director of Doctoral Program, the Graduate School, the candidate, committee members, and the Graduate Examiner.

Procedures for Final Dissertation Defense

To prepare for the final dissertation defense, the following steps are to be followed:

1. The Dissertation Chair and the student are responsible for completion of the Final Report Dissertation Public Lecture Presentation – Defense (www.gradschool.wayne.edu) for submission to the Director of Doctoral Program for signature. Since the date for the Final Defense must be posted at least ten (10) working days in advance, please allow the PhD Program Office an additional two (2) days to prepare the posting by notifying the Doctoral Program Secretary via the Proposal Defense Posting form (Blackboard: SSW PhD Program).
2. After the Final Report Form has been signed by the Director of the Doctoral Program, 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 PhD Office of the Graduate School (4327 or 4299 Faculty/Administration Building) 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 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 dissertation.
 - 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 PhD Office staff is available to assist advisers and students who have format questions or problems.
3. The final, unbound dissertation shall be available at the public defense.

4. On the day of the final defense, the Final Report form is brought to the Public Lecture by the Graduate Examiner and is signed by all committee members and the Graduate Examiner. The Graduate Examiner then returns it to the Graduate School.
5. After the Dissertation Final Defense, the Dissertation Chair should notify the Director of the Doctoral Program, in writing, that the student has completed the requirements for the dissertation and successfully defended his/her dissertation.

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

Before preparing the manuscript, students should review the Formal Guidelines for Preparing Thesis and Dissertations at www.gradschool.wayne.edu/Current.PhD/dissertationTemplates/html.

Step 1. Format Check: Submit a draft of the dissertation manuscript for format check on or before the graduation deadline. If you make significant changes due to committee or Graduate School request, please submit a second format check within 2 weeks after the defense. Manuscript can be submitted electronically at <http://dissertations.umi.com/wayne/>

Step 2: Publishing: Within 2 weeks after the defense re-submit the dissertation electronically with corrections or submit the final dissertation on a diskette or CD (in Adobe PDF read-only format) or one paper copy of the dissertation to the PhD Office, 4327 F/AB, along with a **signed title page, certified check or money order** payable to **ProQuest** for:

Microfilming fee -	\$55.00 (mandatory)
Copyright fee -	\$65.00 (optional)
TOTAL (for both)	\$120.00

Also see these Internet sites for instructions on preparing your diskette:
<http://www.bellhowell.infolearning.com/hp/Support/DServices/prepare>

If you are submitting a diskette, CD, or hard copy you must complete, sign and return the "Doctoral Dissertation Agreement Form" to the PhD Office. If you are copyrighting, please check "yes" on the front of the form, and sign the copyright section on the back, too. Staple one copy of your signed title page and one copy of your abstract to the agreement form, along with the money order.

Step 3: Other Paperwork within 2 weeks after the defense: Submit the Commencement Reply Form, on-line PhD Exit Survey <http://www.gradschool.wayne.edu>, List of Previous Degrees, and the Survey of Earned Doctorates.

These are requirements that must be completed in order to receive your degree, a certified transcript, or a certificate or degree.

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

Although students may finish the requirements for the PhD degree at any time during the year, commencement ceremonies are held only once a year in May.

Commencement

- An Application for Degree and appropriate fee must be submitted to the Graduate School by the first day of class in the semester the student intends to graduate. If the student does not complete the requirements that term, he or she must notify the Graduate School and submit another application and fee by the deadline. Applications are available in the Records Office, 5057 Woodward Avenue 5th Floor, Detroit, MI 48202 and the PhD Program Office, School of Social Work, 302 Thompson Home, 4756 Cass Avenue, Detroit, MI 48202.
- The Commencement Office prior to the event will mail information concerning Commencement announcements, cap, gowns, tickets, and other relevant information to the degree candidate.
- Candidates for advanced degrees are requested and expected to attend Commencement; however, diplomas will be mailed to those candidates unable to attend the ceremonies.
- Persons completing degree requirements during the Summer semester are invited and encouraged to attend the May Commencement ceremony.
- The commencement ceremonies for all Wayne State University students usually occur in May of each year. The Commencement Office will mail information concerning commencement to all graduates who have filed for their degrees by the deadline. School of Social Work students are urged to attend their Commencement ceremony to strengthen ties to the University and being 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

Below is a brief description of the roles and responsibilities of the various offices and staff members within the Graduate School.

DEAN

Steven O. Salley, Interim Associate Provost and Dean of the Graduate School

577-2170

- 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

Elizabeth V. Faue, Associate Dean of the Graduate School

577-2170

- Midwest Council of Graduate Schools, Michigan Council of Graduate Deans
- New Programs Committee of Graduate Council Chair
- Outstanding Graduate Mentor Award Committee, Chair
- Heberlein Award Committee, Chair
- SPEAK Appeals Committee, Chair
- Annual New GTA Orientation, Coordinator

MAIN OFFICE:

577-2170

4012 Faculty/Administration Building

- General Graduate School Information
- Thesis/Dissertation Research Support Grant applications and processing
- Graduate Faculty Appointment form processing
- Requests for:
 - Handbook for Doctoral Students and Advisers
 - Outstanding Graduate Mentor applications
 - Graduate Faculty Appointment forms

GRADUATE STUDENT ACADEMIC SERVICES

Cindy Sokol

577-8053

c.sokol@wayne.edu

4017 Faculty/Administration Building

LoriGoe Perez

577-2171

lperez@wayne.edu

4025 Faculty/Administration Building

PHD OFFICE

577-2171

PhD student files management

- Review PhD. Forms and maintain student records
- Dissertation Credit registration
- Doctoral dissertation and Master's thesis format approvals
- Oversee publication of Doctoral dissertations and Master's thesis
- Commencement procedure for PhD students
- Certification of PhD student records

FELLOWSHIPS AND SCHOLARSHIPS OFFICE: 577-2172

- Graduate School Fellowship and Scholarship competitions and awards coordination
- Housing Allowance award coordination
- Thomas C. Rumble University Graduate Fellowship award coordination
- Requests for Graduate Student Financial Assistance Info Sheet
- Applications for:
 - Graduate-Professional Scholarship
 - King-Chavez-Parks Future Faculty Program
 - Munich Exchange Fellowship

- College administration of Alcohol and Drug Abuse Studies, Archival Administration, Developmental Disabilities, Gerontology, Infant Mental Health, Molecular and Cellular Toxicology programs
- Master's Thesis Award coordination
- Graduate School approval of changes in Graduate Bulletin
- Distinguished Graduate Faculty Award Coordination

ALLIANCES FOR GRADUATE EDUCATION IN THE PROFESSORIATE (AGEP)

Crystal Turner

577-5065

cturner@wayne.edu

4029 F/AB

- Information regarding the AGEP Program

- Applications and information regarding the:
 - Dean's Minority Fellowship (DMF)
 - McNair Graduate Scholarship Program

GRADUATE FACULTY OFFICE

Krista English

577-8050

Krista.English@wayne.edu

4037 F/AB

- Coordination of Graduate Council and its committees
- Graduate Faculty Appointment review coordination
- Short-term and Travel-Study course approvals
- Visiting Scholar and Visiting Doctoral Guest certification
- TOEFL score exception requests

ASSISTANTSHIP AND BUSINESS OPERATIONS OFFICE

Carole Barduca

577-8051

c.barduca@wayne.edu

4015 F/AB

Tricia Koufes

577-2145

ae5366@wayne.edu

4043 F/AB

- Graduate Assistantship program and administration
 - Academic qualifications and progress
 - Personnel processing procedures and guidelines
 - Additional service approval requests
 - Exceptions to policy
 - Compensation Adjustments
 - GEOC/AFT Labor Contract issues
 - Tuition scholarships
- Fellowships and Scholarships Policies and procedures clarification
- Fellowships and Scholarships tuition payments
- Graduate Awards budgets administration
- Graduate School personnel and budget administration

OTHER SCHOOL OF SOCIAL WORK RESOURCES

Publications

The School publishes a number of informational pieces in *Visions*, newsletter of the School of Social Work.

Mailboxes

Mailboxes are provided outside of the Doctoral Student Office, 427 Thompson Home. Students are responsible to check their mailboxes for important notices.

Bulletin Boards

Bulletin Boards throughout the School of Social Work are maintained to provide information to all social work students. Bulletin Boards are located outside the Doctoral Student Office on the fourth floor of the Thompson Home as well as outside the School of Social Work Applied Research Training Facility in the basement of the Thompson Home.

Students Organizations

The School of Social Work offers the following options for student involvement:

- School of Social Work Doctoral Program Advisory Committee
- School of Social Work Curriculum and Instruction Committee
- School of Social Work Tenure and Promotion Committee
- Greater Detroit Area of Black Social Workers
- Organization of Latino/a Social Workers

All students are encouraged to take advantage of these organizations.

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 Science and Engineering Library, 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. Nonprint collections include music, microfilm, computer software programs and maps. The Adamany Undergraduate Library contains state-of-the-art technology and information resources and the Reuther Library of Labor and Urban Affairs, the largest archives

of its kind, 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 and the Detroit Public Main Library.

Arthur Neef Law Library
474 Ferry Mall
313-577-3925

**Eugene Applebaum College of
Pharmacy & Health Sciences
Learning Resource Center**
259 Mack, Suite 330
313-577-1279

Purdy/Kresge Library
5265 Cass Avenue
313-577-4043

**Walter P. Reuther Library of
Labor & Urban Affairs**
5401 Cass Avenue
313-577-4024

Science & Engineering Library
5048 Gullen Mall
313-577-4066

**Vera Parshall Schiffman
Medical Library**
4325 Brush
313-577-1094

**David Adamany Undergraduate
Library**
5155 Gullen Mall
313-577-5121

Detroit Public Library
5201 Woodward Avenue
313-833-1000
<http://www.detroit.lib.mi.us>

Additional information about the Wayne State University Library system may be obtained by accessing their website at <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 can access the catalog through the World Wide Web at http://www.lib.wayne.edu/resources/catalog_related/catalogs.php. This online catalog provides an index to not only WSU collections, but also those at 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 database that fits 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 with the reference librarian about ordering the article through an interlibrary loan.

Graduate Student Lounge

Graduate students now have a lounge that is dedicated for their use only. Located in Room 446 Purdy/Kresge Library, the lounge gives graduate students a place to study in an informal setting. There are two computers that can be used for work, checking email or searching the internet. To gain access to the lounge, students must bring a course schedule or some other official paperwork indicating their graduate status to the circulation desk at Purdy/Kresge Library.

Computing Resources

Wayne State has a variety of computing resources available for graduate students through its Computing & Information Technology Division and University Library System.

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. Off-Campus, you can access WSU's network and the Internet via the University's remote dial-in-service that is for exclusive use by students and employees only.

If you run into a problem – anything from accessing your e-mail to troubleshooting your computer – just contact the Computing & Information Technology (C &IT) Help Desk at (313) 577-4778 weekdays (8 a.m. to 8 p.m. fall & winter; 8 a.m. to 6 p.m. summer) or via e-mail (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 <http://support.wayne.edu>.

Research Consulting Services

The Research Consulting Services, which is located in Purdy Library (second floor, Room 244), is the place to go when you are beginning your research project. Students can use its networked Macintosh and Windows computers, laser printers (with a OneCard), scanner, CD burner and a six-color plotter. In addition, you can seek assistance from research consultants for help in using the variety of software available, which includes statistical analysis, qualitative analysis, word processing, spreadsheet, communications, database, graphics, presentation, and desktop publishing.

Beyond the consulting support and hardware and software, you will also find:

Information about research design and implementation;

- Help with selecting and using specialized quantitative and qualitative analysis programs to prepare data for analysis; and with integrating word processing, graphics, or statistical analyses into final documents for reporting or publishing;
- On-request seminars, workshops, and tutorials on using available computer applications and equipment to perform a wide range of research activities.

The technical staff of the Research Support Lab provides telephone, walk-in or by-appointment services. You can reach the office by phone at (313) 577-2209.

WSU AccessIDs for the Internet

Every student at Wayne State University has a WSU AccessID. This is your key to the Internet, including the World Wide Web and e-mail. First-time users must activate their mail accounts. You can log onto WSU's central mail server (<http://webmail.wayne.edu>) using Telnet software, which is available on most computers, including those at the David Adamany Undergraduate Library and Purdy Library.

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 new Web mail System at <http://webmail.wayne.edu>.

The WSU AccessID 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;
- Remote dial-in access to WSU's network and the Internet (you will need a personal computer and modem to take advantage of this service);
- Use of the World Wide Web and other networked resources; and the
- Ability to download site-licensed software from C&IT's Software Download Center on the Web, such as bibliographic management and virus protection software.

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 pick your WSU E-Mail Name on the Web by going to <http://webmail.wayne.edu/>.

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

To send and receive e-mail, you can either use your own computer or you can use the computers available at any of the University's libraries. Many of the individual departments also have computer labs for their students.

The University as a whole, and most individual departments, do not currently support student Web pages. If you want your own Web page, and your department does not offer the service, call a commercial Internet Service Provider. (See the "Internet Access" section below for more information about commercial Internet Service Providers).

Once you register for classes, you will receive a WSU AccessID (for example xy6789) and password in the mail from the Division of Computing & Information Technology (C &IT). Your e-mail address will be your AccessID followed by @wayne.edu. If you don't receive it within a month of registering, call the C&IT Help Desk at (313) 577-4778 or inquire at the Extended Study Center in the David Adamany Undergraduate Library, the Shiffman Medical Library reference desk, or at the Oakland Center Computer Lab.

If you're new to the Web, e-mail or any other Internet resources, you can stop by the David Adamany Undergraduate Library where a technician on duty will show you how to use the Web to learn about WSU AccessIDs and using University e-mails. If you still have questions, the technician can walk you through the steps.

Free Internet Access from Home

If you have a personal computer and modem at home, you can dial in to the Internet and Wayne State's network. The University provides a free dial-in network access service throughout most of southeast Michigan for exclusive use by students and employees. It is pretty simple to set up your computer using the WSU Internet Toolkit CD-ROM, which is available for free at the David Adamany Undergraduate Library Extended Study Center, Shiffman Medical Library Reference Desk, Oakland Center Computer Lab, or Pharmacy Learning Resource Center. The C&IT Customer Support Center on the Web at <http://support.wayne.edu> also provides instructions for downloading free, supported communications and Internet software and for setting up your computer for dial-in access.

If you live outside of the area covered by Wayne State's remote network access service, you can use the MichNet access number to dial in or contract with an Internet Service Provider throughout the state of Michigan. (Some ISP services are free.) More information about alternative dial-in service is available on the Web (<http://support.wayne.edu>).

Research and Advanced Computing

Academic computer systems and specialized software are available for use by graduate students, post-doctoral students, and sponsored students on the following central computers that C&IT maintains:

- Wayne Academic Computing Service/WACS—a Unix/AIX server for statistical processing and computer programming – call C&IT’s Research Support Laboratory, (313) 577-4740, for information about how to request an account and use specialized applications.
- IBM RS/6000 SP supercomputer—for advanced/high-performance computing—contact C&IT’s Advanced/Grid Computing Group, (313) 577-9601, or <http://www.grid.wayne.edu/> on the Web for information about how to request an account, obtain assistance with parallel programming, use specialized research applications, and submit programs.

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 weekdays (8 a.m. to 8 p.m. fall & winter; 8 a.m. to 6 p.m. summer). You can even 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 a dial-in connection from home;
- 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.

In addition, you are always welcome to take one of the non-credit, computer training courses offered through WSU’s College of Lifelong Learning. The courses, which fill quickly, cover such topics as an introduction to personal computers and instruction for using various software programs. For the schedule and course fees, call (313) 577-2111.

Other Computing Services

You may also want to pursue some of the other services provided through Wayne State Computing & Information Technology Division: These include:

- Assistance producing high-quality instructional videos, CD/DVDs, or Web animations, or stream audio or video over the Internet – call (313) 577-4203 for more information.

E-mail based discussion groups (called LISTSERV lists), which enable people with similar interests to exchange ideas and information – see the following Web page: <http://www.wayne.edu/listserv/> or call (313) 577-4778 for information and assistance.

APPENDIX A: UNIVERSITY POLICIES

Ombudsperson Office 1322 Faculty/Administration Building; 313-577-3487

The Office of the Ombudsperson exists to assist students, faculty and staff in solving University-related problems. The Office can 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 Office has no authority to change academic or administrative decisions, although it 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 is used to maintain 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 is designed to assure that students who are alleged to have engaged in unacceptable behavior received 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:

1. Failure to use appropriate referencing when using the words or ideas of other persons.
2. 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:

1. Copying from another student's test paper.
2. Allowing another student to copy from a test paper.
3. Using unauthorized material such as a notebook during an exam.

- **Fabrication:** Intentional and unauthorized falsification or invention of any information or citation.

Examples:

1. Citation of information not taken from the source indicated.
2. 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

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, unauthorized possession, or unauthorized 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 of 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 violations.

- **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 another person for damage caused as a result of acts 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. 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, or the PhD Program Office, 302 Thompson Home.

APPENDIX B: GRADUATE SCHOOL FORMS



**RECOMMENDATION FOR CANDIDACY STATUS
Doctor of Philosophy**

Ph.D. Office, 4012 F/AB, 656 W. Kirby, Detroit, MI 48202
Phone: 313.577.2171 | lperez@wayne.edu

NAME _____ Date _____

PID _____ EMAIL _____ TELEPHONE _____

ADDRESS _____

REQUIREMENTS FOR CANDIDACY STATUS CHECK-LIST

1. Completion of approximately 50 hours of coursework (attach current transcript)
2. Approved Plan of Work on file with the Graduate School
3. Successful completion of Qualifying Examinations
 - A. Date Written Qualifying Examination was passed: _____
 - B. Is the Oral Exam part of the Qualifying Exam? Yes No
4. Naming of the Dissertation Advisory Committee
- 5.

DISSERTATION COMMITTEE MEMBERS:

(Please type or print)

_____	Dissertation Advisor	_____
_____		_____
_____		_____
_____		_____

_____	Outside Member	_____
Outside member is from:		

Departmental Graduate Officer Date

Dean, The Graduate School Date

INSTRUCTIONS

This form is to be used by departments to request the Graduate School to advance PhD Applicants to degree Candidate Status. Please supply the data to indicate that all four requirements for Candidacy have been successfully completed.

1. Plan of Work

The final Plan of Work should have been submitted to the Graduate School for approval before the student accrued 40 credits. The Graduate School will verify the approval of the Plan of Work.

2. Completion of Coursework

Attach current transcript for verification that at least approximately 50 credits appearing on the Plan of Work have been completed.

3. Oral Examination Policy

An Oral Examination is a requirement for the PhD degree, though it is not required to be part of the final *Qualifying Examination*. If the Oral Exam is part of the *Qualifying Examination*, it must be completed within 60 days of the written Qualifying Exam and results turned in with the Candidacy form (i.e. in the form of a Report on Oral Examination or Prospectus). The Oral Examination requirement may also be fulfilled as a lecture or a seminar; as part of the Prospectus meeting; or in some other context in which the student presents information orally and answers questions posed by the student's committee. The Oral Exam may occur after the student has achieved degree Candidacy, only if it is not part of the Qualifying exam.

4. Dissertation Advisory Committee Members

The names of the dissertation Advisory Committee should be entered and the member who is external to the department identified. The Graduate Officer should verify that the Advisor and at least one other committee member hold Regular Graduate Faculty appointments. The Graduate Faculty Appointment form and procedures are available from the Graduate School website: www.gradschool.wayne.edu

NOTE: Doctoral Dissertation Research blocks 9991 through 09994 **MUST BE TAKEN CONSECUTIVELY**. If a semester (not including Spring/Summer) is skipped, the student will be considered inactive and will have to be reinstated by his/her Advisor.

REPORT ON ORAL EXAMINATION
Doctor of Philosophy

Ph.D. Office, 4012 F/AB, 656 W. Kirby, Detroit, MI 48202
Phone: 313.577.2171 | lperez@wayne.edu

NOTE: This form is **not** to be completed if the Oral Exam Requirement is fulfilled by the Prospectus Meeting

Name _____ Date _____

PID _____ Email _____ Telephone _____

Address _____

EXAMINING COMMITTEE MEMBERS:
(Please type or print)

Advisor

Outside Member (Optional)

The Oral Exam is: ____ Part of the Qualifying Exam
(check one)
____ A Lecture/Seminar
____ Other: _____

Departmental Graduate Officer Date

(Check one) The oral exam is: ____ part of the Qualifying Exam ____ a lecture/seminar
____ (Other, please describe) _____

COMMITTEE REPORT ON DOCTOR OF PHILOSOPHY ORAL EXAMINATION

PASS FAIL

Examining Committee Member Signatures:

Advisor

Outside Member (Optional)

RECOMMENDATIONS:

Graduate School Approval Date

INSTRUCTIONS

The Oral Examination is required of all PhD students. The committee for the Oral Examination must be composed of at least three departmental members. A fourth member outside the department is optional. Often members of the Oral Examination committee will serve as the members of the student's dissertation committee; however, this overlap in membership is not required. All Oral Examination Committee members must hold a Graduate Faculty appointment.

The Oral Examination requirement may be fulfilled as part of the final Qualifying Examination, as a lecture or as a seminar, as part of the Prospectus meeting, or in some other context in which the student presents information orally and answers questions posed by the student's committee. If the Oral Examination is part of the final Qualifying Examination, it must be completed within 60 days of the written exam. If the Oral Examination is part of the Prospectus meeting, the Oral Examination form should not be submitted. The Prospectus form should be completed instead.

If the Oral Examination does not occur as part of the final Qualifying Examination, a lecture or a seminar, or as part of the Prospectus meeting, please describe the format of the examination in the space provided.

The student should complete the top portion of the form and submit it to the Departmental Graduate Officer at least one week before the examination. The Graduate Officer is responsible for verifying the Graduate Faculty appointment of the Committee members before the meeting. An examination may be invalid if members of the Oral Examination Committee do not hold a Graduate Faculty appointment.

PROCEDURES AT THE ORAL EXAMINATION

Before the examination begins, the Committee must select a moderator for the proceedings. If the student's committee includes an outside member, he/she is the appropriate person to serve as the moderator.

The Oral Examination Committee is responsible for examining and certifying that the student has an adequate command of the knowledge in the field of study and can organize, apply, and convey that knowledge. A student may be passed in the examination if there is not more than one negative vote. Abstentions shall be considered negative votes.

The Examination Committee Moderator has three options at the conclusion of the examination:

- a. To certify that the student passed the examination
- b. To certify that the student failed the examination
- c. To defer a decision for a period not to exceed thirty days

The moderator of the Examination Committee may defer a decision when the conduct of the examination is questionable, or when he/she disagrees with the decision of the Committee. After deferring a decision, the moderator may meet with the Graduate School Dean for resolution of the problem. If the decision concerning the examination is to be deferred, the student must be so informed and assured that a resolution of the problem shall be conveyed within thirty days. If the student has failed, the moderator shall convey to the student the Committee's specific recommendations concerning a second examination and any additional work to be completed prior to a second examination. A second examination may not be held until at least one semester has elapsed but must be held within one calendar year following the first examination. The second examination shall be considered final.

If, during the examination, any inappropriate incident occurs or any serious controversy between members of the Examination Committee develops, the moderator shall intervene, excuse the student, resolve the issue, and secure assent as to procedure before recalling the student and resuming the examination. If the issue cannot be resolved satisfactorily, the examination shall be recessed or postponed, and the problem referred to the Graduate School.

This form must be submitted to the Graduate School, PhD Office (4012 F/AB) along with the Recommendation for Candidacy Status Form.

Ph.D. Office, 4012 F/AB, 656 W. Kirby, Detroit, MI 48202 | Phone: 313.577.2171 | lperez@wayne.edu

Instructions:

1. Attach a copy of your prospectus (i.e. dissertation proposal).
2. Obtain the signatures of the Dissertation Advisor, all Dissertation Committee Members, and the Departmental Graduate Officer.
3. File the original with the Graduate School. After final approval by the Dean, the original will be retained by the Graduate School, and copies will be sent to the student, to the student's Dissertation Advisor, and to the Departmental Graduate Officer.
4. If the prospectus meeting fulfills the Oral Examination requirement the names of the dissertation committee members must be completed and submitted to the Departmental Graduate Officer one week before the meeting in order to verify the Graduate Faculty appointment of the committee members. During the meeting the outside member of the committee should preside as the moderator of the oral examination. See the Oral Examination form for additional information pertaining to the conduct of the examination.

PLEASE NOTE: It is important to remember when selecting a research subject that dissertations are public documents, and publication and distribution of them will not be suppressed by WSU.

Student's name: _____ **Date:** _____

PID: _____ **Telephone:** _____

Address: _____ **State:** _____ **Zip Code:** _____

E-mail Address _____ **Major:** _____

Dissertation Advisor: _____ **Estimated date of completion:** _____

Tentative title of Dissertation: _____

If the prospectus meeting is used to fulfill the Oral Exam requirement, check here _____

(Note to student: Indicate time and place of examination. Provide names of committee members and submit form to your departmental Graduate Officer one week before the exam. See additional instruction on the Oral Examination form.)

EXAM TIME: _____ **PLACE:** _____

(Note to Committee members: Your signatures on the back of this form indicate that the student has passed the exam.)

Write a brief statement for each of the following four sections and then check 'yes' or 'no' for question 5:

1. **Statement of the problem, its scope, and rationale.**

2. Source of the materials, subjects, etc.

3. Method and design (statistical analysis where applicable).

4. Hypothesized results (where applicable).

5. Are human subjects or animals involved in your dissertation research? Yes _____ No _____
(check one)

IF YOU CHECKED 'YES', then include a copy of the HIC approval form or the AIC approval form with this outline
Please contact Joanna Risk, Human Investigation Committee at jrisk@wayne.edu or Carolyn Berger, Animal Investigation Committee at (313) 577-1629 for appropriate forms. Proposals involving human animal investigation approval will not be approved by the The Graduate School if they are not first approved by the Human and Animal Investigation Committees.

Student's Signature: _____ Date: _____

DISSERTATION ADVISORY COMMITTEE
(Please Type Names)

RECORD OF APPROVALS
(Signatures Required)

	Dissertation Advisor	
	Outside Member	

Outside member is from:

DEPARTMENTAL GRADUATE OFFICER: _____ DATE: _____

DEAN, GRADUATE SCHOOL: _____ DATE: _____

CHANGE IN PLAN OF WORK

Doctor of Philosophy

Ph.D. Office | 4012 F/AB, 656 W. Kirby, Detroit, MI 48202 | Phone: 313.577.2171 | lperez@wayne.edu

Name _____ Date _____

PID _____ Email _____ Telephone _____

Address _____

NOTE: If there are *major* changes involved, please submit a Revised Plan of Work

Courses to be DELETED:

Course Number	Course Title	Credits	Semester
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Courses to be ADDED:

Course Number	Course Title	Credits	Semester
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

THIS WILL CHANGE THE TOTAL NUMBER OF CREDITS FROM TO

Advisor Date

Graduate School Approval Date

FINAL REPORT

DISSERTATION PUBLIC LECTURE PRESENTATION – DEFENSE

Ph.D. Office, 4012 F/AB. 565 W. Kirby, Detroit, MI 48202 | Phone: 313.577.2171



Name _____ Date _____

PID _____ Email _____ Telephone _____

Major _____ Advisor(s) _____

Title of Dissertation _____

PART 1: CERTIFICATION: DISSERTATION IS READY FOR PRESENTATION - DEFENSE

This portion is to be completed and turned into the Graduate School two weeks prior to the Final Defense. Note: the student has the option of requesting an external Graduate Examiner from the Graduate School to preside at the Defense. My signature below indicates I have read the dissertation, approve its content and certify that it is ready for the Public Lecture Presentation – Defense.

Dissertation Committee Names and Email Address	Dissertation Committee Signatures	Date
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
Outside Member		

Arrangements for the Public Lecture Presentation – Defense

Date _____ Time _____ Place _____

Department Graduate Director's Signature _____ Date _____

Dissertation format received by the Graduate School _____ Date _____

PART 2: COMMITTEE REPORT ON DISSERTATION PUBLIC LECTURE PRESENTATION – DEFENSE

This portion is to be completed following the defense, signed by all and returned IMMEDIATELY to the Graduate School. NOTE: If the candidate will need to make extensive corrections to manuscript (requiring more than 10 days) he/she should not be passed.

After review of the dissertation, and on the basis of the lecture presentation –defense, the Examining Committee certifies that the Candidate: Satisfactorily passed the Ph.D. Public Lecture Presentation – Defense

Did not satisfactorily pass the Ph.D, Public Lecture Presentation – Defense

All Dissertation Committee Signatures

RECOMMENDATIONS:

GRADUATE EXAMINER: _____

RETURN IMMEDIATELY TO THE GRADUATE SCHOOL

INSTRUCTIONS

The Dissertation Public Lecture Presentation – Defense is required of all doctoral candidates and centers upon the candidate's research and dissertation.

1. The candidate and the department prepare Part I of the Final Report form. It must be signed by all committee members, indicating approval of the content of the dissertation for a Public Lecture Presentation-Defense.
2. The candidate submits the form, together with a draft of the dissertation (unless already submitted or uploaded to the UMI website) and copy of the Public Announcement of the defense, to the Graduate School.
3. Everything must be submitted at least **two weeks** in advance of the Public Lecture Presentation – Defense.
4. The Graduate School reviews the dissertation draft for format approval; verifies the appropriateness of the Committee; prepares and attaches a Graduate Examiner's Report Form; and returns both forms to the candidate's department.
5. If plans for the Public Lecture Presentation –Defense must be changed, the program's Graduate Director shall notify the Graduate School, the candidate, and the members of the dissertation committee.
6. The Final Report form and the Graduate Examiner's Report form, with all signatures and marks, are returned to the Graduate School IMMEDIATELY following the defense.

CONDUCT OF THE DOCTORAL DISSERTATION PUBLIC LECTURE PRESENTATION – DEFENSE

The Doctoral Dissertation Public Lecture Presentation – Defense had three phases: the public lecture presentation- defense; a private meeting of the dissertation committee with the candidate; and the evaluation of the candidate's performance by the dissertation committee, in the absence of the audience and the candidate.

The Public Lecture Presentation – Defense

In the public presentation and defense, the candidate is expected to share the results of his/her dissertation research with the audience and the dissertation committee. This lecture or presentation may vary in length depending on the circumstances or discipline. Its conduct shall be under the jurisdiction of the candidate's dissertation advisor, serving as the Graduate Examiner, or a Graduate Examiner requested from the Graduate School. At the end of this public lecture or presentation, the dissertation committee members, as well as members of the audience, are encouraged to direct to the candidate questions pertaining to the presentation or research.

The Dissertation Committee's Meeting with the Candidate

At the conclusion of the public presentation and defense, the dissertation committee members meet privately with the candidate to pose further questions about the candidate's research or to address issues related to the dissertation manuscript. The Graduate Examiner presides at this meeting.

The Evaluation of the Candidate's Performance

Following completion of the public presentation and defense and the private meeting of the candidate with the committee, the dissertation committee members, in the absence of the candidate and audience, discuss the candidate's performance and decide whether or not he/she has passed the defense. If the candidate will need to make extensive corrections to the manuscript (ones requiring more than ten days), he/she should not be passed. The Graduate Examiner chairs the discussion and communicates the result to the candidate.

Return the forms to 4012 Faculty/Administration Building IMMEDIATELY following the defense.

DOCTOR OF PHILOSOPHY
PETITION AND AUTHORIZATION FOR DIRECTED STUDY

This form must be approved by the student's instructor and the departmental officer. Registration in directed study will be authorized when all steps are complete. For information and further instructions, ***Click Here***

Student's Name _____ PID# _____

Requests permission to register in _____ for _____ hours of credit to be earned through

Directed study for the term ending _____ study is to be completed by _____

Credit hours earned in this course _____ Maximum credits allowed in this (see Graduate Bulletin) _____

DESCRIPTION OF THIS STUDY. Discuss with advisor before preparing the petition.

1. Course outline. (Include key reading assignment if applicable. Attach additional page if necessary).

2. Significance of the course to the student's doctoral program.

3. Manner in which the course will be evaluated (e.g. oral or written reports. Midterm examinations, essays, etc.)

APPROVALS

Instructor _____ Date _____

Departmental
Graduate Officer _____ Date _____

INSTRUCTIONS TO STUDENT AND ADVISOR

This report serves two purposes. First, it serves in lieu of a departmental course and is required under the principle that the University must keep a record of the work of each student in each course in graduate programs. Second, it affords a means whereby each student will receive appropriate permission for and assistance in planning a directed study.

Directed study is generally authorized only for the advanced student who has an important area of knowledge and/or work that should be included in a graduate program, but cannot be provided through available courses. The advisor should authorize a directed study only if the individual time and assistance necessary to carry it to completion can be given to the student.

POLICIES AND CRITERIA IN DIRECTED STUDY

Directed Study is an excellent procedure in graduate work provided it fulfills the following criteria:

1. The study must be related to student's major field, and be a significant body of knowledge and/or work relevant to the student's degree program, purpose, and objectives.
2. The study must be at an advanced academic or professional level. It cannot duplicate work in any course previously taken or to be available while the student is earning a degree.

PROCEDURE

1. Registration in directed study must have advance approval of the student's advisor and the Graduate Officer in the department. The directed study must be under the advisor's supervision unless arrangements are made in advance that some other graduate faculty member will direct the study.
2. The student must confer with his or her advisor before registration. The proposed directed study must be carefully planned, the availability of necessary materials should be verified, and the procedure for certifying credits (i.e. special examination report) should be agreed upon. **Directed study petitions that do not provide detailed course descriptions should not be approved.**
3. Hours of credit should be estimated conservatively before the student registers. The appropriate amount of credit cannot always be determined in advance, but in no case should an hour of credit be certified for less than an anticipated 30-40 clock hours of effective and intensive work.

If the student registered for either fewer or more hours of credit than are warranted, after the study is completed, a Change of Elections should be submitted to either add or drop the appropriate number of hours. If the student has registered for more than the completed study warrants, no refund will be allowed for the excess hours.



TIME EXTENSION REQUEST
Doctor of Philosophy

Ph.D. Office, 4012 F/AB, 656. W. Kirby, Detroit, MI 48202
Phone: 313.577.2171 | lperez@wayne.edu

Name _____ Date _____

PID _____ Email _____ Telephone _____

Address _____

CHECKLIST

Proposed Deadline Date: _____

Letter of Support from Advisor is attached

Student's Annual Progress Report is attached

1. Describe the student's progress toward completion of the dissertation *(attach additional pages if necessary).*

2. Provide a plan and timeline for completion of the dissertation *(attach additional pages if necessary).*

3. How has the student remained current in his or her field? *(attach additional pages if necessary).*

Departmental Graduate Officer Date

Dean, The Graduate School Date

COMMENCEMENT REPLY & LIST OF PREVIOUS DEGREES

MAY 2008 GRADUATES

COMMENCEMENT REPLY

NAME: _____
PLEASE PRINT (LAST NAME, FIRST NAME)

PRONUNCIATION OF YOUR NAME: _____

I PLAN TO ATTEND COMMENCEMENT IN MAY, 2008: YES NO

DIPLOMAS WILL BE MAILED FROM THE PH.D. OFFICE AFTER MAY 3, 2008

LIST OF PREVIOUS DEGREES

NAME: _____ **PID NUMBER:** _____

EMAIL: _____

PLEASE LIST ALL PREVIOUS DEGREES. DO NOT LIST ATTENDANCE AT A UNIVERSITY IF A DEGREE WAS NOT AWARDED. THE INFORMATION YOU SUBMIT MUST BE VERIFIED AGAINST YOUR OFFICIAL TRANSCRIPTS FROM PREVIOUS INSTITUTIONS AND WILL BE PRINTED IN THE COMMENCEMENT PROGRAM.

DATE	DEGREE	MAJOR	INSTITUTION
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____



Request for Graduate Student Extension of WSU Libraries Borrowing Privileges

For enrolled students not registered for the current term

Date: _____

Name _____

Stud. ID/Soc. Sec. No. _____

Address _____

City _____ State _____ Zip _____

Telephone _____

Please allow the above student to have full student borrowing privileges for the semester indicated below. The student is not currently registered for classes with Wayne State University, but I attest to the student's need to utilize the libraries for the current semester. I further attest that the student was enrolled in the previous semester.*

Spring/Summer Fall Winter Year: _____

Faculty/advisor signature Department Phone

Faculty/advisor name (print) E-mail address

* Please note: an extension in borrowing privileges will only be granted if the student has been enrolled in the previous semester, and is expected to be enrolled in the next semester.



Library use only

Student Library Card Number: 29343 _____

New Expiration Date: _____

Staff member initials: _____

APPENDIX C: SCHOOL OF SOCIAL WORK POLICIES

School of Social Work Academic Integrity Policy

Philosophy

Breaches of academic and professional integrity are grave and serious acts. The faculty member and/or student are expected to take action when an breach of integrity occurs.

Inherent in the beliefs of WSU is that, “the University must prepare young men and women in such a way that they will have the intellectual and moral strengths to make value judgments and to assume participant roles in responding to the needs of a rapidly challenging, complex society” (Wayne State University, School of Social Work Philosophy, 1969). Honesty is a value of society and the social work profession. Students are expected to respect this principle.

The social work student has areas of responsibility as stated in this *Doctoral Student Handbook*, the School of Social Work Philosophy, and the *Code of Ethics*, which govern the profession of social work. As the student strives to become a professional social worker, she/he must actively support the ethics and goals of the profession. The faculty, as members of the social work profession, must actively support these goals and ethics. The social work student and faculty member, therefore, have responsibility to act in an honest and truthful manner and to protect academic scholarship. They are expected to protect the integrity of scholarship and to take action when there is any violation of academic integrity.

Policy

Violation of academic and/or professional integrity shall result in a failing grade on a particular assignment, a failing grade for a course, or exclusion from the School of Social Work, depending on the nature of the particular incident.

Final decision will be determined through collaboration of faculty, Director of the Doctoral Program, Associate Dean, and Dean.

SCHOOL OF SOCIAL WORK POLICIES

NON DISCRIMINATION AND EQUAL OPPORTUNITY AND NON DISCRIMINATION OF PERSONS WITH DISABILITIES

The School endorses and is bound by the university's policy of non-discrimination and equal opportunity and policy of non-discrimination of persons with disabilities in all of its operations, employment opportunities, educational programs, admissions and related activities. The university policies are stated as follows. Wayne State University is an equal opportunity/affirmative action institution and is committed to a policy of non-discrimination and equal opportunity in all of its operations, employment opportunities, and educational programs and related activities. This policy embraces all persons regardless of race, color, sex, national origin, religion, age, sexual orientation, political orientation, marital status or handicap, and expressly forbids sexual harassment and discrimination in hiring, terms of employment, tenure, promotion, placement and discharge of employees, admission, training and treatment of students, extra-curricular activities, the use of University services, facilities, and the awarding of contracts. This policy also forbids retaliation and/or any form of harassment against an individual as a result of filing a complaint of discrimination. Wayne State University complies with the Titles VI and VII of Civil Rights Act of 1964, Executive Order 11246 as Amended, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age discrimination Act of 1975, The Vietnam Era Veterans Readjustment Assistance Act of 1974, and Michigan Public Act 453. Inquiries regarding equal opportunity and affirmative action policies or complaints may be directed to the Assistant Vice President for Neighborhood Relations, Office of Equal Opportunity and Neighborhood Relations, 3008 Faculty Administration Building, Wayne State University, Detroit, Michigan 48202; telephone (313) 577-2280.

In accordance with federal requirements of the Rehabilitation Act of 1973, there shall be no discrimination on the basis of handicap in Wayne State University's programs, operations and activities, in the hiring, terms and conditions or privileges of employment or any matter directly or indirectly related to such employment, or in the admission, education and treatment of students. See the University Bulletin regarding services for students with disabilities. The Educational Accessibility Services office location and phone number are as follows: 583 Student Center, (313) 577-1851.



Phyllis I. Vroom, Dean
School of Social Work

Adopted 3-27-2006

POLICIES ON DOCTORAL ADMISSIONS REVIEW COMMITTEE AND PROCEDURES FOR REQUEST TO REVIEW AN ADMISSIONS DECISION

Doctoral Admissions Review Committee

Each year the PhD program Director shall appoint a committee to review applications for admissions into the Doctor of Social Work degree program. The size of the Committee shall be comprised of between 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 PhD program. Subsequently, the Committee shall make one of the following recommendations to the Dean and the PhD Program Director: admit the applicant or uphold the decision to deny admission.



Phyllis I. Vroom, Dean
School of Social Work

Adopted 8-17-2005

PETITION FOR TRANSFER OF GRADUATE SOCIAL WORK CREDITS

Credits for professional social work courses earned at other graduate programs accredited by the Council on Social Work Education may be accepted toward the PhD degree. A maximum of 23 credits may be accepted toward the PhD degree from another accredited school of social work. Transfer students must be in good standing in the school from which they transfer, must meet all other requirements of the school, and earn a minimum of thirty credits at this school, and must be in residence during the final semester prior to graduation. Students who wish to transfer credits must complete a "Petition for Transfer of Graduate Credit" form obtained from WSU PhD Program Office. This form should be submitted to the PhD Program Director with copies of syllabi or other description of the desired courses. Students will be notified in writing of the decision regarding their petition.

A handwritten signature in cursive script, appearing to read "Phyllis I. Vroom". The signature is enclosed within a large, hand-drawn oval shape.

Phyllis I. Vroom, Dean
School of Social Work

Adopted 3-27-2006

POLICY ON ACADEMIC CREDIT FOR LIFE AND/OR 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.

A handwritten signature in black ink, appearing to read "Phyllis I. Vroom". The signature is enclosed within a large, hand-drawn oval shape.

Phyllis I. Vroom, Dean
School of Social Work

Adopted 3-27-2006

TIME EXTENSION AND REVALIDATION OF OVER-AGE CREDITS

Students admitted to the Doctor of Social Work program have a seven year time limit. The seven-year period begins with the end of the semester during which the student was admitted to doctoral study and was taking work 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 PhD 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 request is approved by the Doctoral Program Steering Committee, 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 his/her field. The "Request for Time Extension to Complete Doctoral Requirements" form is available from the Graduate School web site, www.gradschool.wayne.edu, is to be used to transmit the request.
- Copies of the student's annual progress reports and a support letter from the student's academic adviser must be submitted along with the extension request.

Time extension limits

- Approval past 10 years requires revalidation of credentials.
- The Written Qualifying Exam 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.



Phyllis I. Vroom, Dean
School of Social Work

Adopted 3-27-2006

POLICY ON INCOMPLETE GRADES FOR PHD STUDENTS

The Mark of 'I' (Incomplete)

A student who receives an 'I' in a course that is required for the PhD degree shall not be allowed to move forward in the planned program of study unless the course is completed successfully prior to the beginning of the next semester in their planned program. Failure of a student to enroll in or attend a course in the planned program leading to the PhD degree shall result in termination from the program unless a revised plan of work has been approved by the PhD Program Director and/or the Associate Dean and filed with the Graduate School. The student is wholly responsible for requesting a revised plan of work in a timely fashion. Approval of a revised plan of work is not automatic.

A handwritten signature in black ink, appearing to read "Phyllis I. Vroom". The signature is written in a cursive style with a large, looping initial "P".

Phyllis I. Vroom, Dean
School of Social Work

Adopted 3-27-2006

POLICY ON AWARDING SCHOOL OF SOCIAL WORK DOCTORAL RESEARCH FELLOWSHIPS AND TUITION WAIVERS

The Policy on Awarding School of Social Work Doctoral Research Fellowships and Tuition Waivers is designed to inform applicants of the internal process of awarding financial aid and fellowships offered through the WSU School of Social Work (SSW).

- 1) The Doctoral Program Steering Committee serves as the School's representatives in making award determinations for students enrolled in the PhD Program in Social Work. This Committee is chaired by the PhD Program Director and includes five (5) members of the doctoral program faculty.
- 2) Full-time applicants to the School's PhD program are eligible to apply for internal SSW research fellowships and tuition waivers. However, only a student who has been formally admitted to the PhD Program shall be eligible to receive SSW financial aid or fellowship assistance.
- 3) The determining factors for award of research fellowships and tuition waivers are the criteria listed in the provisions specified for each type of assistance.
- 4) A student who is considered academically withdrawn or terminated shall forfeit any fellowship assistance awarded through the SSW.
- 5) Only complete applications will be considered for SSW research fellowships or tuition waivers. All applications must include a completed Free Application for Federal Student Aid (FAFSA) supporting tax documentation and proof of all income earned. Earned income shall include income earned through employment, income presented as gifts, and income from a spouse, if applicable. Incomplete, missing or inaccurate information shall result in disqualification of an application for SSW financial aid or fellowships.



Phyllis I. Vroom, Dean
School of Social Work

Adopted 3-27-2006

POLICY AND PROCEDURES ON STUDENT LEAVE OF ABSENCE

A student who is in good standing in the PhD Program 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. If a student leaves at or before mid-semester, then she or he will have to repeat course work.

Procedure

- 1) A request for a leave of absence may be made directly by the student to the PhD Program Director.
- 2) The PhD Program Director shall seek information from the student's classroom instructors and the faculty adviser regarding the student's status in course to implement this policy.
- 3) The PhD Program Director shall make the decision either to grant the request for leave of absence or to deny. A written decision shall be sent to the student, and a copy to the student's file, and the Associate Dean.
- 4) 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 PhD Program Director may recommend to the dean that the school seek an administrative withdrawal for the student.
- 5) A student who wishes to return to the school shall notify the PhD Program Director as soon as possible, but no later than 60 days prior to the term in which the student wishes to return.
- 6) At the end of the academic year, the dean shall receive a report from the PhD Program Director of the number of request for leaves of absence and the decisions.



Phyllis I. Vroom, Dean
School of Social Work

Adopted by the faculty at its meeting of March 26, 2007

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 in 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 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 clock defining progress in the program is not stopped by taking time off from the program. However, the reasons for taking time off will be given consideration when the PhD Program Committee evaluates the student and when considering requests for time extensions.
- Time off from the program is not granted automatically, and students must apply in writing to the PhD Program Steering Committee for permission. Application forms are available from the PhD Program Office.
- At the end of each semester that the student is not registered, it is the student's responsibility to contact the PhD Program 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 from the program.



Phyllis I. Vroom, Dean
School of Social Work

Adopted by the faculty at its meeting of March 26, 2007

POLICIES AND PROCEDURES FOR WITHDRAWAL FROM AND READMISSION TO THE DOCTORAL PROGRAMS

Withdrawal from the PhD Program

- a) A student who has been admitted to the Doctor of Social Work degree program shall be considered to have withdrawn from the program if the student is 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.

- b) 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 adviser.
 - 2) Consult with the PhD Program Director and complete the appropriate registration and withdrawal forms in the PhD Program Office.
 - 3) Submit to the PhD Program Director a formal letter of withdrawal to 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.



Phyllis I. Vroom, Dean
School of Social

Adopted 3-27-2006

ACADEMIC TERMINATION AND REINSTATEMENT POLICY AND GRADE APPEALS PROCEDURES

The faculty of the School of Social Work has the responsibility to require a student to withdraw at any time prior to the receipt of the degree when, in its judgment, the student fails to do satisfactory work. Such decisions may be based on deficiencies in the performance in class or in personal fitness for the profession. Every effort is made to assist students whose work suffers as a result of conditions beyond their control such as personal illness, serious illness in the immediate family, or similar emergencies.

1.1 Graduate

A graduate student shall be terminated from the PhD program and even if he/she meets the grade point average required for graduation or receipt of the certificate as specified in the WSU Bulletin if one or more of the following occur:

- a) Upon receipt of "B-" or below grades in two classroom courses.

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." (p. 23)

1.2 All Students

For all students, academic offenses such as cheating or plagiarism may lead to expulsion, suspension or some other appropriate disciplinary action. The Office of the Dean of the School 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 Doctoral Program

If the student whose performance has resulted in termination believes that there are extenuating circumstances that might justify reinstatement, he/she may request in writing (email is unacceptable) that the Dean consider these circumstances. Requests for reinstatement shall be made as soon as possible, but no later than two weeks after the commencement of classes of the next semester following termination. When a grade is awarded following the removal of an "I" or a "Y" which results in notification of termination, the request for reinstatement must be made no later than two weeks after such notification.

- a) Within 10 business days of receipt of this request, the Dean shall establish a Reinstatement Advisory Committee which shall consist of five members of the doctoral program faculty chosen by the student from a list of seven drawn by lot from the faculty roster. All faculty members so selected are required to serve. If the student fails to select five faculty members, his/her request shall not be considered and no further action will be taken.
- b) The student shall submit, in writing (email is unacceptable), his/her reasons to believe that satisfactory performance can be achieved upon reinstatement, and may submit in

writing any relevant supporting data to help elucidate his/her belief that reinstatement is merited.

- c) The Committee may also request relevant written data, opinions, recommendations and/or evaluations from any appropriate source that may assist it in reaching a decision.
- d) The Committee shall deliberate and reach a decision in private and transmit its advisory written recommendation to the Dean, normally within 10 business days from the time of appointment unless there is an inability to obtain suitable material for review. The Dean shall consider the Committee's recommendation and notify the student of his/her decision within one week of receipt of the committee's report.
- e) A graduate student shall be terminated following reinstatement if he/she receives any grade of "B-" or below in class. Consideration by a Reinstatement Advisory Committee is at the discretion of the Dean. The Reinstatement Advisory Committee shall be selected as described in item 1.
- f) Students who do not request reinstatement within the time limits outlined above or who are not reinstated by the Dean following termination, and who subsequently wish to be considered for readmission following termination must follow regular procedures for admission to the School, but may not be readmitted for at least two years. Consideration by a Reinstatement Advisory Committee is at the discretion of the Dean. This modification of March 23, 2006 to all students admitted into planned programs after that date.

3.0 Grade Appeals Procedures

It is the instructor's prerogative to evaluate student work and assign grades in accordance with his or her academic and professional judgment. Grounds for appeal of grades are: (1) the application of non-academic criteria in the grading process; (2) sexual harassment; or (3) evaluation of student work by criteria not directly reflective of performance relative to course requirements. In those instances where a student disputes the final grade awarded, for one or more of the above reasons, the following steps should be taken to appeal the grade in question.

a) Informal Review

The student shall discuss the disputed final grade with the instructor of the course. If the dispute is not resolved informally, the student may initiate a formal appeal.

b) Formal Appeal Procedure

- 1) Within thirty (30) calendar days following official notification of grades through the University Pipeline system for the term in which the disputed grade was awarded, and when the informal review fails to resolve the dispute, the student shall submit a written appeal (email is unacceptable) detailing his/her objections along with supporting documentation to the instructor. The instructor shall provide written response within in ten (10) working days.

- 2) If the dispute remains unresolved, the student shall submit a written statement (email is unacceptable) detailing his/her objections, along with supporting documentation, to the Dean within ten (10) working days of receiving the instructor's response.
- 3) The Dean shall review the complaint and provide a copy of the complaint to the instructor. The instructor of the course shall be invited to reply in writing to the objections of the student. Where appropriate, the Dean may consult with a Grade Appeals Committee for advice in grade disputes. Students will be notified of the Dean's decision within thirty (30) working days of receiving the request. The Dean's decision shall be the final decision at the college level.

c) University Level Academic Appeals Procedures

When the appeal procedures within the college have been exhausted, the student may request the Vice President for Academic Affairs to review the decision on the record. Procedures for requesting a review by the Vice President of Academic Affairs are published in the University Bulletin.



Phyllis I. Vroom, Dean
School of Social Work

Adopted 3-27-2006

4.0 THE ROLE OF THE OMBUDSPERSON

The Office of the Ombudsperson is available to assist those persons or organizations involved in Student Due Process procedures by acting as an information source and helping to gain access to university personnel. The Office of the Ombudsperson does not directly participate in Student Due Process proceedings, nor is it charged with advocating or defending any party to such proceedings. The ombudsperson will hold in confidence what information is revealed to him/her, if asked to do so.

The Office of the Ombudsperson is located in room 798 Student Center Building. You may schedule an appointment by calling 313 577-3487.

Victoria A. Anderson
University Ombudsperson

APPENDIX D: DOCTORAL SOCIAL WORK COURSES REQUIRING INSTRUCTOR WRITTEN CONSENT

Students must obtain written consent for the courses listed below, each term they are registering for them.

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, PhD 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)

Prereq: Consent of Adviser and Director of the Doctoral Program. 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) ***must be on file in PhD Program Office prior to registration.*** The academic adviser, Director of the Doctoral Program, and the Graduate Officer of the School must approve the petition. After approval is granted, the PhD Program Office will authorize registration by the student.

SW 9100 Social Statistics and Data Analysis Cr. 3

Prereq: Master's level statistics in social, behavioral, health sciences. Doctoral student or consent of adviser 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 9220 Social Work Theory II: Mezzo 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 practices with families.

SW 9230 Social Work Theory III: Macro 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 Adviser. 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 9250 Philosophical Foundations for the Science of Social Work Cr. 3

Prereq: Consent of Adviser. Open only to doctoral students. Focus on social work values, ethics, and scientific method as means to develop social work epistemology. Critical analysis of influence of research methods on knowledge development. Selected classics in social work knowledge analyzed, and their contribution to theoretical foundations in social work, person-in-situation, ecosystem perspective and psychosocial focus in discipline.

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

Prereq: Consent of Adviser. 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 Adviser. Open only to 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 Adviser. Open only to 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 Adviser. 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 PhD Program. Offered for S and U grades only. Research in preparation for the doctoral dissertation. PhD 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 PhD Candidates. All PhD Candidates are required to register for four consecutive semesters of Candidate Status; spring/summer registration is optional. PhD Candidacy is a prerequisite for

registration in these courses, and the consent of the doctoral dissertation adviser is a prerequisite (Adviser consent is given though candidacy approval). If needed, the PhD 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).

Registration for dissertation credits by students is blocked. In order to register for dissertation credits, Candidate Status, or Candidate Maintenance Status, students will need to obtain authorization to register by contacting the PhD Office of the Graduate School.

Cindy Sokol	313-577-8053	c.sokol@wayne.edu
LoriGoe Perez	313-577-2171	lperez@wayne.edu

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 adviser. PhD candidate in department. Required in academic year semester following advancement to PhD 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 adviser. PhD 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

Consent of dissertation adviser. PhD candidate in department. Required in academic year semester following SW 9992. S/U grades only. Systematic study of a major social work issue or problem.

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

Consent of dissertation Adviser. PhD candidate in department. Required in academic year semester following SW 9993. S/U grades only. Systematic study of a major social work issue or problem.

Candidate Status Policy Modifications

Students may register in Candidate Status I (SW 9991) during the semester in which they obtain PhD Candidacy. Students are permitted to enroll in Candidate Status I (SW 9991) during the semester in which they attain 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).

For students supported on General Fund accounts, the Graduate School will pay tuition for one course per semester in addition to their Candidate Status enrollment, provided the course is on the Candidate's Plan of Work.

It is possible for students to attain Candidacy before all coursework is completed. In some programs, enrollment in coursework is required during Candidacy.

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

Consent of dissertation Adviser. Completion of 30 credits or SW 9991 – 9994. S/U grades only. Continuation of dissertation research.

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. This fee 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 PhD 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.

Supported students (Rumble Fellows, Graduate Professional Scholars, GTAs, GRAs and GSAs) will be allowed to receive support for only one semester's Candidate Status tuition per semester.

Students in the Candidate Maintenance Status are eligible for support (if they haven't exceeded their six-year limit of support); the support mechanism will pay the Candidate Maintenance fee.

A student is considered withdrawn from the PhD Program if he or she fails to register for any of the required four consecutive semesters beginning with the term following the advancement to PhD Candidate. 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

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.

Enrollment in Other Graduate Institutions

Students can elect courses in other Michigan graduate schools through the MIGS program and Dual Enrollment with the University of Michigan. The academic adviser, the Graduate Officer, WSU's liaison official, the Office of Graduate Admissions and the Graduate Official in the visited institution and both Registrars, must approve requests. Forms are available from Graduate Admissions.

Michigan Intercollegiate Graduate Studies (MIGS) Program. The Michigan Intercollegiate Graduate Studies (MIGS) Program enables graduate students of Michigan public institutions to take advantage of educational opportunities at other Michigan Public Institutions offering graduate degrees. Any graduate student in good standing in a master's, specialist or doctoral program at a member institution is eligible to participate with approval of the appropriate academic unit. Students on a MIGS enrollment pay tuition and other fees at the host institution. A student's home institution accepts all credits earned under a MIGS enrollment as if offered by that institution. This type of enrollment is limited to one term for master's or specialist degree student, or two terms for doctoral degree students. Students interested in this program should contact the Office of University Admissions for further information.

Dual Enrollment with the University of Michigan. A student enrolled at either Wayne State University or the University of Michigan may elect a course or courses in the other institution if the course fits his/her program but is not available in his/her home institution. The student must have written approval of the department chairperson in his/her major area at the home college and the approval of his/her Dean. The department that offers the course must also approve the election. Students desiring to participate in Wayne State University – University of Michigan dual registration should obtain the necessary forms from the Office of the Registrar and pay the appropriate tuition at their home institution.