



UNIVERSITY OF  
**DENVER**

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Graduate School  
of Social Work

**University of Denver  
Graduate School of Social Work  
PhD Program**

**PhD Program Handbook  
2009-2010**

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## Preface

The PhD Student Handbook is designed to provide important program information to PhD students in the Graduate School of Social Work. It is not intended to be a complete statement of all School and University policies. In addition, note that the policies and procedures described in the Handbook are subject to change at the discretion of the Graduate School of Social Work, the Office of the Associate Provost for Graduate Studies, the Office of the Provost and the University Trustees. The Handbook is not to be considered, or otherwise relied upon, as a complete statement of the legal terms and conditions of student enrollment and status. Instead, this Handbook has been designed to provide, in summary form, important information regarding PhD studies at the Graduate School of Social Work in particular and the University of Denver in general. Students must also consult the Graduate Policy Manual available at [www.du.edu/grad/faculty](http://www.du.edu/grad/faculty). Students are responsible to comply with those graduate policies, forms and procedures. Further information is available from the Director of the PhD Program.

Students need to also note that the regulations of the University and of the Associate Provost for Graduate Studies are the prerogative of bodies outside the School. With regard to the regulations they set, those bodies have authority. The regulations of the School are designed to operate within the context of those bodies, but in the case of a discrepancy, the general regulations have priority. Where there is a conflict between this Handbook and the Graduate Policy Manual, the Graduate Policy Manual takes precedence. Although this handbook aims to give as accurate and complete information as possible from year to year, changes to policy and program requirements do occur so students should also check with their student adviser, their Chair, the Director of the PhD Program, or the Office of the Associate Provost for Graduate Studies on any matters of which they are unsure.

## **Welcome Message from the Director of the PhD Program**

On behalf of the administration, faculty, staff, current students and PhD program alumni, I welcome you to the Graduate School of Social Work (GSSW) at the University of Denver and to your doctoral education. I am pleased to have you here with us and look forward to working with you over the coming years as you complete your degree. Since its founding in 1968, our doctoral program has produced 170 graduates, most of whom have gone on to assume leadership positions in academia, in government, and in research institutions. I believe that your years with our program will probably be the most intellectually challenging years of your life so far. For most of us, doctoral education has proven to be a powerful educational experience that lasts a lifetime.

The faculty who will mentor you are examining research questions that relate to communities and neighborhoods, women in poverty, mental health consumers, families experiencing difficulties in everyday life, and questions that deal with youth and adults across the array of social and human services - including the technologies that we use to organize and provide services and to inform and communicate with each other.

Our faculty are actively examining the pedagogy of practice and privilege, and our multicultural reach extends from participation in the Future of Minority Studies initiative in the United States to educational presences in Mexico and China and research in Ghana, Kenya, China, Senegal, and Korea. The School is also a sponsor and active participant in a multinational effort to examine the junction of social work practice and research in a network society through the Connected Practice Research Institute in Scotland. In addition, the School has a variety of Institutes that enhance the array of specialized courses and skills in fields of practice while providing a robust setting for research.

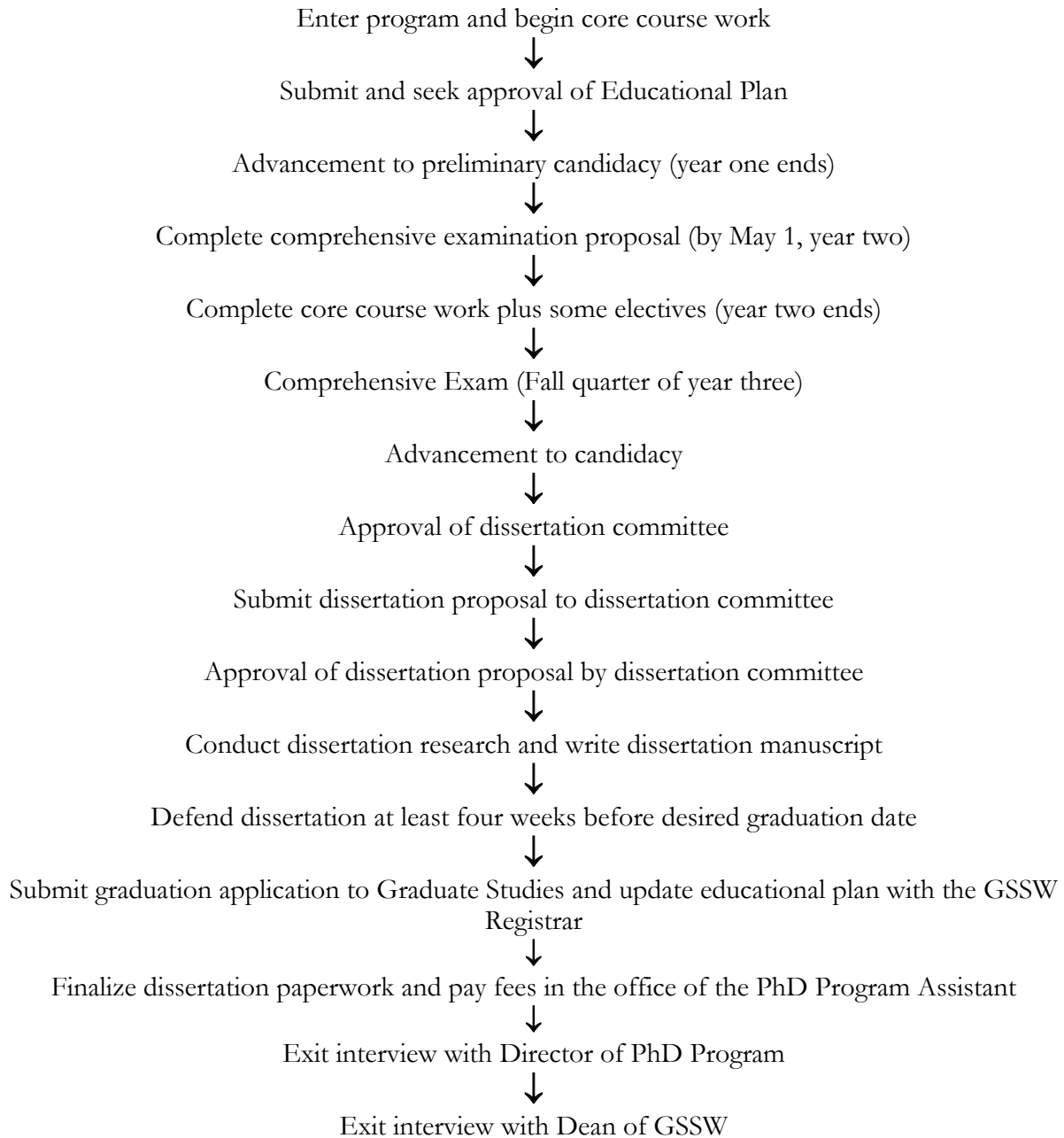
Currently, we have over 30 students in our doctoral program. Six students enter each year and they consistently report experiencing a faculty and staff committed to their success. I hope this Handbook provides you with most of the information you need regarding completion of your program and related policies and procedures, but if you have any questions that remain unanswered, please let me know.

Sincerely,  
Walter LaMendola, PhD  
Professor and Director of the PhD Program

## General Information

<u>Address:</u>	University of Denver Graduate School of Social Work Craig Hall, 2148 South High Street Denver, CO 80208-7100
<u>Phone Numbers:</u>	Araceli Repp, PhD Program Assistant: 303.871.2140 Sarah Sweetman, GSSW Registrar: 303.871.2843 GSSW reception desk: 303.871.2886
<u>Mail</u>	PhD student mail folders are in the Student Lounge, first floor, Craig Hall.
<u>Computing:</u>	PhD students are expected to provide their own mobile computers and software. DU PC support for student owned machines is available at 303.871.4700. GSSW also provides desktop computing resources in the PhD offices with Microsoft Office software suites and access to statistical and qualitative data analysis packages. GSSW has technology operations staff that provide internal support for instructional purposes. GSSW instructional technology support can be reached at 303.871.4680.
<u>Web Central:</u>	The PhD program maintains a group presence on the University of Denver website where students will receive registration and course information from the Registrar ,as well as PhD information notices from the PhD office.
<u>Portfolio program:</u>	Students are required to participate in the DU e-portfolio community.
<u>Copy Resources:</u>	The GSSW copy machines are available for assigned GTA work. In general, GSSW supports paperless approaches; copy machines can digitize and be used to e-mail digital documents.
<u>Dissertations:</u>	Dissertations completed by prior PhD students are available in Penrose Library.
<u>Program Committee for 2008-2009:</u>	Walter LaMendola, Professor and Chair Daniel Brisson, Assistant Professor Enid Cox, Professor Jeff Jenson, Philip D. and Eleanor G. Winn Professor for Children and Youth at Risk; Associate Dean for Research Susan Manning, Professor Kathleen Ohman, Professor and Associate Dean for Academic Affairs Stacey Freedenthal, Associate Professor Nicole Nicotera, Associate Professor <i>(A new program committee will be elected in Fall quarter, 2009.)</i>
<u>PhD Program Assistant</u>	Araceli Repp

## **Steps in the PhD Program**



## Program Description

The purpose and commitment of the GSSW PhD Program are the production of social work scholars. The program provides students the opportunity to actively configure and plan their learning with faculty advising and collaborative mentorship. As students move through the many steps of achieving their PhD, their experiences are supported by a vibrant intellectual community committed to the ideals of the social work profession and the advancement of social work scholarship.

The PhD Program emphasizes:

- knowledge development in social work;
- critical thinking skills and practical inquiry;
- collaborative scholarship in substantive areas and in teaching;
- integration and connectedness of the educational experience; and
- an intellectual culture that values new ideas and discovery.

Graduates of the PhD Program are expected to: 1) demonstrate the ability to think conceptually and critically about social work issues; 2) apply knowledge of theory to social work interventions and policies; and 3) use advanced quantitative, qualitative and mixed research methods to increase knowledge related to social work problems. Students are expected to enter the program with a basic proficiency in descriptive and inferential statistics. Entering students who do not have these competencies are advised to take a basic statistics course prior to enrollment in the program.

In the winter quarter of their first year, students develop an Educational Plan in consultation with the Director of the PhD Program, who is their adviser in the first year of their program. This plan includes required core courses in addition to elective courses chosen by students to help them acquire a theory emphasis and the knowledge and skills needed to conduct dissertation and independent research. At that time, students may also choose a different adviser for the remainder of their program. This may be any GSSW faculty member. After completing course work, and prior to being advanced to the dissertation phase, students must successfully complete a Comprehensive Examination that demonstrates thorough knowledge of social work issues, theory, policy, research and special populations.

University policy requires a minimum of 135 quarter hours beyond a baccalaureate for the doctor of philosophy degree in social work. Up to 60 quarter hours toward this requirement may be credited for “A” or “B” work completed as part of a master’s degree conferred through an accredited school of social work. Transcripts of students with a master’s degree in an academic discipline other than social work will be reviewed, and credit toward the PhD degree will be granted for “A” or “B” work in courses that are sufficiently related to degree requirements.

In addition to the 60 credit hours granted for the master's degree, a typical program consists of 75 quarter-hour credits, distributed as follows: 43 hours of required course credits, 25 hours of elective course credits, and up to 7 dissertation credits. Students are required to take at least one policy course and one theory course as part of their 25 elective hours. All courses and independent studies must be consistent with the student's educational plan and approved by the student's academic adviser each quarter. Students without an MSW or BSW are required to take, or test out of, SOWK 4118 (History of Social Welfare and Social Work) and SOWK 4120 (Social Welfare Policy) in the MSW program.

Students transferring from other social work PhD programs may transfer up to 30 quarter credit hours of doctoral work, in addition to 60 quarter credit hours from an MSW degree. All transfer students must take 45 or more credit hours at the University of Denver to qualify for graduation. The Director of the PhD Program will make an individual determination regarding which doctoral core courses each transfer student needs to take at DU.

All students are required to complete a Comprehensive Examination and a dissertation. The Comprehensive Examination, described in detail on pages 20-24, is a substantive paper that addresses a substantive topic in social work. The written paper is followed by an oral examination. The Comprehensive Examination is taken after completing core course work and prior to dissertation work.

Time required to complete dissertation requirements varies. Typically, candidates who continue in residence and in full-time enrollment complete these requirements much more quickly than candidates who leave the University after completing course requirements. Details regarding the dissertation are found on pages 24-28.

Students typically attend on a full-time basis and must complete the PhD Program within seven (7) years of the date of first enrollment. Extensions are not normally granted. Requests may be made to the Office of Graduate Studies for a one-year program extension beyond the seven-year time period. See [http://www.du.edu/c-docs/grad/forms/ExtensionofTimeRequest\\_000.pdf](http://www.du.edu/c-docs/grad/forms/ExtensionofTimeRequest_000.pdf) for details about the process of making submitting an extension request. In addition, medical stop out periods are available for students who meet specific criteria. Details about requesting a medical stop out are available at <http://www.du.edu/c-docs/grad/forms/medical-stopout.pdf>.



## PhD Program Core Course Requirements

All students must successfully complete the following core doctoral courses in the PhD Program:

### Year One

#### Fall Quarter:

SOWK 5002: Social Work and Theory (4 credit hours)

SOWK 5200: Introduction to Social Work Research (4 credit hours)

SOWK 5930: Statistical Methods in Education, Psychology, and Social Work (5 credit hours)

#### Winter Quarter:

SOWK 5401: Quantitative Research Methods (4 credit hours)

SOWK 5402: Qualitative Research Methods (4 credit hours)

SOWK 5952: Correlation and Regression (4 credit hours)

#### Spring Quarter:

SOWK 5101: Social Welfare Policy Analysis and Development (4 credit hours)

SOWK 5405: Qualitative Data Analysis (4 credit hours)

SOWK 5950: Multivariate Analysis (5 credit hours)

### Year Two

SOWK 5400: Seminar in Professional Social Work Issues (2 credit hours)

SOWK 5700 Teaching Practicum (3 credit hours)

### Core Course Descriptions

#### **SOWK 5002 Social Work and Theory**

Establishes the foundation of doctoral study by exploring paradigms and the conduct and spirit of inquiry. Investigates the social- and behavioral-sciences foundations of social work knowledge, examines the array of social work theories, analyzes and critiques the state of the relationship of social work to theory. Required. 4 qtr. hrs.

#### **SOWK 5101 Social Welfare Policy Analysis and Development**

Applies analytical techniques to development of social welfare policy stressing the ability to formulate a policy hypothesis (i.e., a statement, in testable form, of a basic premise undergirding a policy position) and to reach conclusions based on analysis of empirical evidence related to the policy hypothesis. Required. 4 qtr. hrs.

**SOWK 5200 Introduction to Social Work Research**

Provides a forum for students to examine the philosophical assumptions of qualitative and quantitative approaches to social work research. Promotes students' development as social work scholars, emphasizing theories of knowledge, philosophies of science and a beginning understanding of the application of diverse research methods. Required. *4 qtr. hrs.*

**SOWK 5400 Seminar in Professional Social Work Issues**

Examines the dilemmas and challenges confronting the social work profession and social work education. Examines the nature of professional education, the nature of the profession itself and the forces internal and external to the profession that have an impact on education for social work. Among the topics addressed are history of social work education and the profession, current professional issues and the impact upon practice and education. Required. *2 qtr. hrs.*

**SOWK 5401 Quantitative Research Methods**

Focuses on basic elements of quantitative social research methods: measurement, sampling, research designs, data collection and data analysis. Emphasizes logic and underlying rationale, as well as technical issues. Prior understanding of computer-based statistical analysis is helpful. Required. *4 qtr. hrs.*

**SOWK 5402 Qualitative Research Methods**

Covers doctoral-level research methods focused on qualitative research methodology, based on subjective epistemology with a value-laden, inductive approach to data gathering, analysis and theory building. Focuses on the nature of the method, the epistemological implications and assumptions, and appropriate applications. Includes the experience of conducting a mini-research project or developing a research design based on qualitative methodology. Required. *4 qtr. hrs.*

**SOWK 5405 Qualitative Data Analysis**

Provides an understanding of analysis methods used to draw meaning from qualitative data, methods that must be practical, applicable and understandable to other observers. Prepares students to use a systematic, scientific process of analysis that captures the meaning of data while avoiding researcher self-delusion and unreliable or invalid conclusions. Topics include data collection, data reduction, data display, and conclusion drawing and verification. Methods include application of computer software. Prerequisite: SOWK 5402. Required. *4 qtr. hrs.*

**SOWK 5700 Teaching Practicum**

Provides an opportunity to work with a faculty mentor on issues associated with course design, classroom instruction, and student evaluation. Students may register for two sections of 5700 during their program. Required. *3 qtr. hrs.*

**SOWK 5930 Statistical Methods in Education, Psychology, and Social Work**

Examines the use and interpretation of statistics in educational and human services research, including descriptive and inferential statistics. Required. *5 qtr. hrs.*

**SOWK 5950 Multivariate Analyses**

Provides a conceptual understanding of common multivariate statistical techniques as applied to research in social work and the social sciences. Prerequisite: SOWK 5930. Required. *5 qtr. hrs.*

**SOWK 5952 Correlation and Regression**

Examines correlational and multiple regression research designs and their application to social work and social science problems. Prerequisite: SOWK 5930. Required. *4 qtr. hrs.*

**SOWK 6991 Independent Study**

Students undertake special study in a defined area of interest with faculty consultation. By arrangement. *8 qtr. hrs. maximum*

**SOWK 6995 Dissertation Research**

The formal mechanism for undertaking the dissertation, providing for faculty support through the appointment of a dissertation committee. By arrangement. *Up to 7 qtr. hrs.*

It is a policy of the PhD Program that each student must have a research practice experience while they are enrolled in the program. This experience may be obtained through a paid research practicum, on the job experience, through independent study or through a Graduate Research Assistantship.

## Elective Courses

### Electives to Support Student Educational Plans

In addition to the core courses, students must complete 25 elective hours in theory, policy, research methodology/analysis, and in a substantive area of study. Students work with their adviser and other faculty members to develop an Educational Plan that includes 25 elective hours. A copy of the Educational Plan is found in Appendix A.

Students are required to take one policy course and one theory course as part of the 25 elective hours. The remaining elective hours include courses in advanced research methodology/analysis and substantive area elective courses. Eight hours of independent study are allowed as part of a student's elective plan of study. Up to 8 credit hours reflecting work in other universities can be transferred and counted toward the total 25 elective hours.

Electives may be chosen from other University of Denver departments and/or other universities with approval of the adviser and Director of the PhD Program. All courses taken outside GSSW must be designated as doctoral level by the departments offering them. Selected MSW courses that complement the student's course of study may be taken with the Director's approval. Students taking master's level courses for doctoral credit within GSSW are expected to perform at a level

beyond that expected of master's level students. A minimum of 12 of the total required elective credit hours (25) must be taken outside GSSW.

### Independent Study Electives

Independent Study electives are arranged through a joint agreement between a faculty member and one or more students. The plan may be initiated by faculty or students to achieve a particular content objective. A student may acquire up to 8 hours of credit in Independent Study during the program. Units of Independent Study that substitute for a required course will count for that course rather than Independent Study and are not counted toward the 8 hours limitation. Credit hours of more than 8 must have special permission from the student's adviser and Director of the PhD Program.

An Independent Study elective should:

- have a purposeful relationship to the student's Educational Plan;
- be taken either as an enrichment for the student's learning or because of a deficiency in a particular content area in the curriculum;
- not be considered if it is a duplication of course content offered during the year in the regularly scheduled classes (please see Directed Study option below));
- be taught by a qualified, full-time faculty member; and
- be guided by a written contractual agreement (Independent Study Form) between the faculty member and student.

A copy of the Independent Study Form is available from the PhD Assistant's Office. This form must be approved by the student's adviser and the Director of the PhD Program and submitted to the GSSW Registrar prior to the first day of the quarter in which it will be registered.

### Directed Study

Under special circumstances only, a student may be allowed to register for a University of Denver course as a Directed Study, in the event that the course is not offered during the quarter in which it must be taken. Students pursuing a course as Directed Study must follow the syllabus for the catalog course to the extent that the individualized study format permits. For more information about Directed Study, please contact the GSSW Registrar. Directed Study requires the same approvals as Independent Study, and may be denied at the discretion of the Director of the PhD Program. Courses taken as Directed Study will not be counted towards the 8 credit hour limitation on Independent Study.

### Electives from Outside the University of Denver

Students may take up to 8-quarter hour (PhD level) graduate credits at institutions other than the University of Denver. The procedures for taking courses in other institutions are as follows:

- The student shall make a written request to the Director of the PhD Program describing the course and including detailed official information as to the course content (e.g., bulletin descriptions or course syllabus). The relevance of the course to the student's program of study should be rationalized and demonstrated in the written request. The student's adviser shall approve this/these course(s) and so note by signing the student's Educational Plan; a copy of this plan should be attached to the request.
- A minimum grade of B must be earned in order for the outside course to be transferred and credited to the University of Denver degree. An official transcript record shall be sent, at the student's request, to the PhD office upon completion of the study.
- Regulations applying to independent study within the University of Denver shall also apply with respect to independent study at institutions other than the University of Denver.

Exceptions to this policy and/or procedures and regulations must be forwarded in writing to the Director of the PhD program. A rationale statement, setting forth the basis for the request of exception and signed by the student's adviser, should be attached to the student's request.

## **Academic Advising**

A key role of the adviser is to assist students in completing the Educational Plan that is to be developed with the Director of the PhD Program for review and approval, and finally reviewed and approved by the PhD Committee by the middle of the student's third quarter of course work (see Appendix A). The Director of the PhD Program advises all beginning students during the first year. By the end of the first year, students should consult with the Director of the PhD Program regarding their preferences for a permanent adviser. The permanent adviser may be chosen from among faculty serving on the Doctoral Committee or any tenure track faculty member. The choice of the adviser must be approved by the Director of the PhD Program. Normally, this faculty member will remain as the adviser through the Comprehensive Examination. However, as described below, the adviser may be changed at the request of either the student or the faculty member.

1. Request for change initiated by student. The student shall discuss the desire to change advisers with her or his assigned adviser. The student should provide the adviser with a memo stating the student's intent to change advisers. The student shall then identify a faculty member to succeed the previous adviser, discuss her or his willingness to assume the role of adviser, and obtain from that person a memo to that effect. The student then shall forward the memo(s) and a statement requesting the change to the Director of the PhD Program who will send an official notice of the change to all involved parties and the GSSW Registrar.

2. Request for change initiated by faculty member. The faculty member wishing to cease being a student's adviser shall discuss this change with the student and forward a memo to that effect to the Director of the PhD Program. The Director of the PhD Program shall consult with the student to identify possible replacements. The student may then approach other faculty to discuss their willingness to take up the responsibility. When a successor has been found, that faculty member will forward a memo to that effect to the Director of the PhD Program, who will send an official notice of the change to all involved parties and the GSSW Registrar.
3. Appeals. The Office of the Dean is the final point of appeal regarding a change of adviser.

## Student and Academic Performance

The PhD Program of the Graduate School of Social Work has established the following grading policies.

### General

The policies of the University of Denver Graduate Council, under which the GSSW operates, provide that advanced degrees are not awarded automatically upon the completion of any required number of courses or hours of credit. Student status is subject to continuing review, and if she or he makes unsatisfactory progress, the student may be terminated from the program.

The doctorate is the highest degree offered by the University. It is conferred upon students who successfully complete those requirements that the faculty have prescribed. Total achievement within the framework of accepted standards and course requirements constitute the major consideration in awarding the doctorate.

### Grading

The University of Denver uses a letter grading system based on value points associated with each letter. The following sets forth the letter grades and their value points.

<u>Grade</u>	<u>Value</u>	<u>Points</u>
A	94-100	4.0
A-	91- 93	3.7
B+	88- 90	3.3
B	84- 87	3.0
B-	81- 83	2.7
C+	78- 80	2.3
C	74- 77	2.0
C-	71- 73	1.7
F	70 or below	0
I	Incomplete; no value until removed	

The "I" grade cannot be used to extend the opportunity for improving performance or raising the grade achieved within the usual quarter time lines. An Incomplete is to be used only under exceptional circumstances, such as illness, family emergency, etc. The "I" must have a grade value within one year or it will automatically become an "F". Current policies and procedures related to incomplete grades can be consulted through the Office of the Registrar.

### Required Grade Levels

Students are expected to maintain a minimum cumulative grade point average (GPA) of 3.0 at all times. GPAs will be computed regardless of outstanding Incompletes. All policies pertaining to the GPA will be implemented regardless of any outstanding Incompletes. If at the end of any quarter a student's cumulative GPA is less than a 3.0, the student will have one quarter to raise the cumulative GPA above 3.0. **If the student's cumulative GPA is less than 3.0 for two consecutive quarters, the student will be terminated from the Program.** In addition, students receiving grades of C or lower in a core (required) course are required to re-take the course.

The GSSW Registrar will notify students in writing at the end of any quarter in which their cumulative GPA falls below 3.0. The notification, with a copy to the student's adviser, will:

1. note the student's cumulative GPA;
2. indicate that if the student's cumulative GPA is not above 3.0 at the end of the next academic quarter in which the student is enrolled that the student will be terminated from the Program; and
3. require the student to contact his or her adviser immediately to develop a plan designed to remedy the academic deficits.

A student whose cumulative GPA is less than 3.0 for two consecutive terms will be notified in writing by the GSSW Registrar and Director of the PhD Program of their termination from the program.<sup>1</sup> The notification, with a copy to the student's adviser, will state:

1. the basis for the termination from the program;
2. the fact that the student will not be allowed to enroll in additional courses at the University of Denver; and
3. the fact that the student has a right to appeal the termination to the Dean and that this appeal must be made in writing within two weeks of the date the student was notified of the termination.

### Rights of Appeal for Academic Grades

Appeals are made to the Dean, who will determine a cause for appeal and appoint an ad hoc faculty appeal committee of three members to review the case and make recommendations. The Dean will designate the chair of the committee. This committee shall hear the appeal within three weeks of the time the appeal is made and will furnish a decision in writing to the student and the Dean within one week of its hearing. The chair of the appeal committee shall act as recorder. If the Dean does not determine just cause for appeal, the student will be terminated from the Program.

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<sup>1</sup>. Maintenance of a 3.0 grade point average, by itself, does not constitute sufficient evidence of acceptable academic performance in the PhD Program. Other bases for termination from the PhD Program due to academic difficulties include receiving grades of C (2.0) or below for nine or more hours of courses taken for PhD Program credit (whether inside or outside the Graduate School of Social Work) and receiving a grade of less than C (2.0) in any core course at any time. The Director of the PhD Program will notify the student in the event of any of these conditions.



### Evaluation of Progress for First Year Students and Advancement to Preliminary Candidacy

The Director of the PhD Program will evaluate student progress during the third quarter of the first year for full-time students (or its equivalent for part-time students). The evaluation will involve a review of the student's Educational Plan and a discussion of the student's performance in courses taken during the first two quarters. To be considered as having made satisfactory progress, a student must have completed all first-year courses and present a minimum of 3.0 grade point average. The Director of the PhD Program, after approving the plan, will facilitate the PhD Program Committee process by presenting the Educational Plan and leading the discussion of the student's performance.

Based on satisfactory progress in all course work and approval of the Educational Plan by the Director of the PhD Program and by a majority vote of the Committee, the student will be advanced to the status of preliminary candidacy.

If the Committee judges that a student is not making satisfactory progress or does not have an adequate Educational Plan, the Director of the PhD Program will address the appropriate issues with the student. The Director of the PhD Program is empowered to develop and approve a revised plan to remedy the situation and move the student to preliminary candidacy.

### Evaluation of Continuing Students

The academic performance of continuing students will be reviewed annually by the Director of the PhD Program with the student and their adviser at the end of fall quarter.

### Academic Dishonesty

Academic dishonesty, commonly known as plagiarism, occurs when someone takes credit for work produced by another. Academic dishonesty and the appearance of dishonesty are avoided if proper bibliographic citations are included whenever the work of another is used. Proper bibliographic citations are described in the *APA Publication Manual* (6<sup>th</sup> edition). Students are expected to purchase the *APA Manual* for use during their doctoral studies. The *APA Manual* is available in the University of Denver Bookstore or in most major bookstores.

#### Academic dishonesty includes, but is not limited to:

1. Representing any work of another person, including materials from the professional literature, as one's own product and achievement.
2. Quoting from another work without indicating the fact by quotation marks or indentation and acknowledging the source.
3. Paraphrasing without proper acknowledgment of the source.
4. Giving or receiving unauthorized aid in any assignment or examination.

5. Submitting a written assignment prepared for one class as original work for any other class without prior knowledge and permission of the instructor.
6. Representing interaction of clients in written case materials that did not in fact happen or presenting untrue statements in such material.
7. Fabrication of data sets or the editing or otherwise changing of existing data sets.

#### Sanctions, Corrective Actions, and Termination due to Academic Dishonesty

Academic dishonesty may occur in the context of a core or elective course. In such cases, a course instructor has the right to levy appropriate sanctions and/or require specific corrective actions that must be followed by the student. In some circumstances, instructors may find it necessary to inform the PhD Program Committee that academic dishonesty has occurred and request that the Committee complete a review of the alleged dishonesty. Academic dishonesty may also occur in assignments or work completed outside formal classroom settings (e.g., comprehensive exams, dissertations, independent studies). Faculty discovering academic dishonesty that occurs outside the classroom will refer such cases to the PhD Program Committee for review.

Upon receipt of a case involving academic dishonesty, the Committee will review the incident and recommend sanctions and/or corrective actions. A student who has violated principles of academic dishonesty may be terminated from the program. A termination decision for reasons of academic dishonesty is made by a majority vote of the PhD Program Committee membership. Notification, with a copy to the student's adviser, will state:

1. the nature of the academic dishonesty and basis for the termination from the Program;
2. the fact that the student will not be allowed to enroll in additional courses at the University of Denver; and
3. the fact that the student has a right to appeal the termination to the Dean and that this appeal must be made in writing within two weeks of the date the student was notified of the termination.

#### Rights of Appeal for Academic Dishonesty

Appeals are made to the Dean, who will determine a cause for appeal and appoint an ad hoc faculty appeal committee of three members to review the case and make recommendations. The Dean will designate the chair of the committee. This committee shall hear the appeal within three weeks of the time the appeal is made and will furnish a decision in writing to the student and the Dean within one week of its hearing. The chair of the appeal committee shall act as recorder. If the Dean does not determine just cause for appeal, the student will be terminated from the program.

If the student believes that the process of appeal and resolution have not been satisfactory, the student may appeal in writing to the Provost. The Provost may refer appeals to appropriate bodies or personnel for their recommendation on specific issues. In some cases,

the Provost may refer an appeal to the Graduate Council for its recommendation. The Provost is the final authority in the appeal process; final action by the Provost should, when possible, take place within four weeks after the receipt of appropriate recommendations.

GSSW PhD Program appeal procedures are based on processes outlined in the University of Denver *Graduate Policy Manual*. Additional details regarding the appeal process outside of GSSW are described in this manual. The manual is available on-line at <http://www.du.edu/grad/current-students/forms.html>. A copy of the Office of Graduate Studies grievance procedure is also found in Appendix B.

## **Comprehensive Examination Requirement**

The Graduate Council of the University of Denver determines general policies governing the conduct of graduate study. Among the requirements established by the Graduate Council are the successful completion of a Comprehensive Examination, a written and oral exam designed to evaluate the student's work at the University of Denver. University regulations provide that the Comprehensive Examination is a separate and independent requirement at the doctoral level. The purpose of the Examination is to provide a means by which the student demonstrates capacities for independent and systematic scholarship in keeping with the educational objectives of the doctoral program of the Graduate School of Social Work. The Examination also serves as a basis for determining the student's readiness for pursuit of the doctoral dissertation. While the objectives of the Examination differ from those of the dissertation, it is recognized that in some situations interconnectedness may result in sharpening the student's understanding of issues bearing upon the dissertation research problem.

The Comprehensive Examination in the PhD Program in the Graduate School of Social Work consists of a written paper that focuses on a selected problem of importance for social work. An oral examination, at which time the written paper is reviewed by a three-person faculty committee, is also required. The student will submit a Comprehensive Examination proposal by May 1 of the second year of study and complete the examination process by the end of fall quarter of the third year of study.

### The Written Comprehensive Examination

The purpose of the written comprehensive paper is for the student to demonstrate integration of social work knowledge and the capacity for independent and systematic scholarship consistent with the standards and expectations of PhD education. In the paper, the student will identify an issue or problem of importance for social work and discuss significant historical, theoretical, policy and research issues associated with the problem. This discussion and analysis should demonstrate readiness to begin work on the PhD dissertation.

The student selects the comprehensive paper topic in consultation with an adviser and Comprehensive Examination Committee. The Committee is composed of the student's adviser and two readers assigned by the Director of the PhD Program. The topic should be of significance to social work or social welfare and be sufficiently established to allow the student the opportunity to examine and critically review a body of scholarly literature and research.

The paper includes five sections. In the first section, the student defines and articulates an issue or problem of importance. Subsequent sections examine theory, policy, and research relevant to the identified problem. A recommended outline follows:

A. Statement of the substantive/problem area

The student will define and demonstrate a familiarity with a substantive topic. Discussion should demonstrate an understanding of the prevalence, nature, historical antecedents, and recent trends associated with problem area or topic. Biases, prejudices, and omissions, especially those relevant to vulnerable populations, should be explicated.

B. Analysis of theoretical frameworks for examining the problem area

Two or more social theories that provide a context for understanding the onset and/or persistence of the identified social problem should be identified and critically reviewed. Discussion in this section should include an assessment of the utility of the selected theories for informing social interventions aimed at the problem.

C. Review of key policy approaches in the problem area

The student will identify the range of key policy approaches aimed at the preventing or ameliorating the problem area. One major policy approach should be selected and described in detail. Effects and limitations of this policy should be identified and discussed. Suggestions for policy reform should be noted.

D. Critical review of relevant research

In this section, the student discusses and critically analyzes relevant empirical evidence and research related to the problem area. This review should include a discussion of the dominant methodological approaches used to examine the problem. Important gaps in the knowledge base should then be identified. The section should conclude with the identification of two or more research questions that the student views as necessary to advance knowledge pertinent to the problem area.

E. Conclusions and implications

A brief section that summarizes the problem area and identifies next research steps should be included.

### The Oral Comprehensive Examination

The purpose of the oral examination is to provide the student an opportunity to respond to the critiques and any other questions that the readers may raise in relation to the comprehensive paper and its discussion. The examination lasts approximately ninety minutes. Readers include the student's advisers and two faculty members assigned by the Director of the PhD Program. A decision on the student's performance is determined by majority vote.

### Evaluation Criteria for the Comprehensive Paper

The length of the paper should not exceed **60 double-spaced pages**, excluding references. Papers exceeding this page limit will not be accepted. Recognizing that space limitation creates the need for

selectivity, the student must present a rationale for selection and exclusion of pertinent content. There is an expectation that the student will rely predominately on primary sources from the literature.

The selected topic should be pertinent to social welfare and/or the social work profession and should build on the content of the core and outside courses the student has completed. In addition, the paper should address the relevance of the topic to vulnerable populations. Critical analysis must be demonstrated throughout the paper. Critical analysis requires the student to evaluate the material presented and to provide a well-reasoned explanation for their conclusions.

### Procedures

1. The student should prepare a double-spaced Comprehensive Examination proposal, no longer than 12 pages, that presents an argument for a substantive area of interest that is of central importance to social work. The proposal should “build a case” for the inclusion or exclusion of specific material in each section. For example, given the page limitation of the paper, it may not be possible to address all of the theories or policies that may be relevant to a particular topic. In such a case, the proposal needs to address which theories and policies will be covered in the paper and provide a rationale for the choices.
2. The student must submit five (5) copies of the proposal to the PhD Assistant’s Office. The Director of the PhD Program will then select two faculty readers, and the PhD Assistant will distribute the copies to the readers. Readers are drawn from all GSSW faculty members with tenure-track appointments and are assigned on a rotating basis, taking into account the substantive interests and workload of each faculty member. Copies of the proposal will also be distributed to the student's adviser and placed in the student's file.
3. Faculty readers must complete their reviews and return them to the PhD Assistant within two weeks of the proposal's submission. Readers can approve, disapprove, or approve with qualifications specifying what those qualifications are in writing. The student cannot proceed with writing the paper until all readers approve the proposal.

The reviews will be given to the student with copies to the adviser. The student and the adviser will meet to discuss the reviews. The adviser then convenes a meeting of the readers and the student to establish common understanding of the feedback and to develop clear expectations for the comprehensive paper. The final decision is to be forwarded to the PhD Assistant within two weeks of the completion of the readers' reviews.

If all readers approve the comprehensive proposal, a **Notification to Proceed** letter signed by the Director of the PhD Program is placed in the student’s file.

4. Upon completion of the comprehensive paper, the student submits five (5) copies to the PhD Assistant for distribution to all committee members. Within two weeks, the readers are to independently prepare their respective critiques of the paper and submit them to the PhD Assistant for duplication and forwarding to the student and to members of the examining

committee. The adviser, with the student, arranges for the oral examination to take place, normally within two weeks of receiving the critiques.

The options for the vote on the student's written and oral presentation performance are pass, fail or decision deferred (when questions raised are not sufficiently addressed by the student). The adviser should have the "Comprehensive Examination or Paper Orals Form" signed and forwarded to the PhD Assistant within two days following date of oral examination.

5. If the vote is "decision deferred" the student is required to add an Addendum to the paper. Detailed criteria for the completion of an Addendum must be determined by the readers at the time of the oral examination and placed in writing by the adviser. Copies of these criteria must be sent to the student and readers within one week of the oral examination. The student must complete the Addendum within one quarter of the oral examination. After preparing the Addendum, the student submits four copies to the adviser, who will distribute it to the readers, and provide one copy to the PhD Assistants Office to be placed in the student's file.

Readers are required to meet (with the adviser present) when the decision on an Addendum is anything other than a "pass" by all three readers. This meeting should take place within two weeks after the submission of the Addendum by the student. Upon favorable review of the Addendum by each of the readers, either individually or as a committee, the adviser must complete the "Comprehensive Paper - Final Approval Form" and forward it to the PhD Assistant to be placed in the student's file. The student cannot proceed to the dissertation phase until final approval is received from the committee.

6. In the event the paper is not accepted, the student will be allowed to choose another topic and proceed through the examination (paper and oral) a second time. A student is allowed only two opportunities to submit a paper and complete an oral examination satisfactorily before being terminated from the PhD Program.
7. The final and approved comprehensive paper and/or Addendum should be submitted to the PhD Program Assistant within one academic quarter following completion of the Comprehensive Requirement.

#### Role of the Faculty in the Comprehensive Exam Process

Faculty readers function as reviewers and will read the Comprehensive Examination paper only at the time of final submission. Therefore, once the examination proposal is approved, the role of the readers is evaluative, rather than consultative. The student's adviser also plays an active consulting role during preparation for the comprehensive paper proposal. However, after a paper proposal is accepted, the adviser's role is largely administrative. As chairperson of the comprehensive oral examination, the adviser's responsibility is to ensure a fair hearing for the student, consistent with the criteria established in this document. A student's adviser and other faculty may offer general consultation at any point during the Comprehensive Examination process. However, no faculty member will read all, or a portion of, a comprehensive proposal or paper prior to the time it is forwarded to the assigned readers for reading.

The PhD Committee will be responsible for determining annually the effectiveness of these procedures and will make recommendations to the School's faculty and administration for modifications as these are considered to be necessary.

## **Dissertation Requirements**

### Introduction

Completion of a dissertation is a major requirement of the Program leading to the Doctor of Philosophy degree. The Graduate School of Social Work requires the completion of a satisfactory dissertation in the field of social work. It should be noted that students may not register for dissertation credits before achieving final candidacy by successfully completing the comprehensive requirement.

The dissertation requirement is designed to afford students an opportunity to demonstrate their ability to (1) do competent research in social work, (2) organize materials logically, write clearly, and make sound interpretations and conclusions from the facts presented, and (3) make a contribution to the field.

The dissertation supervision process at the Graduate School of Social Work is a committee-directed undertaking. While each candidate and committee will work out the methods and procedures somewhat differently, the basic principles require all committee members to be involved in decisions and checkpoints in a very active manner. Further, in the interest of assuring that policies are applied to all students in the same way and that workload is distributed equitably between faculty members, the Director of the PhD Program serves a quality checkpoint/monitoring role by reviewing and signing off on decisions at various points in the process.

### Selecting a Dissertation Committee

Students should consult with their adviser and the Director of the PhD Program as they begin to consider selecting a dissertation committee. The choice of members for the committee should be guided by the student's need for consultation on substantive matters and research methods. It is common for a student to form a committee by choosing one person with whom they have an established working relationship, one person who has special substantive knowledge related to the research topic, and one person who has special research methods knowledge congruent with the proposed dissertation research. Clearly a particular faculty member can fulfill more than one of these roles. Any faculty member who is asked to chair, or be a member of, a dissertation committee is free to accept or decline the student's request.

The chairperson, plus members, normally makes up a committee of three; however, if special expertise is needed, a fourth person may be added to the committee. In selecting committee members, GSSW faculty should be considered first. If needed expertise is not available within GSSW, one member of the committee may be from outside of the School. Further, in cases that are supported by a strong rationale, the PhD Committee can add an extra outside person through petition and approval of the PhD Committee. In all cases, the dissertation chairperson and at least one other member of the committee must be selected from GSSW faculty. The chair must hold an earned doctorate and have served on at least one dissertation committee through the dissertation

proposal approval phase. Also, while not the norm, one person without a doctorate can serve on the committee if they possess special expertise that is relevant to the dissertation.

The student chooses members for the dissertation committee and completes the committee form with the required signatures. The form is then given to the PhD Assistant to forward to the next PhD Committee meeting for review of expertise contribution and final approval. The form is placed in the student's file. The chairperson of the dissertation committee becomes the student's formal adviser. No changes in committee membership may occur unless a written request, signed by both the student and committee member, is approved by the Director of the PhD Program.

In consultation with committee members, the student prepares the dissertation proposal following the format presented in this section. In selecting a topic, the student should keep in mind that:

1. The subject should have significance for social work theory, knowledge, practice, or for social work research methodology; or for new syntheses or analyses of existing social work knowledge.
2. The problem may relate to the past or the present; may make use of library material or material obtained in the field, and such material may be from primary or secondary sources.
3. The study should be feasible in terms of the time requirements of the Program and available resources.

### Structure of the Dissertation Proposal

The dissertation is an original scholarly work in which a student demonstrates her/his ability to conduct research pertaining to an important problem in social work or social welfare. The dissertation study should be conducted with the highest possible standards of rigor and scholarship.

Students submit a written dissertation proposal following the successful completion of the comprehensive examination. The dissertation proposal is developed in consultation with a student's dissertation committee and is a required step before beginning dissertation research. The proposal is 15-20 pages in length and should provide sufficient detail about the proposed study's purpose, aims, and methodology. Issues of appropriateness and feasibility should also be addressed in the proposal. Dissertation proposals should be written with strict adherence to APA style. Proposals should follow the structural guidelines outlined below:

#### **I. Cover Page**

The cover page should include the title of the dissertation, the student's name, and the names and signatures of all dissertation committee members.

#### **II. Statement of the Research Problem and Major Questions**

This part of the proposal describes a research problem that is clearly relevant to social work. The research problem must be described in sufficient detail to ensure that any faculty member reading the proposal can become acquainted with the problem and its relevance to the field. After the



introduction of the problem, a brief review of the state of theory and knowledge about the problem is provided, along with citations from the most pertinent literature. This section concludes with a small set of research questions and research aims that are clearly linked to the problem and the state of theory and knowledge in the field about the problem.

### **III. Methodology**

This section explains how a student plans to produce original knowledge that is clearly responsive to the research questions posed. Although a variety of qualitative and quantitative methods may be appropriate, this section must provide a detailed and unambiguous description of the exact research methods to be used. The methods chosen must be of sufficient scope and rigor to clearly show strong potential for an important advancement in the state of knowledge relevant to the research questions. Whether primarily qualitative or quantitative methods are used, key concepts are to be clearly articulated and defined in operational terms. Sampling methods, measures, data collection, and data analysis techniques must be described in sufficient detail to allow assessment of their appropriateness, both to the questions and the overall approach. Sources of risk to subjects and the methods that will be used to ensure the participants are protected from harm and abrogation of basic rights should be identified.

### **IV. Timeline and Resources**

This section provides a timeline for the completion of major phases of the dissertation (e.g., human subjects approval, data collection, data management, analysis, etc.) and the resource requirements of each phase. The timeline provides a series of benchmarks for both the candidate and her/his committee to assess the progress of the research. The timeline and resources required will vary by the type of dissertation research; however, students should be both thorough and realistic. In particular, some margin should be built in for the unanticipated difficulties that are common to this level of research. The resource requirements that should be identified at each stage of the dissertation include such items as the cooperation of outside agencies, research assistants, software and computer access beyond that routinely provided, consultation, and internal/external funding sought or received.

### **V. References**

An APA style reference section should be included in the proposal.

#### Evaluating the Dissertation Proposal

Each student submits a completed dissertation proposal to her/his dissertation committee, the group responsible for evaluating the proposal. An oral review of the proposal with all committee members present is held approximately two weeks following submission of the proposal. The oral dissertation proposal review is intended to address any shortcomings in the proposal. An approved proposal serves as a benchmark for evaluating the adequacy of a student's completed dissertation.

In assessing a student's proposal, the dissertation committee will consider the:

- relevance of the research for the field;

- clarity of the study's purpose, research questions, and specific aims;
- rigor of the proposed study;
- originality of the research; and
- feasibility of the overall proposal.

The proposal is to be submitted to the committee for review prior to the sixth week of the academic quarter. The chairperson and the student schedule a meeting of the dissertation committee to take place within three weeks of proposal submission to discuss the document, seek clarification, and assess the viability of the proposal as the basis of a dissertation. Approval of the proposal requires a unanimous decision by members of the committee. A student is given up to three hearings in order to obtain approval of the dissertation proposal. If the dissertation proposal has not been approved after three hearings, the student may dissolve or reconstitute her or his committee and begin the process again. This stage may be repeated as frequently as necessary or until the seven-year time line has been exhausted.

When the dissertation committee is satisfied with the formulation of the problem and the study design, the Dissertation Proposal Form, which provides for written approval of a student's dissertation proposal by all committee members, will be completed in duplicate. One copy will be given to the student and the other copy along with a copy of the approved proposal will be forwarded to the Director of the PhD Program for review and placement in the student's file.

### Conducting Research and Writing the Dissertation

The chairperson of the committee takes the lead role in coordinating work with the student in completing the dissertation. However, all committee members are to be involved in decisions and checkpoints in a very active manner. For example, committee members shall be involved in the review and approval of the final design statement, data collection instruments, sampling plan, the final draft of the study, and other similar issues.

For all research involving the use of human subjects, students are required to complete the *Application to the Institutional Review Board (IRB) for Protection of Human Subjects*. A copy is available on the University of Denver website (<http://www.du.edu/osp/forms.html>). The approved application is to be completed and filed with the dissertation proposal prior to beginning any work with human subjects. Please note that proposals to conduct human subjects dissertation research should be submitted to the Institutional Review Board after the dissertation proposal is formally approved.

The form and other procedures to be followed in writing the dissertation should be in accordance with the instructions contained in the most current copy of the *APA Publication Manual* (6<sup>th</sup> edition). Format, footnotes, etc., must be internally consistent. Specific instructions for final formatting and arrangement of the content of the dissertation are contained in the document. Dissertation Instructions are available from the PhD Program Assistant.

### Oral Examination Committee

After a final review of a complete dissertation draft by all members of the dissertation committee, the chairperson, in consultation with the student, shall proceed to arrange for the dissertation defense by selecting the oral examination committee.

The oral examination committee shall consist of a minimum of four voting members, plus an outside chairperson who does not vote. Members of the dissertation committee are required to be members of the oral examination committee, with the remaining voting member being one reader selected for his/her special expertise related to the dissertation topic or methodology.

The chairperson of the oral examination is chosen from outside the Graduate School of Social Work, in consultation with the student, and officially invited by the dissertation committee chair. This person must hold a doctorate and must be a tenured faculty member of the University of Denver. The examination chairperson does not vote on the dissertation oral exam, except in the case of a tie vote by the dissertation committee members and reader.

### Dissertation Defense

The oral examination must be conducted prior to the beginning of the second week before graduation. The dissertation should be in the hands of the examining committee at least two weeks prior to the scheduled examination. The dissertation chairperson will confirm in writing to each member of the examining committee the date, time, and place of the examination. In addition, an announcement of the examination is posted on the faculty bulletin board two weeks prior to the date of the examination. The candidate may also wish to prepare and distribute information regarding the completion of her or his PhD studies.

The examination is open to individuals not on the examining committee; however, the examining committee chairperson will clarify the role of such individuals.

The chairperson of the oral examination represents the Graduate School of Social Work and the Office of Graduate Studies, which has established the policy of having a tenured full-time faculty member from another department or school serve as chairperson of the Examination Committee. The chairperson has the responsibility for making certain that the examination is conducted in a professional manner and that the student has a fair opportunity to defend her/his dissertation. The chairperson is expected to provide opportunities for each voting member of the oral examination committee to participate in the examination and to ensure that the examination is of high quality while staying within proper limits of inquiry. The chairperson is expected to have read the dissertation prior to the examination and to participate in the examination as her/his academic expertise permits, but the chairperson does not vote on the recommendation of the committee.

## **Continuous Enrollment Requirements**

University of Denver Office of Graduate Studies policies require that all graduate degree-seeking students must be in active status and continuously enrolled fall through spring quarters. Enrollment

may consist of registration for courses, thesis or dissertation credits, or Continuous Enrollment registration. A graduate student who is not in active status and not continuously enrolled must apply for readmission.

#### Continuous Enrollment Guidelines

Continuous Enrollment (CE) is for students who have completed all their coursework. CE is allowed only when a student is pursuing academic work/research necessary to complete a degree and is designed primarily for students who are working on a dissertation, thesis or required internship. CE allows students to maintain active status with the University and to use University resources, including library, e-mail, lab access, student health insurance and reduced rates at the Coors Fitness Center. It is not to be used for enrollment purposes while making up an Incomplete. An exception is if all other course work is completed and the student is working on the thesis or dissertation while completing the work required for the Incomplete.

#### Registration

CE requires annual approval by the student's faculty adviser and Dean. CE Approval Forms may be obtained from the GSSW Registrar or located on-line at <http://www.du.edu/grad/current-students/forms.html>. Permission to enroll for CE is granted on a quarter-by-quarter basis. Students requesting CE registration must complete and submit the required form prior to the beginning of the subsequent quarter (fall, winter, spring, and summer) in order to be enrolled. Students are responsible for registering themselves online for CE each quarter. Registration for CE must adhere to the Registrar's deadlines. To avoid late registration charges, students must register for CE prior to the first day of classes. CE hours will not appear on student transcripts. Students must register and pay for CE on a quarter-by-quarter basis.

### **Preparing for Graduation**

An Application for Graduation form must be submitted to the University of Denver Graduate Studies Office **in accordance with the deadlines available at** <http://www.du.edu/grad/gradinfo/graduation.html>. This form is available at the Office of Graduate Studies website <http://www.du.edu/grad/>. Students should also complete an internal checklist (Appendix E) and submit to the GSSW Registrar at this time.

After final approval of the dissertation, students must also obtain and complete Graduation Forms and a Graduation check list from the Office of Graduate Studies. **Each graduation form must be completed and fees paid two weeks before graduation day** before the student can graduate. Additional information about graduation guidelines and required forms are available in the PhD Office and in the Office of Graduate Studies in the Mary Reed Building.

## **Compliance with the PhD Program Handbook and Guidelines**

The Director of the PhD Program, PhD Program Assistant and faculty advisers are available to clarify the policies and procedures contained herein and to provide related guidance. Please note however, that students are wholly responsible for knowing requirements and adhering to designated deadlines and time limits.

### Policies Subject to Change

The Student Handbook will be revised from time to time. Students will be informed of these changes through written and web updates. It is the responsibility of the student to be aware that policies are subject to change.

## **Appendix A**

### **Educational Plan: Guidelines and Form**

A blank or electronic copy of this form is available from the PhD Assistant's Office in Craig Hall.

## Graduate School of Social Work PhD Program

### PhD Student Educational Plan: 2009-2010

Student's Name \_\_\_\_\_

Banner I.D. Number \_\_\_\_\_

The purpose of developing an educational plan is to facilitate the design of a coherent program of study for the PhD degree, taking into account core and elective courses within the School and outside and a projected timetable for completion of all of the requirements for the degree. This plan is to be developed by the first year doctoral student, in consultation with his or her adviser, at the end of the second quarter of full-time study in the doctoral program and then submitted to the Doctoral Program Assistant's Office for processing. The Doctoral Committee will review plans during Spring Quarter. *An approved educational plan forms the basis for future course work. Each quarter, the student must meet with his/her adviser to confirm the courses for which he/she is registering. The adviser must approve deviation from the approved educational plan by initializing any changes. If the direction of the plan changes substantially, the adviser must bring it back to the Doctoral Committee for approval.*

### Credit Requirements

A total of 135-quarter hour graduate level credits are required for the PhD degree. Students who have earned an MSW degree will have 60-quarter hour credits counted towards this total. Students without an MSW degree will have their master's degree credits evaluated by the Director of the PhD Program to determine which can be counted towards the required total. In no case will more than 60 credits earned in a master's program count towards the PhD requirement. Remaining credits are distributed between (a) core required courses, (b) research methods and analysis electives, (c) theory and policy electives, (d) general electives, and (e) dissertation. The number of credits assigned to the dissertation can vary from 0 to 7, depending on the number of elective courses completed.

### Goal of Student's Doctoral Education

Please respond to the following questions and attach your responses to this form:

1. What are your career goals?
2. What problem area, theory base, policy and methods do you plan to study in your Educational Plan?
3. What areas of course work will you need to concentrate on to reach your goals?
4. What is the relationship between your intended elective (and transfer) hours and your career and learning goals? (Provide a one-page statement that explains your choice of courses and provides a rationale for your choices.)

## Required and Elective Course Work

Please provide a summary of your progress in completing required and elective courses on the following pages. List the elective courses you plan to take as part of your Educational Plan.

CORE REQUIRED COURSES (43 qtr hrs)		CR.	Quarter & Year
SOWK 5101	Social Welfare Policy Analysis & Development	4	_____
SOWK 5200	Introduction to Social Work Research	4	_____
SOWK 5400	Seminar in Professional Social Work Issues	2	_____
SOWK 5002	Social Work & Theory	4	_____
SOWK 5401	Quantitative Research Methods	4	_____
SOWK 5402	Qualitative Research Methods	4	_____
SOWK 5405	Qualitative Data Analysis	4	_____
SOWK 5930	Statistical Methods in Education, Psychology, and Social Work	5	_____
SOWK 5950	Multivariate Analysis	5	_____
SOWK 5952	Correlation and Regression	4	_____
SOWK 5700	Teaching Practicum	3	_____

## ELECTIVE COURSES (25 qtr hours)

### A. THEORY & POLICY ELECTIVES (one of each is required)

_____	_____	_____	_____
_____	_____	_____	_____

### B. SUBSTANTIVE AREA AND RESEARCH METHODOLOGY/ANALYSIS

**ELECTIVES** (A coherent course of study related to your goals; may include up to 8 quarter hours of Independent Studies)

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____



**C. ELECTIVE HOURS FROM OTHER UNIVERSITIES (up to 8 qtr hours)**

Crs. #	Crs. Name	CR.	Quarter & Year	University
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**PROPOSED NUMBER OF DISSERTATION HOURS (0–7 qtr hrs)** \_\_\_\_\_

Projected date for completion of comprehensive examination \_\_\_\_\_

Projected date for submission of dissertation proposal \_\_\_\_\_

Projected date for completion of dissertation \_\_\_\_\_

Projected date of graduation \_\_\_\_\_

I hereby request that I be advanced to Preliminary Candidacy for the PhD degree at the University of Denver Graduate School of Social Work.

\_\_\_\_\_  
Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Adviser

\_\_\_\_\_  
Date

## **Appendix B**

### **Office of Graduate Studies Procedure for Academic Grievances for Graduate Students**

## **Procedure for Academic Grievances for Graduate Students**

Office of Graduate Studies  
Graduate Policy Manual, 2006

### **Grade Appeals**

1. On grade issues a graduate student will, where possible, attempt informally to resolve the issue with the professor before filing a written appeal.
2. The Head of an academic unit or the appropriate Director/Dean shall refer grade appeals to a committee only when based on problems of process, and not on differences in judgment or opinion concerning academic performance.
3. The appeals committee will overturn an academic decision only if there is clear and convincing evidence that the decision was made in a manner contrary to applicable procedures.

Decisions on grades are not subject to further appeal.

### **Appeals on Issues Other Than Grades**

1. The graduate student must file a written appeal of the academic decision within two months of notification of the decision.

The appeal will go first to the Chair or Program Director of the department, or, if no departmental unit exists, to the Director/Dean of the appropriate program, school, college, institute, or division.

2. The Head (Chair, Director, or Dean) of the unit to which the initial appeal is made may provide consultative procedures in a preliminary attempt to informally resolve the disputed issue in a timely fashion.
3. Should those procedures not resolve the situation to the satisfaction of the student, the Head of the unit shall refer the matter either to:
  - a. A standing or ad hoc faculty/professional staff committee chaired by the Head or a designate **or**
  - b. The Director/Dean of an academic unit to which the Head reports and who shall convene such a committee to hear the matter.

When an ad hoc committee is established, the student who lodges the appeal may designate one of the faculty members.

The Director/Dean may choose members of the committee who represent units or subunits other than the one from which the appeal is made.

The appeals committee at this or higher levels may, at its discretion, receive from the student, relevant faculty or staff members, or other individuals, any additional evidence or argument that it deems necessary to resolve the appeal.

The appeals committee will furnish a decision in writing, to both parties, normally within four weeks of receipt of the appeal.

4. If the student believes that the initial process of appeal resolution has not been satisfactory, the student may appeal in writing to the Provost.

The Provost may refer appeals to appropriate bodies or personnel for their recommendation on the specific issues. The Provost may refer any appeal to the Graduate Council for its recommendation.

If the issue is referred to the Graduate Council, its Chair will appoint three members of the Council as a Grievance Committee to hear the appeal case and shall designate one of the committee members to serve as Chair.

The findings of anyone called upon by the Provost shall be transmitted to the Provost as a written recommendation, when possible within four weeks after the case has been referred to them.

5. The Provost is the final authority in the appeal matter, and final action by the Provost should, when possible, take place within four weeks after the receipt of appropriate recommendations.

The Provost shall provide notice of the final decision to the student, the Chair of any committee involved, the Head of the unit from which the appeal originates.

## **Appendix C**

### **Extension of Doctoral Study Policy**

## Graduate School of Social Work

### Extension of Doctoral Study Policy

University of Denver Office of Graduate Studies policy allows students a seven-year time period in which to complete a PhD. This time period begins when each student first enrolls in his or her program study. The student should be aware of the fact that extensions are not awarded by GSSW. Consideration of requests for extension are the prerogative of the Office of Graduate Studies even though they originate at GSSW. *All extension requests must be approved by Associate Provost for Graduate Studies in the Office of Graduate Studies. The student must submit an "Extension of Time Request Form" to the Office of Graduate Studies.*

Requests for extension need to fit within the rubric of extraordinary circumstances. An example of such a circumstance might include bereavement. If such a request is made, it will need to be submitted to the Director of the PhD Program for consideration by the PhD Committee during the student's seventh year of study (prior to the expiration of the allotted seven years for completion). Requests that are submitted after this time will not be considered, and the student's program of study will be terminated. Similarly, students who do not complete their study during the approved extension period will not be permitted to re-apply for an additional extension, and their program of study will be terminated.

To apply for an extension the following will be required:

1. An approved dissertation proposal will need to be on file in the PhD Office and student enrolled prior to requesting an extension. Since it is not feasible to both propose and complete a doctoral dissertation in one year, students may not request an extension until such time as they have completed an approved dissertation proposal.
2. Prior to the end of the seventh year, the student must submit a letter to the Director of the PhD Program, with a copy provided to the student's adviser and the PhD Program [Assistant's Office, requesting an extension and making it clear how the justification for the request conforms to the University of Denver Graduate Studies and the Graduate School of Social Work's PhD Program's policies. Also included in this request should be a clear outline of the student's plans for completing his or her study during the year of extension.
3. The student must obtain a letter from his or her dissertation adviser supporting the request for an extension. This letter is submitted to the Director of the PhD Program with a copy to the PhD Program Assistant's Office. The Director of the PhD Program will add a note of transmittal either supporting the request or asking that the Associate Provost deny the request.

## **Appendix D**

### **Faculty and Staff Contacts 2009-2010**

**GSSW faculty profiles, including a description of teaching areas and research interests, are available online at:**

**<http://www.du.edu/socialwork/faculty/directory/index.html>**

**The GSSW staff directory is available online at:**

**<http://www.du.edu/socialwork/faculty/directory/index.html>**

## **Appendix E**

### **Graduation Checklist**



**PhD Graduation Checklist**

**Student:** \_\_\_\_\_

**ID:** 87 \_\_\_\_\_

**Completed Hours:** \_\_\_\_\_

**Transfer Hours:** \_\_\_\_\_

**In Progress Hours:** \_\_\_\_\_

**Total (135):** \_\_\_\_\_

**Admitted to Preliminary Candidacy:**

☐ Yes ☐ No      Date: \_\_\_\_\_

**Admitted to Final Candidacy:**

☐ Yes ☐ No      Date: \_\_\_\_\_

**Dissertation Hours (not to exceed 15):**

IP \_\_\_\_\_ Complete \_\_\_\_\_

**Year of Entry:** \_\_\_\_\_

**Is student within 7 year time limit?** ☐ Yes ☐ No \*

**\*If no, final date of approved extension:** \_\_\_\_\_

**Outstanding Incompletes?**

Yes ☐      No ☐      If yes: Qtr \_\_\_\_\_ Course: \_\_\_\_\_  
Qtr \_\_\_\_\_ Course: \_\_\_\_\_

**Independent Study Hours (not to exceed 10 credit hours)**

**G.P.A.** \_\_\_\_\_

**Comments:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Complete:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Please attach an unofficial transcript and submit to the GSSW Registrar.**

## **Appendix F**

### **Application for Teaching Practicum Form**



## **Doctoral Program: Application for Teaching Practicum SOWK 5700**

**Instructions:** Please complete form, print and obtain necessary signatures before submitting to the GSSW Registrar or PhD Program Assistant for registration.

Name: \_\_\_\_\_ Quarter: \_\_\_\_\_

Year: \_\_\_\_\_

Faculty Mentor for practicum \_\_\_\_\_

Course: \_\_\_\_\_

I have participated in a teaching practicum at GSSW\*:            Yes            No

If yes, please enter quarter and year:    Quarter: \_\_\_\_\_    Year: \_\_\_\_\_

**Please attach your learning contract specifying the objectives of the practicum.**

Signatures:

Student	Date	Adviser	Date

Faculty Mentor	Date	Director of the PhD Program	Date

**Note:** Students are expected to devote 8 hours per week during the quarter in order to receive practicum hours. A Learning Contract specifying the objectives of the practicum and a final paper are required. The Teaching Practicum is graded on a pass/fail basis.

\* Students have the option to enroll in the practicum two times for a total of 6 credits.

## **Appendix G**

### **Academic Calendars**

The GSSW 2009-2010 Academic Calendar is available online at:  
<http://www.du.edu/socialwork/docs/academiccalendarcurr.pdf>

The Office of Graduate Studies Schedule of Deadlines is available online at:  
<http://www.du.edu/grad/gradinfo/graduation.html>

The University of Denver Academic Calendar is available online at:  
<http://www.du.edu/registrar/calendar/acadcal.html>