

**Social Work and Anthropology (SWAN)
Student Handbook**



**School of Social Work
Department of Anthropology
Wayne State University**

2019-2021

Andrea Sankar, Anthropology, Co-Chair, SWAN Faculty Steering Committee (asankar@wayne.edu)

Poco Kernsmith, Social Work, Co-Chair, SWAN Faculty Steering Committee

(poco@wayne.edu)

GENERAL INFORMATION

This publication is for informational purposes and is neither a contract nor an offer to contract. Final decisions about plans of work are subject to approval by the SWAN Steering Committee and the Graduate School. The SWAN Steering Committee 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, the Department of Anthropology Handbook, go.wayne.edu/anthro-horizons-handbook, and the School of Social Work website www.socialwork.wayne.edu.

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INTRODUCTION

Welcome to the Social Work and Anthropology (SWAN) program.

The Social Work/Anthropology Ph.D. is a trans-disciplinary doctoral degree program that draws on the strengths and orientations of both disciplines in theory, social history, research, policy and practice. The SWAN doctoral degree program combines the approaches of each discipline to make use of its urban location to foster scholarship focusing on global issues of 21st century post-industrial cities and how these cities are being re-invented. As a student in SWAN, you will receive a thorough grounding in the theoretical, methodological, and applied aspects of both Social Work and Anthropology, and will apply this knowledge to areas of interest focusing on urbanism, global studies, structural inequalities, and social/cultural organization. The SWAN curriculum draws from existing courses in each discipline with the addition of a SWAN seminar that integrates the two disciplines. Our program features outstanding scholars with successful programs of funded research, strong publishing records, and extensive community ties. Students will benefit from having two advisors: one from Social Work; one from Anthropology.

The curriculum will include MSW coursework leading to the MSW degree for those who do not have this degree.

SOCIAL WORK AND ANTHROPOLOGY FACULTY

Andrea Sankar, Anthropology, Co-Chair, SWAN Faculty Steering Committee
(asankar@wayne.edu)

Poco Kernsmith, Social Work, Co-Chair, SWAN Faculty Steering Committee
(poco@wayne.edu)

Michael Kral, Social Work, SWAN Faculty Steering Committee
(michael.kral@wayne.edu)

Mark Luborsky, Anthropology & Institute of Gerontology, SWAN Faculty Steering Committee,
(mluborsky@wayne.edu)

Tam Perry, Social Work, SWAN Faculty Steering Committee,
(teperry@wayne.edu)

Jessica Robbins, Anthropology & Institute of Gerontology, SWAN Faculty Steering Committee
(jessica.robbins@wayne.edu)

Faith Hopp, Social Work, (faithhopp@wayne.edu)

Profiles of Anthropology Faculty:

<https://clasprofiles.wayne.edu/department/anthropology>

Profiles of Social Work Graduate Faculty:

<https://socialwork.wayne.edu/phd/faculty>

SWAN POLICIES AND PROCEDURES

ADMISSION TO THE SWAN DOCTORAL PROGRAM

See <http://www.clas.wayne.edu/SWAN/How-to-Apply>

SWAN ADVISORS

Students are assigned advisors to guide them in their progress in SWAN; one advisor from the School of Social Work and one from the Department of Anthropology. At least one of these advisors must be on the SWAN steering committee. Students who wish to change advisors must petition the SWAN steering committee at which point the steering committee will consider the appointment of a different advisor.

SWAN PROGRAM CURRICULUM

The SWAN PhD program has both required courses and some individualized study options. You will make most of the decisions regarding your training and study together with your advisors as well as other members of your dissertation committee. The Graduate Directors and the SWAN Steering Committee are also involved in tracking and overseeing graduate student progress through the PhD program. The distribution of degree requirements is as follows:

SWAN Courses	Students with an MSW	Students without an MSW
Social Work - Practice/Policy Courses (Foundation)		
SW 7040 - Methods of SW Practice (FALL)		X
SW 7998 - Concentration Field Work (8 CREDITS F&W)		X
SW 7055 - Foundations Group Theory & Practice (WINTER OR S/S)		X
SW 7065 - Foundations Macro Theory & Practice (WINTER)		X
SW 9260 – Current and Historical Trends in Social Welfare Policy		X
Social Work – Advanced Year Courses (ICPL Concentration Example*)		
SW 8048 Social Action Research and Evaluation, <i>or</i> SW 7990-SWAN independent study		X
ICPI platform options (one of the following) <ul style="list-style-type: none"> • 8075 (community - fall only) <i>or</i> • 8065 (leadership - fall only) <i>or</i> • 8085 (policy - winter only). 		X
SW8998 - Concentration Field Work (8 CREDITS F&W)		X
Social Work – Advanced Year Courses (IP Concentration Example*)		
SW 8340/8360 or 8380 Practice Theory/HBSE course (FALL)		X
SW 8350/8370 or 8390 Practice Theory/HBSE Course (WINTER)		X
SW8770 Advanced Policy Analysis and Reform (F, W or S/S)		X
SW8115 DSMV (F, W or S/S)		X
SW8998 - Concentration Field Work (8 CREDITS F&W)		X
Social Work – Research/Theory		
SW 9100 – Social Statistics & Data Analysis	X	X
SW 9210 – Theories for Practice & Research with Individuals	X	X

SW 9220 - Theories for Social Work Research & Practice with Families/Groups	X	X
SW 9230 – Theories for Practice & Research with Communities/Organizations	X	X
SW 9300 - Applied Regression and Linear Models	X	X
SW 9410 - Quantitative Research in Social Work	X	X
Anthropology – Research/Theory	X	X
ANT 5060 - Urban Anthropology	X	X
ANT 5140 - Biology and Culture	X	X
ANT 5320 - Language and Society	X	X
ANT 5700 – Applied Anthropology	X	X
ANT 7005 – Anthropology Proseminar I	X	X
ANT 7010 – Anthropology Proseminar II	X	X
ANT 7200 – Qualitative Research I	X	X
ANT 7210 – Qualitative Research II	X	X
Two (2) ANT electives in the student's research area [1]	X	X
SWAN – Theory		
SW 9697- Integrative Seminar in Social Work and Anthropology	X	X
ANT 7780 - Conceptualizing the Dissertation	X	X

PRE-MSW SWAN STUDENTS

PRE-MSW STUDENTS REQUIRED MEETING

Pre-MSW students should plan a meeting with their MSW advisor and the doctoral director during their first semester in the program to discuss and finalize their MSW/PhD plan of work. Students may select either the Innovation in Community, Policy, and Leadership (ICPL) or the Interpersonal Practice Concentration (IPC). Students should make this decision in consultation with their advisors (MSW, PhD) and the social work doctoral director. Final decisions on waiving MSW requirements for pre-MSW SWAN students are at the discretion of the MSW coordinator.

PRE-MSW WAIVED COURSES

The following courses are typically waived for Pre-MSW SWAN students, as similar coursework is offered in the PhD curriculum: SW7560 HBSE I; SW7660 HBSE II; SW7820 research I; SW7830 research II; six credits of MSW electives. Policies on other requirements are noted in the following sections

PRE-MSW SOCIAL ACTION REQUIREMENT (ICPL STUDENTS)

In lieu of SW 8048, Social Action Research, students may take the MSW-Level independent study course, SW 7990. However, they are required to take this course as an independent study according to the requirements outlined in Appendix A.

PRE-MSW POLICY REQUIREMENTS

MSW ICPL pre-MSW SWAN students may substitute SW 9260, Current & Historical Trends in U.S. Social Welfare Policy (see below) in for 7720

MSW IP pre-MSW SWAN students may substitute SW 9260, Current & Historical Trends in U.S. Social Welfare Policy (see below) in for 7720. However, they will still need to take the SW8770 (advanced policy analysis) requirement.

FOREIGN LANGUAGE REQUIREMENT

Before achieving PhD candidacy, a student working in a non-English setting must demonstrate proficiency in a scholarly language other than English through completing a translation test. **We encourage doctoral students with this interest to fulfill the language requirement as soon as possible.**

In conjunction with your faculty advisor, you will identify the language other than English most relevant to your scholarly work. This should be a language that has a substantial scholarly literature, such as a relevant academic journal. Complete the *Language Proficiency Form* at least a week in advance of taking the exam and submit it to the Graduate Director for the Department of Anthropology. Your advisors, or another faculty member in the department, will select a scholarly passage in that language, roughly 300 words in length, on a subject related to your dissertation research. If no member of the department is competent in the selected language, another WSU faculty member may select the passage. The examination is held in the Anthropology Department and should be scheduled with the Anthropology Director of Graduate Studies. You have 90 minutes to complete the examination with the aid of a printed bilingual dictionary, but no electronic aids.

The examination will be evaluated by the faculty advisor directing the portion of your research that requires a field language, or if the faculty advisor is not competent in the language, another WSU faculty member identified by the advisor will evaluate the exam. The translation should be a reasonable functional translation that demonstrates your ability to competently read the language and understand the argument of the passage. Minor errors that do not affect comprehension are permitted. A student who does not pass may retake the examination as needed.

With the concurrence of the Anthropology advisor that the language in question is relevant to their research, the following students are exempt from the language examination:

- Students who have a degree or diploma from an institution taught in the language;
- Students who have taken within the past five years, an upper-division (4000-level or higher) course in composition or literature in the language;
- Students who can demonstrate proficiency from a research paper or similar work written in the language.
- Students who have held positions of responsibility that require fluency in the field language for at least 2 years.

Students admitted to the PhD program in 2017 or earlier have the option of fulfilling the language requirement in the system in place at the time of their admission, i.e., by completing three semesters of the same foreign language at the college level before taking qualifying exams. Courses taken at other institutions including community college fulfill this requirement. If a student elects to take undergraduate language courses rather than pass the exam, the student must receive a C or better. The courses do not count toward their degree and are not part of the plan of work.

Students planning a dissertation project in a site requiring a fieldwork language other than English may be required by their Dissertation Committee to demonstrate field language proficiency above and beyond the above language requirements. Your Dissertation Committee may require the completion of a written or oral test in that language.

COMPLETING THE MSW PLAN OF WORK

The MSW degree is a required degree for the PhD in Social Work and Anthropology. For students who do not yet have an earned MSW degree prior to program matriculation, students should work closely with the MSW student advisor and Field Coordinator to plan the student's degree program. In the first MSW year, students will take Core Courses and in the second year, SWAN students will select a concentration. The MSW plan of work, **which requires approval from the MSW coordinator**, must show which MSW courses are being taken and which doctoral level courses are substituting for required MSW courses or serving as electives in the MSW program.

MSW GRADUATION REQUIREMENTS

Sixty credits are needed for an MSW, and some courses will count towards both the MSW and Ph.D.

You should stay in touch with your MSW advisor to ensure that you are on track to meet program requirements. You must file for graduation on Academics in the term you expect to graduate. The deadline to file to graduate is normally around the end of the first month of each term. Review the MSW website for applicable deadlines and requirements. If you are unable to complete the requirements in the semester you file to graduate, you will need to reapply for the following semester.

Further details about the MSW program are available at <https://socialwork.wayne.edu/msw>

REGISTERING FOR DOCTORAL CLASSES

The following website provides information on how to register:

reg.wayne.edu/students/information.php

Students registering for doctoral classes should consult with their advisors to discuss their planned coursework each semester. You are required to update your plan of work when you make coursework changes, and to share the revised plan of work with your advisors and the SWAN Co-Chairs for their consultation and approval.

DISSERTATION CREDITS

For information about registering for dissertation credits, students who have achieved candidacy should contact the Graduate School at phdstudents@wayne.edu. to request a registration override.

Dissertation credits are: SW9991, SW9992, ANT9993, and ANT9994. Dissertation credits that will count toward the PhD degree cannot be taken until you have attained candidacy. An exception to this policy may be made for the first set of dissertation credits, SW9991, but this requires a waiver from the Social Work Doctoral Director indicating a plan for completing candidacy requirements prior to taking SW 9992. Once you have attained candidacy, you must complete the SW9991, SW9992, ANT9993, and ANT9994 sequence over consecutive semesters (registration in spring/summer is optional). If four semesters of candidacy status are completed before completing and defending the PhD, students should register for candidacy maintenance (SW9995) to maintain access to university resources. They must be enrolled (e.g., in SW9995) the semester they defend their dissertation and graduate. Students are responsible for paying maintenance credit fees. Depending on their funding packages, these credits may be covered. These are individual decisions and need to be discussed with the advisor and Graduate Directors.

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

GRADING

The program requires a minimum of a B grade in all classes on your Plan of Work. Grades of B- and lower, and grades of WF (Withdraw-Fail) are counted as failing grades for the purpose of evaluating your ability to continue in the program. Follow the respective department policies for incompletes in the department where students take the doctoral course:

http://socialwork.wayne.edu/incomplete_grade_policy.pdf
go.wayne.edu/anthro-horizons-handbook

REPEATING COURSES

You may repeat only courses in which you received a grade of B- or below. The original grade for the course will remain on your transcript, but only the second repetition of the grade will be used in calculating your GPA. You cannot receive University financial aid for repetition of courses.

ACADEMIC TERMINATION AND REINSTATEMENT POLICY

1.0 TERMINATION FROM THE SOCIAL WORK AND ANTHROPOLOGY (SWAN) PROGRAM

The SWAN program is a trans-disciplinary doctoral degree program in social work and anthropology. It requires a minimum of a B grade in all classes on a student's Plan of Work. 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." Grades of B- and lower, and grades of WF (Withdraw-Fail) are counted as failing grades for the purpose of evaluating a student's ability to continue in the program. Students will receive an academic warning upon receipt of a "B-" grade or below in any courses that are part of the student's plan of work, including classes in any program or college. Students who are taking classes towards the Master in Social Work (MSW) should also consult

the MSW handbook for MSW-related academic requirements and termination and reinstatement policies. Since the MSW is required for the SWAN-PhD, students who are terminated from the MSW program will also be terminated from SWAN.

A PhD student shall be terminated from the Social Work and Anthropology (SWAN) program or denied receipt of the SWAN PhD degree even if they meet the grade point average required for graduation as specified in the WSU Bulletin if any of the following occurs:

- a) Upon receipt of a grade of “B-” or below in two classroom courses; or
- b) Upon receipt of a grade of ‘F’ in one classroom course; or
- c) Upon failing two attempts at any individual components of the comprehensive exam (topical area, research methods, or the SWAN synthesis questions)
- d) For pre-MSW students, upon termination from the School of Social Work MSW program. See the following URL for details on this policy:
[http://socialwork.wayne.edu/msw_and_ssw_graduate_certificateacademic_termination_policy_programs .pdf](http://socialwork.wayne.edu/msw_and_ssw_graduate_certificateacademic_termination_policy_programs.pdf)

The student will be notified in writing of termination when any of the above deficiencies occur.

Academic offenses such as cheating or plagiarism will be handled pursuant to the procedures set forth in the Student Code of Conduct for academic misconduct; http://bog.wayne.edu/code/2_31_02.php. Where such academic misconduct has been established, it may lead to expulsion, suspension or some other appropriate disciplinary action.

2.0 REQUEST FOR REINSTATEMENT TO THE SWAN PROGRAM

If a student believes that there are extenuating circumstances that might justify reinstatement to the doctoral degree program, the student may provide written documentation to the Co-Chairs of the SWAN Steering Committee requesting consideration of these circumstances. This request may be made, **at the earliest, six (6) months following their termination date** from the program and **no later than within 10 months of their termination date** from the SWAN program.

Due Dates for Reinstatement and Readmission Petition Documents

Termination Month	May apply for reinstatement	Deadline for reinstatement application
May (end of winter term)*	December 2 nd	May 2 of year following termination
December (end of fall term)**	August 15th	December 2 of year following termination

*this date includes terminations following May qualifying exams

**this date includes terminations following December or January qualifying exams

The request for reinstatement may be made electronically or by U.S. Postal Service mail and should be sent to the following address:

Pre-MSW students will need to also seek reinstatement to the MSW program. For details see the following URL:

http://socialwork.wayne.edu/ssw_student_reinstatement_policyinstructions_and_reinstatement_form.pdf

3.0 REINSTATEMENT PROCEDURES

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

1. The SWAN Co-Chairs will submit all reinstatement requests to the SWAN Steering Committee for review and decision.
2. The SWAN Steering Committee may request additional relevant written data, opinions, recommendations, and/or evaluations from any appropriate sources that the Steering Committee determines may be helpful to their decision-making process.
3. Committee deliberations are **confidential**. The SWAN Steering Committee will make every effort to reach a decision on the request for reinstatement within **thirty (30) calendar days** of the request for reinstatement, unless there is an inability to obtain suitable material for review. The Committee, however, will make all efforts to obtain needed materials to inform its decision-making within the designated time frame. The Steering Committee will notify the student in writing of its decision on the request for reinstatement within **30 calendar days** of the request for reinstatement.
4. Students who fail to petition for Reinstatement by the due dates noted as above, must follow regular admission procedures for readmission to the degree program and, if eligible, may not be readmitted for a period of two (2) calendar years.
5. Final decisions regarding reinstatement are at the discretion of the SWAN Steering Committee.

Procedures for students who have been reinstated to the SWAN PhD Program:

1. Students reinstated to the doctoral program will be required to meet with their SWAN co-advisors within two weeks of reinstatement to review their plan of work for the program. As part of this plan, they will be required to re-take any courses where they received a B-

grade. A revised plan of work will be determined in consultation with the SWAN steering Committee.

2. If the student receives any grade of B- or below following reinstatement, they will be terminated from the program and will not be eligible to re-apply for reinstatement.
3. If a student was terminated following failing two comprehensive exams in a single section (s topical area, research methods, or SWAN synthesis questions) they will be required to re-take the exam within six months of reinstatement. Only ONE attempt will be allowed for any exam that a student failed twice prior to termination. If a student fails this examination following reinstatement, they will be terminated from the program and will not be eligible to re-apply for reinstatement.

GRADE APPEALS PROCEDURES

Grade appeals are processed in the School or College where the course is taken. Please see following policies

https://socialwork.wayne.edu/pdf/grade_appeal_policy_and_form.pdf
go.wayne.edu/anthro-horizons-handbook

COURSE EQUIVALENCIES

Some students, due to prior coursework, may petition for consideration with respect to their degree program. This can take two forms: a waiver of a required course, or a course equivalency. A course equivalency is a graduate transfer credit, and may be granted when you have taken graduate-level courses and want to transfer credit from that program directly to SWAN. You can only request a course equivalency for graduate courses; the university does not allow undergraduate courses to count towards a graduate degree.

DIRECTED STUDY

Directed studies may be authorized and included in your plan of work, provided the area of interest is an integral part of the student's graduate program and is not covered by scheduled courses.

You may request a directed study with any member of the full-time faculty in Social Work or Anthropology (on rare occasions you may work with faculty in other departments). If the faculty member agrees, you and the faculty member then work out your plans and expectations for the course. Students should complete the Directed Study form that is available from the Graduate School website at https://gradschool.wayne.edu/phd/phd_coursework_directed_study.pdf. This form includes a description of the proposed directed study and must be signed by the instructor AND by the one of the Co-Chairs of the SWAN faculty steering Committee and also approved by your advisor. You must submit the Directed Study Authorization Form prior to registration.

WITHDRAWAL FROM THE SWAN PROGRAM

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

withdraw in good standing, students shall formalize their withdrawal as follows: 1) Consult with faculty advisors; 2) Consult with the SWAN Co-Chairs; 3) Submit a formal letter of withdrawal to the SWAN Co-Chairs, which will be acknowledged by the two chairs. The letter shall include: 1) The date of withdrawal; and 2) The reason for withdrawal.

READMISSION

Students who have been enrolled in a planned program leading to the degree in Social Work and Anthropology, 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.

LEAVE OF ABSENCE

Students who request a leave of absence should formalize the process as follows: 1) Consult with the faculty advisors; 2) Consult with the SWAN co-chairs and complete the appropriate registration withdrawals online; and 3) Submit a formal letter for the leave of absence to the SWAN Co-Chairs. The co-chairs will send a letter of acknowledgment. The letter shall include: (a) The dates requested for the leave of absence and a reason for the leave of absence; (b) An intention to continue with the program, if applicable; and (c) Proposed readmission date.

INDIVIDUAL DEVELOPMENT PLANS (IDPs)

Individual Development Plans (IDPs) are documents designed to assist doctoral students and postdoctoral trainees in developing career plans and trajectories. The IDP is designed to plan professional and career development activities as a companion to the Plan of Work, which focuses on academic coursework and program milestones. Because of the importance of an IDP in a trainee's career development and recent mandates from federal agencies, Wayne State University requires ALL doctoral students across the institution to submit an IDP (with the signature of the research/dissertation advisor) regardless of funding status. The IDP must be updated annually so that the information remains current. For further information, see <http://wayne.edu/gradschool/phd/idp/>. The IDP requirements will be sent out to all students via email during the winter semester, along with the completion deadline.

ANNUAL REVIEW

Each year the University Graduate School requires that all SWAN students fill out an annual review document. This document is designed to aid the student, the advisor, the department, and the Graduate School in effectively tracking individual PhD student progress and achievement. An annual review form will be made available to SWAN students in advance of the annual review deadline, which is typically in March of the winter semester. The document is to be completed in a meeting between the student and both advisors (Anthropology and Social Work). Both advisors should complete the section for advisor review of student progress. Advisors send this form back to the students. *Students are responsible for submitting annual review forms according to instructions provided.* Students who do not complete the Annual Review will not be eligible for funding from the SWAN program.

In the winter term, the SWAN Steering Committee will conduct an annual review of PhD student progress to ensure that students are making timely progress and address any concerns. Students who have not completed their annual review may be required to meet with the SWAN Steering Committee to discuss issues or concerns. You will receive a letter from the SWAN Co-Chairs discussing your progress over the previous year, and this letter will also be shared with both advisors.

TIME LIMITS

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

REQUEST FOR A TIME EXTENSION

To allow a student to continue in the Ph.D. program past the seven-year time limit, the student must request a time extension from the Graduate School. The request must be submitted to the SWAN Co-Chairs at least three months before the student's seven-year time limit has expired. Once the SWAN Steering Committee approves the request, the request is forwarded to the Graduate School for final approval. See the Graduate School for details: <https://gradschool.wayne.edu/phd/time-extension>

PLAN OF WORK

The Plan of Work, downloadable at <http://wayne.edu/gradschool/phd/forms/> lists the courses you have taken and the courses you plan to take. The plan of work should be forwarded to the student's advisors and the SWAN Co-Chairs for approval and signature prior to submitting to the Graduate School.

- Upon admission, students are assigned two academic advisors—one for social work, and one for anthropology.
- Before the first semester begins, an interim plan of work will be developed by the student in consultation with their advisors and the SWAN co-chairs.
- To remain in good academic standing, students are required to follow the written plan of work in their selection of courses for each semester. Any changes to the plan of work require written permission from the student's advisors and the SWAN co-chairs.

The SWAN PhD plan of work (POW) must be submitted to the Graduate School by the completion of 40 graduate credits. For students with a master's degree, this includes any MA or MSW credits that will be counted towards the Ph.D. The Plan of Work, downloadable at <http://wayne.edu/gradschool/phd/forms/> lists the courses you have taken and the courses you plan to take. The plan of work should be forwarded to the student's advisors and the SWAN co-chairs for approval and signature prior to submitting to the Graduate School.

WHAT IS INCLUDED IN THE PLAN OF WORK?

A listing of all coursework taken or to be taken towards completion of the Ph.D.

For students who wish to transfer graduate credits based on courses taken at other institutions, the Transfer of Credit Form is a separate form that is submitted to the Graduate School at the same time as the Plan of Work form. Graduate transcripts from the institution(s) where the student took the requested courses should also be submitted with these forms.

For Graduate School forms for the Plan of Work and the Transfer of Credit, see <http://wayne.edu/gradschool/phd/forms/>

WHEN IS THE PLAN OF WORK PREPARED?

As early as possible, but it must be filed by the time the student has accumulated 40 credits.

Submission of the Final Plan of Work is a requirement for attaining degree candidacy.

WHO SIGNS THE FINAL PLAN OF WORK?

The student, the advisors, and the SWAN Co-Chairs sign off on the Final Plan of Work.

WHAT IS THE FILING PROCEDURE?

Both of the SWAN Co-Chairs forward the Final Plan of Work to the Graduate School for approval.

An approved Final Plan of Work is required for attaining doctoral degree candidacy.

Tuition payment will be made only for the courses included in the Plan of Work.

CHANGE IN PLAN OF WORK

Subsequent changes in course selection in the Plan must be approved by the advisors and should be submitted to the SWAN Co-Chairs for approval. Students who have not attained the MSW must consult with their MSW advisor on all changes to the plan of work, to confirm that courses and course sequences are consistent with MSW requirements.

ACADEMIC PROGRESSION POLICIES

1. **You must be enrolled each academic year while in the doctoral program.** Doctoral students who fail to enroll in either the fall or winter semester of a given academic year will be considered not in good standing. Doctoral students who fail to enroll in two (2) consecutive semesters (i.e. winter/fall) will be subject to dismissal.
2. **You must pass all of the courses in their plan of work with a grade of B or better to progress in good standing.** See the Graduate School website for the current re-take policy for graduate courses:

<http://wayne.edu/gradschool/policies/repeat-policy/>

3. You must take your qualifying exams, advance to candidacy, and defend your prospectus within one year (12 months) of the completion of your coursework. Exceptions to this rule must be approved by the SWAN Steering Committee.

ACADEMIC ADVISORS

SWAN advisors guide and mentor students through all the departmental and university requirements until the student selects a dissertation chair. Once the dissertation committee is formally established through the submission of the candidacy form to the Graduate School, the dissertation Co-Chairs serve as the student's co-advisors until degree completion.

Students may change advisors, but any change must be approved by the SWAN Steering Committee. It is the student's responsibility to submit a written request to the Committee.

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

EXPECTATIONS OF ACADEMIC ADVISORS

- The student should meet with both of their advisors together at least three times each year to review progress, course selections, and research program before the student registers for the coming semester.
- Conduct an annual written review. Each SWAN student should have at least three joint discussions with their SWAN faculty advisors annually, at which the student's academic progress and goals are discussed. These reviews ensure that each student benefits from regular monitoring of progress toward the degree.
- The Annual Review of Progress form provides written feedback to students, as stipulated by the Graduate School.
- Assist the student in preparation of the Final Plan of Work (gradschool.wayne.edu/current/forms). In developing the Plan of Work, consideration should be given to the sequencing of courses, keeping in mind course pre-requisites and co-requisite requirements, courses needed prior to comprehensive exams, and residency requirements. For further information, see here: <https://gradschool.wayne.edu/phd/coursework>
- Encourage students to submit scholarship for presentation at conferences and for publication, and assist them in understanding the culture of publishing in scholarly journals and presses.
- Assist the doctoral student in the preparation of grant proposals, abstracts and posters.
- Give academic and personal encouragement to the student and be an academic role model.
- Provide information about university services and scholarship opportunities. Offer guidance in applying for university and external fellowships.
- Assist students in selecting members of the Qualifying Examination Committee in their specific domain of social work knowledge.
- Assist the student in defining a dissertation topic and selecting a Dissertation Chair.

EXPECTATIONS OF STUDENTS

- Students develop as researchers and scholars by participating in both the School of Social Work and Anthropology's Research Brown Bag Seminars, attending and presenting research papers at professional meetings, including the American Anthropological Association (AAA), Society for

Applied Anthropology (SFAA), Society for Social Work Research (SSWR) and the Council on Social Work Education (CSWE) annual meetings, and other scholarly opportunities.

- Each student is responsible for arranging two meetings each year with academic advisors to discuss progress on satisfying the requirements of the Plan of Work (POW); approximately early fall, end of fall semester, before end of academic year.
- Develop yearly goals for scholarship, in consultation with advisors.
- Be responsible for preparing forms required for progress throughout the program. These forms can be found at: gradschool.wayne.edu

MEETING WITH YOUR ADVISORS

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

SCHOLARSHIPS AND FINANCIAL AID

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

Additional information is listed in the section on graduate financial assistance in the *Graduate Bulletin*. Consult with the SWAN Co-Chairs about specific opportunities.

SOURCES OF SUPPORT FOR DOCTORAL STUDENTS

SWAN students are eligible for all forms of financial assistance available through the Graduate School. In addition, Social Work and Anthropology will make graduate research and teaching assistantships available to SWAN students as well as other doctoral students. Students who are working on an MSW degree will need to devote at least 15 hours a week for two years in a practicum. Therefore, they will not be eligible for a GTA until they have completed the MSW.

FUNDING AVAILABLE AT WAYNE STATE

Wayne State has a variety of funding mechanisms available to graduate students. For specific guidance and instructions, students should consult their advisors, the SWAN Co-Chairs, and the Graduate School website. The following awards may be available:

Rumble Fellowships cover tuition, stipend, and benefits. The Rumble may have research requirements (Rumble GRA) or may have no teaching or service obligations (regular Rumble);

Graduate Professional Scholarships cover up to ten in-state credit hours of courses in each of the fall and winter semesters for one year. This is a university-wide competition open to both MSW and PhD students, with a March application deadline for the following academic year;

Graduate Research Assistantships (GRA) cover tuition, stipend, and benefits, with research obligations of 20 hours per week for one calendar year. The exact structure of the GRA will depend on the originating administrative center, Social Work or Anthropology;

Several Graduate Teaching Assistantships cover tuition, stipend, and benefits, with teaching obligations in the fall and winter semesters. Check with the Anthropology faculty members for applicable requirements and deadlines for the Anthropology GTA, and with the Social Work Doctoral Director for applicable requirements and deadlines for the social work GTA;

One Graduate Teaching Assistantship dedicated specifically to work in the Grosscup Museum includes tuition, stipend, and benefits;

All of these awards require that the recipients do not hold any other concurrent employment. In special cases a waiver may be granted to allow a student to work up to 10 hours a week in addition to the funding they receive from the university. A student may hold a college or departmental GTA or GRA award for a maximum of three years throughout their doctoral studies. This limit does not apply to GRAs funded by faculty research grants. Students who do not receive funding but whose funding applications were complete may be placed on a ranked list of alternates in the event that award recipients decline them.

In some instances, other sources of funding may be available; e.g., research assistantships on a faculty member's grant, instructional assistantships to aid in grading, or GTAs in other programs such as Public Health or Counseling and Psychological Services (CAPS). These are available on an ad hoc basis. It is important to keep in close contact with your advisor as you are pursuing these opportunities.

EXTERNAL FUNDING SOURCES

The program strongly encourages all students to pursue external funding opportunities (NSF, NIH, SSRC, Wenner-Gren, Blue Cross Blue Shield, etc.). External grants can help to fund your graduate studies, can help you to garner skills in grant writing strategies, and can strengthen your record when you apply for academic and research positions following graduation.

In order to maximize your opportunities, talk to your advisors and the SWAN Co-Chairs well in advance of grant deadlines. We encourage students to prepare applications for external funding and to seek mentorship from their advisors and from SWAN Committee members on their applications. Funding applications should be prepared well in advance of deadlines, particularly when letters of support and IRB approval are needed. The Center for Social Work Research provides administrative support, including budgets and submission of required Institutional Review Board (IRB) and university paperwork, as does the Department of Anthropology. Contact the Coordinator of Research, Neva Nahan (n.nahan@wayne.edu) for further details concerning Social Work or Deborah Mazur (aa6438@wayne.edu) for Anthropology.

TRAVEL AWARDS

Consult your advisors about the appropriate unit to apply for travel awards.

SOCIAL WORK

Based on the School's resources, students may receive up to \$1250 per year to support them in presenting a paper or poster at a conference. The Graduate School only funds one conference per student, and they typically provide \$500 per student per year, and the School of Social Work will provide up to \$750 in additional funds (\$500 from Graduate School + \$750 from Social Work=\$1250). The school's Mavis Spencer fund may be used to match funds from the Graduate School to support this travel. Eligible students must plan for this in advance by notifying the PhD Director by email and by filling out a request on Travel Wayne prior to travel. You must apply through the School of Social Work, not the Graduate School, and use the Travel Wayne program.

<https://travel.wayne.edu/>

ANTHROPOLOGY

Each year the Anthropology Department makes available funds to PhD students for travel to professional meetings where they are presenting papers. In order to request travel funds, you must contact your anthropology advisor, and have him/her send an email to the Chair of the department, requesting funding in writing and providing evidence (i.e. a conference program or acceptance letter) that you will be presenting at the conference. The total amount available for student travel each year varies. A student may receive only one travel award per year. Matching funding from the Graduate School, in the amount equal to the amount provided by the department, is occasionally available. Doctoral students who receive this award must submit an application for the next year's Graduate Exhibition poster competition. The poster typically reports the same research as was presented at a meeting using the travel award. Submissions to the Graduate Exhibition are typically open in mid to late February and should be completed in consultation with the student's advisors. Submissions are required in order for the student to be eligible for departmental funding (GTA/GRA/Aswad) in the subsequent academic year.

One or more Barbara Aswad award(s) may be awarded for graduate travel, directed ordinarily to students pursuing field research in the Middle East. Contact the Anthropology Graduate Director for further information.

SWAN QUALIFYING EXAMINATIONS

PURPOSE OF THE SWAN QUALIFYING EXAMINATIONS

The qualifying exams in Social Work and Anthropology are designed to demonstrate conceptual and topical expertise and the integration of the two disciplines.

SWAN EXAM PROCESS

Following completion of Anthropology courses in theory, research methods, and completion of the SWAN integrative seminar, SWAN students will complete the SWAN PhD qualifying examination. In this exam, you demonstrate in-depth competence in three areas of specialization relating to your dissertation topic, including mastery of a broad range of theoretical materials and an ability to think and write analytically. This is a take-home exam consisting of three sets of questions: (1) topical area, (2) research methods, and (3) SWAN synthesis demonstrating the student's application of social science theory and SWAN knowledge to their intended research domain.

The SWAN qualifying exam committee typically consists of at least two Anthropology faculty members and one Social Work faculty member, all of whom are also on the SWAN steering Committee. In special circumstances where a student is working with a faculty member either from Anthropology or Social work, who is not on the SWAN Steering Committee, that person will serve on the qualifying exam committee in place of the SWAN Steering Committee member.

Students and committee members co-develop their reading list and questions. The qualifying exam committee members will approve your final reading list and questions in advance of the exam. The SWAN qualifying exam will be taken over a seven-day period, and the dates for this time period will be established with the SWAN Steering Committee in conjunction with the student. Each of the sections should be roughly ten double-spaced pages (2500-3000 words) in length and should cite relevant literature in the area.

This exam must be completed, working independently, within one seven-day week from the time it is received and submitted to your Committee members. The Committee will read and evaluate the exam. Answers will be assessed on the quality of critical analysis and mastery of the relevant literature. The Committee members will read and evaluate the exam within two weeks.

Students who fail one or more sections of the SWAN 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.

Students who pass all components of the qualifying exam should prepare the candidacy form and get the signatures of all Committee members. See candidacy discussion below.

ACADEMIC INTEGRITY ON QUALIFYING EXAMS

Answers must be original work and should not include repetition of material that students produced for papers during the program. Students must do their own writing on the exam. Any material written by others should be properly cited, regardless of the source. Qualifying exam answers will be checked with a plagiarism checking program and with written sources, to be sure there is no plagiarism or excessive copying of students' prior work.

CANDIDACY

For information on the Graduate School's requirements and forms, students are encouraged to check this website for the latest updates: <https://gradschool.wayne.edu/policies/all-forms>

Admission to candidacy for the doctoral degree will usually require two years of full-time graduate study beyond the MSW degree. This is typically the case even for students who took doctoral level courses while studying to obtain the MSW. After passing the qualifying examination, the Graduate School advances Ph.D. applicant to degree candidacy upon the completion of these requirements:

Completion of School and Graduate School residency and course requisites.

Filing of an approved Plan of Work with the Graduate School.

Completion of didactic coursework, or between 40 and 50 credit hours, required in the Plan of Work.

Completion of all research methods and statistics requirements.

Completion of the qualifying examinations.

Establishment of the Dissertation Committee. SWAN Co-Chairs approve the Committee composition for all students. SWAN doctoral committee membership must include four faculty members. Two members must be from the SWAN steering Committee. Additionally, the Committee must include a member from SW and one from anthropology. There must be a fourth member who is external and not on the faculty of SW or Anthropology. Membership may change with the approval of the SWAN co-chairs and submission of the appropriate form to the Graduate School.

REQUIRED FORM

The Recommendation for Doctor of Philosophy Candidacy Status (see <https://gradschool.wayne.edu/policies/all-forms>) is prepared by the student and approved by the dissertation Directors. A current transcript must be attached to the form to verify completion of coursework.

PROCEDURE

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

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

DISSERTATION POLICIES

PROSPECTUS AND INSTITUTIONAL REVIEW BOARD APPROVAL

The prospectus should be completed within one year of attaining doctoral candidacy. Your dissertation prospectus outlines the scope, theoretical framework, significance, and methodology of your proposed dissertation research. You complete the “Doctoral Dissertation Outline and Record of Approval” form (see the Academic Services Officer). You must also have completed the IRB human subjects approval process, including a completed Medical/Behavioral Protocol Summary Form, and have received IRB approval for your project, before your prospectus can be submitted.

The prospectus must be defended within one year of passing qualifying exams.

The student will defend the dissertation prospectus in an oral prospectus meeting. This is normally a brief (15-20 minute) presentation of material from your prospectus, followed by questions from your Committee. After the presentation, the four Committee members meet with the student, ask further questions, and, if necessary, request changes.

At the conclusion of a successful oral prospectus defense, all of your Committee members, and one of the SWAN Co-Chairs, will sign both your “Doctoral Dissertation Outline and Record of Approval” form.

This form is sent to the Graduate School and confirm your Candidacy status. Once the student has reached candidacy status, they can begin to take dissertation credits.

CONFLICT OF INTEREST

When you submit your Prospectus for approval, and again just prior to your dissertation defense, you must also submit a Conflict of Interest form, signed by all Committee members and yourself, disclosing any financial or personal conflicts of interest, or affirming that there are no such conflicts (http://gradschool.wayne.edu/phd-info/conflict_of_interest_form.pdf). Your prospectus cannot be approved, and you cannot defend your dissertation, without this signed form.

THE DEFENSE YEAR

In the first month of the semester BEFORE you plan to defend your dissertation – at the beginning of your defense year – you should convene a meeting of all your Committee members (locally or by Skype), in which you:

- a) discuss the scope and plan of the final writing stages of your dissertation;
- b) outline the roles of various Committee members in evaluating portions of the dissertation;
- c) set expectations for communication with and among the dissertation Committee members;
- d) address potential outstanding problems in writing, analysis, and methodology; and
- e) set a potential defense date.

You should submit a complete dissertation draft to your advisors well in advance (typically between two and six months, with deadlines set by the dissertation chairs) of when you plan to defend. You are also expected to send draft chapters individually to your advisors throughout the writing process. Depending on the composition of your Committee and your dissertation's structure, it may also be important to submit individual chapters to specific Committee members other than the advisors.

You must submit a complete dissertation draft to all your Committee members no later than two months prior to your planned defense (preferably earlier). You must have your advisors' approval for the entire dissertation draft before doing so.

Please note that the latest you can defend a dissertation is normally in November for December graduations and in March for May graduations. You can defend after that point, but you will not graduate until the next term.

DEFENDING THE DISSERTATION

The doctoral dissertation is a piece of substantial, independent, and original field or laboratory research. While there is no minimum or maximum length set by the university, we expect the length of a SWAN dissertation to be consonant with the methodology utilized in the dissertation and to reflect multiple years of sustained work. The process of completing and defending a work of this scope is extensive and you should budget at least a year if not more to complete it. A dissertation defense

provides you with an opportunity to publicly present your work, show excellence in scholarship, and gain recognition of completion of a long and intensive research process.

There are numerous important procedures set by the Graduate School relating to defending your PhD (see <http://gradschool.wayne.edu/phd-info/deadlines.php>), which vary from term to term. Notify the Graduate Directors well in advance of your intention to complete the degree requirements and before proceeding with the degree application process.

You must apply to graduate by the deadline to file degree applications. You should file only if you expect to complete all degree requirements including submission of the final manuscript in the current term.

A minimum of two weeks before you plan to defend, you must complete the following steps:

1. You must submit your dissertation manuscript electronically for a Format Check;
2. You must submit the Conflict of Interest form to the Graduate School disclosing any conflicts or affirming that there are none, signed by all Committee members. You must resubmit the form even if you previously submitted it when you submitted your prospectus.
3. You must submit an electronic copy of your entire dissertation to the departmental Graduate Director for a check using the Safe Assign plagiarism detection software.
4. You must submit the first portion of the Final Defense Report form to the Graduate School, signed by all Committee members. This form is then returned to the department to be completed at the defense.
5. After consulting with the Graduate Director in Anthropology or your Social Work advisor to book a room at the appropriate time, you submit a copy of the public announcement of your defense to the Graduate School (which will also be distributed electronically to students and faculty).

You must schedule your defense before the end of the Winter term in May or after the beginning of the Fall term in August; however, there is a deadline, usually around two months before the end of each term, after which you can still defend your dissertation but will not graduate in that term. For example, if you defend in December, the earliest you can actually receive your PhD is the following May.

The first part of the Final Defense is a public presentation in which the candidate presents the methodology, research and results of the investigation to the Committee and the audience, and responds to their questions. In the second part, the candidate meets with the Committee and responds to further questions about the research and dissertation. The final phase is the evaluation, in which the Committee discusses the candidate's performance, agrees on any revisions the candidate should make to the manuscript, and determines whether or not s/he passed. The Committee's decision is conveyed to the Graduate School via the Final Defense Report form. The candidate is informed of any required revisions.

AFTER THE DEFENSE

It is normal for minor revisions to be required following a successful defense, ranging from correcting typos to adding additional analysis. The scope of these revisions will be communicated to you by your Committee following the defense.

If you intend to graduate in the term in which you defend, there is a deadline set by the Graduate School, normally about six weeks before the end of term, for all materials to be received and forms completed relating to the final manuscript. If you defend later in the term, it is likely that you will not complete your revisions before the Graduate School's deadline to receive your degree, and will actually graduate in the following term.

When you submit your final, revised manuscript, you must complete several additional steps. See the Graduate School website for more specific information.

1. You upload the final manuscript to the Proquest/UMI site;
2. You submit an original signed title page to the Graduate School;
3. You complete and submit the Survey of Earned Doctorates;
4. You complete the Dissertation Title and List of Previous Degrees form online;
5. You submit the permission form to have your dissertation archived with WSU Libraries.

See the Graduate **School** website for the latest instructions and deadlines

<https://gradschool.wayne.edu/phd/deadlines-requirements>

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.

COMMENCEMENT

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

Check the WSU website for forms and deadlines, and apply for graduation online on Academica. **Check the term application deadline, which is usually the Friday of the 4th week of classes for that term.**

Each application requires payment of a non-refundable fee (check the website for current fee information). You must apply and pay again if you do not meet the requirements in the term of application. Additional information regarding commencement can be found at:

<http://commencement.wayne.edu/index.php>.

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

expected to attend commencement; however, diplomas will be mailed to those candidates unable to attend the ceremonies.

APPENDIX A: UNIVERSITY POLICIES

OMBUDSPERSON OFFICE

798 Student Center Building; 313-577-3487

<https://wayne.edu/ombuds/>

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

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

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

STUDENT DUE PROCESS

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

The primary purpose of the Student Code of Conduct is to protect the university community. The code gives general notice of prohibited conduct, of the sanctions to be imposed if such conduct occurs, and of the judicial procedures at Wayne State University. The code assures that students who are alleged to have engaged in unacceptable behavior receive fair and impartial consideration, as specified in the code. For details on the Student Code of Conduct, see <http://doso.wayne.edu/assets/codeofconduct.pdf>

APPENDIX B: GRADUATE SCHOOL FORMS

See the graduate school website for all required forms.

gradschool.wayne.edu/current/forms.php

APPENDIX C: SCHOOL OF SOCIAL WORK POLICIES

SCHOOL OF SOCIAL WORK ACADEMIC INTEGRITY POLICY

socialwork.wayne.edu/about/forms.php

NON DISCRIMINATION POLICY

socialwork.wayne.edu/about/forms.php

INCOMPLETE GRADE POLICY

http://socialwork.wayne.edu/incomplete_grade_policy.pdf

Note that the faculty voted in May 2013 that this policy on incompletes applies to Ph.D. courses. Exceptions may be made for SW 9420, Research Practicum

GRADE APPEALS PROCEDURES

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

[https://socialwork.wayne.edu/school_of_social_work_grade_appealsacademic_termination_and_reinstatementpolicies_and_procedures .pdf](https://socialwork.wayne.edu/school_of_social_work_grade_appealsacademic_termination_and_reinstatementpolicies_and_procedures.pdf)