Students who receive a grade of C in the Field and Integrative Seminar courses may continue only with permission of the faculty and may not offset the grade with a grade of A. Refer to the Field Education Handbook (found on the Social Work Student Resources site [https://socwork.wisc.edu/students/resources/#full-time-msw-students]) for more details about grades in Field.

**ADVISOR / COMMITTEE**

All master’s candidates are assigned to the social work academic advisors.

**CREDITS PER TERM ALLOWED**

15 credits

**TIME CONSTRAINTS**

Full-Time Program students matriculating through the Full-Time MSW program on a part-time basis must enroll in a minimum of two courses each semester and complete one full-time semester of at least 8 credits. Candidates who withdraw from the Full-Time Program without having completed at least 8 credits must reapply for admission to the program. Students who withdraw from the Part-Time MSW Program without having completed at least 6 credits must reapply for admission to the Part-Time Program.

Master’s degree students who have been absent for five or more consecutive years lose all credits that they have earned before their absence. Individual programs may count the coursework students completed prior to their absence for meeting program requirements; that coursework may not count toward Graduate School credit requirements.

**GRIEVANCES AND APPEALS**

These resources may be helpful in addressing your concerns:

- Bias or Hate Reporting ([https://doso.students.wisc.edu/bias-or-hate-reporting/](https://doso.students.wisc.edu/bias-or-hate-reporting/))
- Graduate Assistantship Policies and Procedures ([https://hr.wisc.edu/policies/gapp/#grievance-procedure](https://hr.wisc.edu/policies/gapp/#grievance-procedure))
- Hostile and Intimidating Behavior Policies and Procedures ([https://hr.wisc.edu/hib/](https://hr.wisc.edu/hib/))
  - Office of the Provost for Faculty and Staff Affairs ([https://facstaffprovost.wisc.edu/](https://facstaffprovost.wisc.edu/))
  - Dean of Students Office ([https://dosostudents.wisc.edu/](https://dosostudents.wisc.edu/)) (for all students to seek grievance assistance and support)
- Employee Assistance ([http://www.eao.wisc.edu/](http://www.eao.wisc.edu/)) (for personal counseling and workplace consultation around communication and conflict involving graduate assistants and other employees, post-doctoral students, faculty and staff)
- Employee Disability Resource Office ([https://employeedisabilities.wisc.edu/](https://employeedisabilities.wisc.edu/)) (for qualified employees or applicants with disabilities to have equal employment opportunities)
- Graduate School ([https://grad.wisc.edu/](https://grad.wisc.edu/)) (for informal advice at any level of review and for official appeals of program/departmental or school/college grievance decisions)
- Office of Compliance ([https://compliance.wisc.edu/](https://compliance.wisc.edu/)) (for class harassment and discrimination, including sexual harassment and sexual violence)
- Office of Student Conduct and Community Standards ([https://conduct.students.wisc.edu/](https://conduct.students.wisc.edu/)) (for conflicts involving students)
• Ombuds Office for Faculty and Staff (http://www.ombuds.wisc.edu/) (for employed graduate students and post-docs, as well as faculty and staff)
• Title IX (https://compliance.wisc.edu/titleix/) (for concerns about discrimination)

Students should contact the department chair or program director with questions about grievances. They may also contact the L&S Academic Divisional Associate Deans, the L&S Associate Dean for Teaching and Learning Administration, or the L&S Director of Human Resources.

OTHER
Title IV-E Public Child Welfare Traineeships are available to Full-Time and Part-Time MSW Program students.