



**TOURO UNIVERSITY
GRADUATE SCHOOL
OF SOCIAL WORK**

Where Knowledge and Values Meet

2022

Touro University Graduate School of Social Work

STUDENT ADVISEMENT POLICIES AND PROCEDURES

OCTOBER 2022

INTRODUCTION

Student success is impacted by strong advisement systems. Students seeking advising for campus-life issues, the academic program, or the administrative requirements of attending the school can be obtained through the contact with program administrators, faculty, staff, Directors of Financial Aid, Registrar, Bursar, or Field Education Department personnel. Faculty and administration are involved intimately in providing an array of support services to our students which include, but are not limited to, professional counseling, guidance, and advisement. Faculty provide support through review sessions of course materials and in-person advisement. In addition, students have access to personal counseling services in times of need. Collectively, the entire system works together to communicate with students as early and often as possible in support of each student's academic progress.

FACULTY ADVISORS

Faculty Advisors play a key role at the Touro University Graduate School of Social Work. Students and faculty work together very closely in the academic arena. The advisor is a faculty member is a faculty member who takes a personal interest in their assigned students and guides them throughout their program of study. Advisors may provide academic support to their students when performance levels fail to meet minimum academic standards. Students are encouraged to use the advice, expertise, and help of the faculty, and should feel free to contact their advisor as frequently as necessary for advice, encouragement, and support.

Faculty advisors are assigned during orientation for the entering class. For questions pertaining to classroom/didactic coursework, students are encouraged to contact their assigned GSSW faculty advisor. For questions pertaining to their field work, students are encouraged to contact the GSSW Director of Field Education and Advisement, field placement coordinator, or site personnel.

ROLE OF THE ACADEMIC ADVISOR

Each student is assigned an Academic Advisor whose role is to guide the student through the educational program. Advisors are responsible for:

- Guiding students during the course registration process
- Tracking students' satisfactory academic progress for timely graduation from the program.
- Connecting with students during advisement periods
- Orienting students to:
 - the educational program and its requirements
 - academic expectations
 - use of resources to promote professional development
- Informing students of the nature of advocacy and learning events as well as acquainting them with clubs and activities available
- Navigating academic probation and dismissal procedures

ROLE OF THE STUDENT

Students are responsible for:

- Responding to advisor communication via email, CANVAS, phone, or in person
- Reading any documents or information posted or sent by their advisor
- Submitting advisement forms in a timely manner
- Communicating any needs or concerns to their academic advisor
- Attending any scheduled advisement meetings or calls

THE REGISTRATION PROCESS

Students register for courses for each semester through the TouroOne computerized registration system. Students are assigned a Touro University student ID number and must create an account password; these are used to access the TouroOne portal throughout the student's career at the University.

Before registration, students are expected to complete and sign a *Graduate School of Social Work Curriculum Planning Form*. This form contains a list of all courses required in the MSW program. Students should consult TouroOne to confirm courses completed and use this information to fill out the Curriculum Planning Form. They should also consult the MSW program course sequences to determine the courses that they are required to take in the following semester(s). After the Curriculum Planning Form has been reviewed with, approved, and signed by the faculty advisor, the student is issued a PIN number allowing them to access the online registration system. **PLEASE NOTE:** PIN numbers can be issued *only to students who have completed the advisement process*.

Taking courses out of sequence is not usually allowed. However, in some instances, the Director of Advisement ([Sarala Kislak](#)) may grant permission for doing so. A student should request and complete an *Out of Sequence Course Authorization Form*, available from the Director of Advisement's office.

Registration is not finalized until recorded in the University's computer system. It is the student's responsibility to ensure that they are properly registered. **After completing the online registration process, students should print out a copy of their registration confirmation, ensure that it is accurate, and keep that copy for reference.** Students who are not registered may **NOT** attend classes under any circumstances or for any reason. Students attempting to attend a class for which they are not registered will be immediately referred by the faculty member to the Director of Program Operations ([Elhanan Marvit](#)).

SATISFACTORY ACADEMIC PROGRESS POLICY

To remain enrolled in the Graduate School of Social Work and eligible for financial aid, students must maintain Satisfactory Academic Progress (SAP). The two fundamental components of the School's SAP policy are:

- Students must maintain a 3.0 cumulative GPA as calculated according to the School's grading system.
- The MSW program requires 65 credits for graduation. All requirements are expected to be completed within four calendar years, not to exceed five calendar years from the date of the student's first term of enrollment.

SAP measurements are made at the end of every term. Students who do not maintain a minimum of a 3.0 GPA, do not qualify for financial aid in the following semester. A student may request an SAP appeal for one academic semester via the Office of Financial Aid. In the second semester of the probation period, students are prohibited from registering for subsequent semesters until GPA can be calculated and the status of SAP can be assessed. A student may request an SAP appeal for one academic semester via the Office of Financial Aid.

Students uncertain of their status should consult with their faculty advisor and the Director of Student Advancement ([Allison Bobick](#)).

The complete Touro University Satisfactory Academic Progress Policy can be found on the Touro website at www.touro.edu/students/policies/satisfactory-academic-progress-policy/.

ACADEMIC PROBATION AND DISMISSAL

A student is placed on academic probation if they fail to meet the School's standard for Satisfactory Academic Progress. The Director of Student Advancement and the student's faculty advisor monitor students' academic performance and probationary status. Students placed on academic probation may register for no more than nine credits. The Director of Student Advancement, in consultation with the student's faculty advisor, will determine the specific number of credits allowed (either 6 or 9 credits). A student placed on probation must attain a 3.0 cumulative GPA either (1) within two semesters or (2) by the completion of their next 15 credits, whichever comes first. Failure to do so may result in dismissal from the program. In the second semester of the probation period, students are prohibited from registering for subsequent semesters until GPA can be calculated and the status of SAP can be assessed.

Since not all Social Work courses are offered every semester, students on probation also may find themselves "out of sequence" in their progression through the MSW program, an issue that should be discussed with their faculty advisors.

STUDENT ADVISEMENT VIA CANVAS

- Sign in to CANVAS
- On your “Dashboard”, click on SSW Advisement (name of your advisor).
- Download the "Curriculum Planning Form" from the “Advisement Forms” module.
- Enter all your past coursework into the "Curriculum Planning Form." (TIP: Login to TouroOne and click on the “Registration” tab. Click on “Registration History” in order to see all classes you’ve taken in past semesters.)
- Review the information provided in the CANVAS “Course Schedules” module and enter the courses you would like to take on the “Curriculum Planning Form." If you are unable to complete it on your own, email your advisor and ask for help.
- Once you complete the “Curriculum Planning Form," save it as a document. You will need it.
- Submit your “Curriculum Planning Form" in the appropriate CANVAS assignment, which can be found in the “Advisement Forms” module.
- Your advisor will then review your form and either approve or disapprove.

Was it approved?

- If you want to know whether your planning form has been approved sign in to CANVAS, click on SSW Advisement (name of your advisor), and click on grades.
- You will see your “Curriculum Planning Form” with either “complete or” “incomplete” next to it.
- If you received a “complete”, then your “Curriculum Planning Form” has been approved. Your registration PIN will be provided in the comments section and you will need this to register for classes.
- If you received an “incomplete,” changes need to be made. Click on the assignment and you will see your advisor’s feedback. Make the necessary changes to your “Curriculum Planning Form” and resubmit.
- If you do not understand your advisor’s feedback or remain unsure which courses to select, email your advisor and ask for help.

TOURO UNIVERSITY GRADUATE SCHOOL OF SOCIAL WORK CURRICULUM PLANNING FORM

STUDENT'S NAME _____ TOURO ID# _____

EXPECTED GRADUATION DATE _____ ADVISOR _____

SCHOLARSHIP/FELLOWSHIP _____

Fill in the requested information for the classes that you have taken or are currently taking. Then use the right-hand column to check off the classes for which you intend to register in the upcoming semester.

FOUNDATION YEAR COURSES

COURSE	CREDITS	GRADE	SEM TAKEN	TERM EXPECTED TO TAKE
SSWN640, Field Work I (Co-requisites: SSWN650, SSWN642)	3			
SSWN642, Integrative Practice Field Seminar, 2 semester course (Co-requisites: SSWN640, SSWN650)	3			
SSWN650, Foundations of Social Work Practice I (Co-requisites: SSWN640, SSWN642)	3			
SSWN660, Human Behavior and the Social Environment I	3			
SSWN670, Social Welfare Policy and Service Delivery Systems I	3			
SSWN662, Identity & Social Justice: Implications for Social Work Practice	3			
TOTAL CREDITS	18			

COURSE	CREDITS	GRADE	SEM TAKEN	TERM EXPECTED TO TAKE
SSWN641, Field Work II (Pre-requisite: SW640 Co-requisites: SSWN651, SSWN642)	3			
SSWN642, Integrative Practice Field Seminar (cont'd)	---			
SSWN651, Foundations of Social Work Practice II (Pre-requisite: SSWN650 Co-requisites: SSWN641, SSWN642)	3			
SSWN661, Human Behavior and the Social Environment II (Pre-requisite: SSWN 660)	3			
SSWN671, Social Welfare Policy and Service Delivery Systems II (Pre-requisite: SSWN670)	3			
SSWN637, Social Work Research	3			
TOTAL CREDITS	15			

(OVER)

ADVANCED CONCENTRATION YEAR COURSES

COURSE	CREDITS	GRADE	SEM TAKEN	TERM EXPECTED TO TAKE
SSWN740, Field Work III (Pre-requisites: SSWN641, SSWN642, SSWN651; Co-requisites: SSWN742, SSWN750)	3			
SSWN742, Advanced Integrative Practice Field Seminar, 2 semester course (Pre-requisites: SSWN641, SSWN642, SSWN651; Co-requisites: SSWN740, SSWN750)	2			
SSWN750, Advanced Clinical Social Work Practice with Individuals (Pre-requisites: SSWN642, SSWN651 Co-requisites: SSWN740, SSWN742)	3			
SSWN730, Advanced Social Work Research (Pre-requisite: SSWN637) (offered only in Manhattan)	3			
SSWN760, Human Behavior and the Social Environment III - Issues in Psychopathology (Pre-requisites: SSWN650, SSWN660, SSWN661)	3			
Clinical Social Work Practice Elective (Pre-requisite: SSWN651) <i>Write course number & name</i>	3			
TOTAL CREDITS	17			

COURSE	CREDITS	GRADE	SEM TAKEN	TERM EXPECTED TO TAKE
SSWN741, Field Work IV (Pre-requisite: SSWN740 Co-requisites: SSWN751)	3			
SSWN742, Advanced Integrative Practice Field Seminar (cont'd)	---			
SSWN751, Advanced Clinical Social Work Practice with Couples and Families (Pre-requisite: SSWN750 Co-requisites: SSWN742, SSWN741)	3			
SSWN772, Values and Ethics for Social Work Practice and Service Delivery (Pre-requisite: SSWN 651)	3			
Clinical Social Work Practice Elective (Pre-requisite: SSWN 651) <i>Write course number & name</i>	3			
Clinical Social Work Practice Elective (Pre-requisite: SSWN 651) <i>Write course number & name</i>	3			
Strategies and Skills for the LMSW Exam, SSWN 799	---	---		
TOTAL CREDITS	15			

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