

THE UNIVERSITY OF MEMPHIS

School of Social Work

Doctor of Social Work (DSW)
Student Handbook
2024-2025



SCHOOL OF SOCIAL WORK

DSW Student Handbook

From the School of Social Work Director

Welcome to the Doctor of Social Work (DSW) at the University of Memphis. The University of Memphis is a Carnegie classified Research Institution with Higher Research Activity. It is also a University that is committed to engaged research. You have chosen a wonderful institution for pursuing your doctoral education in social work!



The mission of the School of Social Work is to be a leader in social work education by: preparing students with cutting-edge social work skills necessary to practice in complex settings; creating knowledge through research and engaged scholarship; reducing poverty, inequality, and social and economic injustice through evidence based practices; and addressing the needs of the Mid-South within a global perspective. We are excited to have you in our program to help us make this mission a reality!

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THE UNIVERSITY OF MEMPHIS MISSION

The University of Memphis is a learner-centered metropolitan research university providing high quality educational experiences while pursuing new knowledge through research, artistic expression, and interdisciplinary and engaged scholarship. A doctoral degree-granting urban research university, The University of Memphis is committed to excellence in undergraduate, graduate, and professional education; in the discovery and dissemination of knowledge; in service to the metropolitan community, the state, and the nation; and in preparation of a diverse student population for successful careers and meaningful participation in a global society. The University of Memphis remains committed to the education of a non-racially identifiable student body and promotes diversity and access without regard to race, gender, religion, national origin, age, disability, or veteran status.

COLLEGE OF ARTS AND SCIENCES MISSION

The School of Social Work at the University of Memphis is part of the College of Arts and Sciences. The College of Arts and Sciences is the largest college in the University of Memphis, comprising 24 academic units, the ROTC, and multiple research centers, including two Centers of Excellence. Providing over quarter-million credit hours of instruction annually, the College of Arts and Sciences offers a comprehensive liberal arts curriculum to equip its students in pursuing rich personal and professional lives. It is dedicated to providing educational opportunities that broaden student knowledge within the major areas of human study, in-depth understanding of at least one area of inquiry, and the skills and abilities necessary for a lifetime of learning, career success, and participatory citizenship. The College provides quality undergraduate and graduate education by training students to think critically about their course of study, themselves, and the world around them. Through programs of basic and applied research, the College's faculty and students increase knowledge and address the complex issues, local and global, facing all citizens.

SCHOOL OF SOCIAL WORK MISSION

The School of Social Work seeks to be a leader in social work education by: preparing students with cutting-edge social work skills necessary to practice in complex settings; creating knowledge through research and engaged scholarship; reducing poverty, inequality, and social and economic injustice through evidence based practices; and addressing the needs of the Mid-South within a global perspective.

COMMITMENT TO DIVERSITY AND SOCIAL JUSTICE

A primary focus of the Doctor of Social Work program is to enhance human wellbeing and help to meet the basic human needs of all people, with particular attention to the needs and empowerment of people who are vulnerable, oppressed, and living in poverty. This mission is consistent with the values of the social work profession in that all aspects of the program are committed to enhancing service to vulnerable populations while promoting social justice with focus on diversity, equity, and inclusion. The program is committed to developing student knowledge, values, and skills essential to competent social work practice, the importance of human relationships, the dignity and worth of all persons and integrity throughout all aspects of professional practice.

DOCTOR OF SOCIAL WORK PROGRAM MISSION

The mission of the Doctor of Social Work (DSW) program is to prepare practitioner-scholars who can generate new social work knowledge and respond to increasingly complex practice. The DSW program seeks to enhance the professional skills of practicing social workers and prepare them for supervision, teaching, management, and data-driven decision-making.

CSWE STATEMENT ON DSW ACCREDITATION

CSWE's Board of Accreditation (CSWE-BOA) is currently piloting the accreditation of professional practice doctoral programs. Although there are currently no CSWE-BOA accredited professional practice doctoral programs, in June 2020, CSWE-BOA approved and adopted the [Accreditation Standards for Professional Practice Doctoral Programs in Social Work](#). The School of Social Work at the University of Memphis has adopted the [Accreditation Standards for Professional Practice Doctoral Programs in Social Work](#) and is prepared to undergo accreditation once it becomes available. For information about professional practice doctoral program accreditation and the current pilot, please visit the [Council on Social Work Education website](#).

DOCTOR OF SOCIAL WORK PROGRAM COMPETENCIES

Doctors of Social Work (DSW) are practitioner-scholars who can generate new social work knowledge and respond to increasingly complex practice. DSWs are leaders and decision-makers who utilize complex data and research, supervision, teaching, and management skills to engage in high-level social work practice and direction. Doctors of Social Work:

1. (a) Evaluate social work services and practice environments using twenty-first century skills in data-driven analysis and informatics; and (b) contribute to social work knowledge through research and practice.
2. Demonstrate social work leadership and management skills to respond to complex practice environments locally, nationally, and globally.
3. Educate the next generation of social workers to be leaders in a changing practice environment through supervision and training.
4. Demonstrate leadership skills in interdisciplinary environments in collaboration with diverse clients and communities.

ADMISSIONS

Admissions Requirements

Admission to the DSW program requires:

1. A Master of Social Work from a program accredited by the Council on Social Work Education.
2. Three years of full-time post-MSW practice experience (or equivalent part-time experience).
3. Submission of transcripts from undergraduate program and MSW program.
4. Submission writing sample
5. International applicants should submit Test of English as a Foreign Language (TOEFL) scores or another acceptable score by the University of Memphis Graduate School (<https://www.memphis.edu/graduateadmissions/future/admission-requirements.php>).
6. A Professional Goal Statement (see the online application for specific requirements).
7. A Professional Resume/CV.
8. Three letters of reference.

The DSW Program Committee reviews all submitted materials. Admissions decisions are made on the applicant's meeting admissions requirements and the overall quality of professional background in social work, scholarship, academic ability, research capacity, and the fitness for the program.

Readmissions Requirements

Once accepted into the DSW program, students are expected to enroll every semester thereafter and make satisfactory progress toward the degree. Students who do not enroll for one semester must apply for readmission compliant with the Graduate Admissions guidelines.

Submission of an application for readmission does not ensure acceptance. An application for readmission may be rejected or additional requirements may be imposed on the student.

CURRICULUM

The DSW program requires the completion of a minimum of forty-eight (48) credit hours.

1. Students are required to complete thirty (30) credit hours of required coursework. The required courses are as follows:
 - SWRK 8020 Quantitative SW Research (3)
 - SWRK 8030 Qualitative Methods in Social Work Research (3)
 - SWRK 8040 Advanced SW Theory (3)
 - SWRK 8050 Writing for Publication (3)
 - SWRK 8080 Managing SW Practice (3)
 - SWRK 8100 Developing Fundable Proposals (3)
 - SWRK 8102 Social Work Statistics (3)
 - SWRK 8155 Informatics & Data-Driven Decision Making in Social Work (3)
 - SWRK 8175 Reflective Supervision (3)
 - PADM 8600 Admin Theory & Ethics (3)

2. Students are also required to complete a minimum of twelve (12) credit hours of electives. Electives must be levels 7000 or 8000, but 6000 level are acceptable at the discretion of the student's advisor (the student's DSW committee chair).

3. Students are required to complete a minimum of six (6) credit hours of Capstone Project (SWRK 9000).

Sample Study Plan

The DSW program is designed for students to complete their degree in three years. A sample of a three-year study plan is included below (please note that the School of Social Work reserves the right to make changes):

	Even-Year Cohort	Odd-Year Cohort	
Year 1			
Fall	PADM 8600/7600 Admin Theory & Ethics	SWRK 8102 Social Work Statistics	3
	SWRK 8040 Advanced SW Theory	PADM 8600/7600 Admin Theory & Ethics	3
Spring	SWRK 8020 Quantitative SW Research	SWRK 8030 Qualitative SW Research	3
	Elective	SWRK 8075 Reflective Supervision	3
Summer	SWRK 8100 Developing Fundable Proposals	SWRK 8080 Managing SW Practice	3

	Elective	Elective	3
Total			18

Year 2

Fall	SWRK 8102 Social Work Statistics	SWRK 8155 Informatics & Data-Driven	3
	SWRK 8050 Writing for Publication	SWRK 8040 Advanced SW Theory	3
Spring	SWRK 8030 Qualitative SW Research	SWRK 8020 Quantitative SW Research	3
	SWRK 8075 Reflective Supervision	Elective	3
Summer	SWRK 8080 Managing SW Practice	SWRK 8100 Develop. Fund. Proposals	3
	Elective	Elective	3
Total			18

Year 3

Fall	SWRK 8155 Informatics & Data-Driven	SWRK 8050 Writing for Publication	3
	Elective	Elective	3
Spring	SWRK 9000 Capstone	SWRK 9000 Capstone	3
	SWRK 9000 Capstone	SWRK 9000 Capstone	3
Total			12

Courses

SWRK 8020 Quantitative SW Research (3)

Course covers fundamental strategies for developing a quantitative research study.

SWRK 8030 Qualitative Methods for SW (3)

The purpose of this advanced course is to further prepare doctoral students to organize and conduct qualitative research. Students will learn the history of qualitative methods and the theoretical underpinnings to qualitative data collection and analysis.

SWRK 8040 Advanced SW Theory (3)

Course covers major theories that have influenced social work research, social work practice, and social welfare policy. The interdisciplinary nature of social work theory and history of social work will be covered. Students will learn methods of theory building and theoretical modeling. Prerequisites: SWRK 7002, 7003, 7021, 7022, 7025, & 7030.

SWRK 8050 Writing for Publication (3)

Course introduces students to the process of writing for publication. Course will be a project-focused seminar in which students will formulate a concept for a scholarly paper, draft the paper, and rewrite the paper based on a review from peers. Course will also cover the process of writing an abstract for a scholarly presentation.

SWRK 8080 Managing a SW Practice (3)

This course, required in the DSW, is designed to provide social work professionals and clinical practitioners the skills and knowledge to establish, direct, and administer social work and behavioral health practices. The course covers legal, logistic, and financial issues in developing a private practice.

SWRK 8100 Developing Fundable Proposals (3)

Course is designed to prepare students to apply knowledge of evidence-based interventions and knowledge of policy related to social work practice to the development of a proposal for funding. Foundation knowledge and skills in grant writing will be explored. There will also be emphasis on working effectively with others to operationalize ideas to create a program or a plan in response to a request for proposals/applications. Students will learn to organize a proposal and respond to reviewers. Particular emphasis is placed on proposals for social work practice with culturally diverse, vulnerable and high-risk populations.

SWRK 8102 Social Work Statistics (3)

This course is an applied course intended to introduce students to the statistical tools used for empirical analysis and decision-making in the social work context. This course is designed to provide an introduction to the process of conducting statistical analyses of data relevant to public issues, problems, and policies in the area of social work. Both conceptual understanding and the development of practical applied skills are emphasized throughout the course.

SWRK 8155 Informatics & Data-Driven Decision Making (3)

This course emphasizes the use of information technology in social work practice (1) to improve overall quality of services provided by clinicians as well as (2) to leverage the implicit knowledge of workers so that agencies foster ongoing innovations in service provision.

SWRK 8175 Reflective Supervision (3)

Reflective supervision is a regular collaborative reflection experience between a service provider and supervisor that builds on the supervisee's use of his/her thoughts, feelings, and values within a service encounter. In this course, the student will learn about the origins and history of different models of supervision. Through discussion and practice, the student will learn how supervision can provide a rich opportunity for service providers to further their self-awareness and skills.

PADM 8600 Admin Theory & Ethics (3)

Significance of public administration in American government; includes an introduction to formal organization theory and bureaucracy, decision-making theory, leadership and

motivational theory, and current trends and problems in the study of public administration. Prerequisite(s): SPAN 7102 or equivalent.

SWRK 9000 Capstone Project (1-6)

Candidates for graduation will be required to complete a capstone project. Grade of S/U, or IP will be given. Grades for SWRK 9000 will be assigned based on your progress. "Satisfactory" will be assigned when your dissertation is complete (your final semester). IP will be assigned if student is making satisfactory progress based on where the chair and committee believe that student should be. U will be assigned if the student is not making satisfactory progress towards their capstone project. More information on the capstone project is described below in the "Capstone Project" section of this handbook.

Electives

The DSW program requires the completion of a minimum of twelve (12) credit hours (4 courses) of electives. The electives allow students to tailor their program of study to their interests. Students who are interested in higher education teaching can use the electives to complete a certificate in higher education teaching offered through the Department of Leadership in the College of Education. Students who are interested in advanced training in research methods or statistics can use the hours to pursue either a Qualitative Methods or Quantitative Methods Graduate Certificate in the College of Education or a Graduate Certificate in Health Analytics through the School of Public Health. Students who are interested in advanced clinical methods can use their electives to take clinical courses through social work, counseling, or psychology. Students can also use electives to take coursework in a population specialty (e.g., health care, gerontology). The student should take initiative to find electives that will add depth and breadth to their education. It is the student's responsibility to work with their advisor and/or dissertation committee chair to identify electives that will strengthen the education and skills in their doctoral education. Electives must be levels 7000 or 8000, but 6000 level are acceptable at the discretion of the student's advisor.

Distance Learning & Residency

The DSW program is offered via distance learning. All courses are available online. The University of Memphis has resources for online teaching through the UM Global. The UM Global provides review of courses, workshops on online teaching, online tutoring, online writing support, and other online support for students. Furthermore, students are asked to come to campus approximately one week per year to complete in-person residencies. The in-person residencies provide the opportunity to become oriented to the program, meet fellow students, meet the faculty, and form dissertation committees. Students are also required to have synchronous meetings. The plan for the in-person residencies are as follows.

Year 1 Residency: A New Doctoral Student

Year 1 residency is designed to provide an overview of the DSW program and provide skills that are not taught elsewhere. The goal of Year 1 Residency is to prepare the student to embark on the DSW program and to create a cohort.

Year 2 Residency: Focusing on Your Research

Year two residency is designed to bring DSW students together and to prepare second-year students for the comprehensive exam and their proposal for their capstone project. Specific skills are highlighted.

Year 3 Residency: Capstone and Graduation

Year 3 residency focuses on the Completion of the capstone project and graduation. Third-year students are also involved in sharing their experiences with first- and second-year students.

RETENTION AND GRADUATION

Retention Requirements

Retention requirements for the DSW program include:

1. Students must comply with all retention standards of the Graduate School at the University of Memphis.
2. Students are required to maintain a cumulative GPA of at least 3.00. Should the student's cumulative GPA fall below that mark, a period of one semester will be allowed to correct the deficiency. Students failing to improve their GPA to an acceptable level in that time will be dismissed from the program.
3. No more than 6 hours of "C-," "C" or "C+" will be applied toward meeting degree requirements. No grade of a D+ or lower will count toward the degree.

Graduation Requirements

Graduation requirements for the DSW program include:

1. Completion of all required coursework with no more than 6 hours of C (i.e., "C-," "C" or "C+") grades.
2. Completion of the comprehensive exam
3. Completion of a capstone project.

Timeline to Graduation

The primary procedures and timeline of the DSW program are as below:

- By the end of the first semester of doctoral studies (fall of the first year), a faculty advisor, called a DSW Committee Chair, is assigned to each student in consultations with the DSW program director.
- During the second semester (spring of the first year) The student then works with his/her DSW committee chair to select at least two more committee members among the faculty who hold full Graduate Status in the School of Social Work at the University of Memphis.
- By the end of the second year of doctoral studies, the student takes the comprehensive exam and submits a written proposal to his/her DSW committee.
- Once the written proposal is approved by the student's DSW committee, the student may begin work on the capstone project.
- At the end of the spring semester of the third year, the student submits the completed

capstone project and conducts a public presentation of the capstone project at the School of Social Work.

FORMING A DSW COMMITTEE

In order to promote successful and timely completion of the DSW program, students must form a DSW Committee. The DSW committee will oversee the comprehensive exam, will approve the proposal, and will oversee the successful completion of the capstone project. Upon admission to the DSW program, each student will work with the director of the DSW program for academic advising until they have selected a dissertation chair (generally a chair is selected in the fall semester of year 1 and no later than the spring semester of year 1). Once the student has selected a DSW Committee Chair, the DSW committee chair will take over and serve as the academic advisor. The DSW committee chair will meet with the student prior to registration for courses, to ensure the student is on track, discuss questions and/or concerns, and discuss progress in the DSW program. The advisor is responsible for clearing student PIN and entering permits for social work courses to allow students to register. By initiating regular advising meetings, the student needs to seek professional success and enhance academic performance. The student should also make sure to discuss with the advisor the follows:

- Frequency of advising meetings
- A plan and tentative time frame for capstone work.
- Recommendations for members of the DSW committee

The DSW committee chair will provide guidance to the student on the following areas:

- IRB protocol application for the capstone project, if needed.
- Development and implementation of the capstone project.
- Opportunities for internal/external grants to support the capstone project, when available.
- Opportunities for conferences and presentations.
- Opportunities for participating in research projects and publications

By the end of the second semester of doctoral studies, the student should have assembled his or her DSW Committee in consultation with the DSW committee chair, who is the student's major advisor. The DSW committee consists of three faculty members who hold full Graduate Status at the University of Memphis. Among the three members in the DSW Committee, two members must be from the School of Social Work but the other one may be from an external discipline. External DSW committee members who do not hold Full Graduate Faculty Status with the University of Memphis may be added to the committee only as fourth members, and external DSW committee members must hold doctoral degrees.

COMPREHENSIVE EXAM

Successful completion of the comprehensive exam is the official marker of the move from doctoral student to doctoral candidate. Completion of the comprehensive exam is intended to signify sufficient knowledge, skill, and mastery to enable the student to move to the capstone phase and continue their progress towards successful completion of the capstone. The comprehensive exam and capstone proposal may be pursued concurrently. The comprehensive exam consists of three sections and each section is graded on a rubric by the student's DSW Committee. The questions for each of the sections of the comprehensive exam are selected by the student's DSW Committee from a question bank developed by the DSW faculty and available to the student before the exam. The questions are in essay format. The grading rubrics for each of the sections of the comprehensive exam are developed by the entire DSW faculty body of the School of Social Work at the University of Memphis and available to the student before the exam. The three sections of the exam are:

1. Quantitative and qualitative research and evaluation.
2. Social work leadership and management
3. Teaching and supervision skills and practice

The DSW committed chair schedules the comprehensive exam after the student has completed SWRK 8020, Quantitative SW Research; SWRK 8030, Qualitative Methods in Social Work Research; SWRK 8040, Advanced SW Theory; SWRK 8050, Writing for Publication; SWRK 8080, Managing SW Practice; SWRK 8100, Developing Fundable Proposals; SWRK 8102, Social Work Statistics; and SWRK 8175, Reflective Supervision. The exam is scheduled at the end of Year 2 after the end of the summer semester and before the Residency Week for the student's Year 3. During the summer semester of Year 2, the student's DSW committee gives access to the student to the question bank and grading rubrics. Then the DSW committee chair selects two questions for each section of the comprehensive exam from the question bank in consultation with the rest of the DSW committee. The student is given the exam as a take home exam. The student has one week to complete the exam. Once the student has completed the comprehensive exam, each committee member grades each section of the comprehensive exam on a rubric available to student before the exam and the results for each section are averaged for the student and reported to the DSW program director on the internal comps reporting form alongside the University of Memphis Comprehensive Exam Form indicating whether the student has passed the comprehensive exam. The student's DSW committee has two weeks to grade the exam and report the grade to the student and to the School of Social Work. A passing grade is 80% or above. If the student does not achieve 80% on any section, the section is not considered "passed". In the case a student does not pass one or more of the sections of the comprehensive exam, student may retake that section(s) one more time. Student does not need to retake sections in which a passing grade has been obtained. Exam retake occurs under the same conditions as the first exam but the student's DSW committee selects new questions for the exam A retake should occur no later than the end of the fall semester of Year 3.

CAPSTONE PROJECT

The capstone project and capstone project presentation are viewed as the culminating experience of the DSW student's academic training, reflecting the student's capability for independent research.

Capstone Proposal

By August of year 2 (at the end of year 2), the doctoral student must submit a proposal for a capstone project to his/her DSW committee. The comprehensive exam and proposal may be pursued concurrently. The proposal must be a written document 5 to 10 pages in length following APA formatting. The student may choose among options 1, 2, and 3 below in consultation with his/her DSW committee chair:

1. Option 1: Student submits a Submit a proposal for a project to be implemented at the agency student works or another partner agency. This project could be assessment of secondary data and report, training, survey, or other small project implementation. Consideration should be given to feasibility within time constraints. Project must be research-based, have a theory base, and identify clear outcomes.
1. Option 2: Student completes a proposal to write and submit two scholarly articles, one conceptual and one research. In the proposal, student clearly articulates the conceptualization of the articles, the rationale, how the two articles are tied together, and how they contribute to the literature. Papers may be co-authored with chair but coauthored articles must follow University of Memphis policy (§5.2): https://www.memphis.edu/gradschool/current_students/td-prep.php
2. Option 3: Student completes a proposal for a substantial project not described in options 1 and 2. The substantial project may involve art, the development of a non-profit, a curriculum, a course, or any other project that is consistent with the goals of the DSW and involves scholarly and/or evaluative activity. The project must be developed in consultation with the student's DSW committee chair and approved by the DSW program director and School of Social Work chair.

Once the student has submitted the capstone proposal, the student's DSW committee may ask the student to modify the proposed project or parts thereof, enhance the proposed project, or submit an entirely different proposed project. The student's DSW committee may ask the student to submit several iterations of the capstone proposal before it is approved. The proposal approval form (internal form #3) is not signed until the student's DSW committee has approved the proposal and has allowed student to proceed to capstone project.

Capstone Project

During Year 3 of the DSW, the student will implement the capstone project as per the student's approved proposal.

1. Option 1: A project that is implemented at the agency student works or another partner agency. This project may involve assessment of secondary data and report, training, survey, or other small project implementation. Project must be research-based, have a theory base, and identify clear outcomes.
2. Option 2: Student writes and submits two scholarly articles, one conceptual and one research. The student must also produce a 2-page summary in which the student clearly articulates the conceptualization of the articles, the rationale, how the two articles are tied together, and how they contribute to the literature. Papers may be co-authored with chair but coauthored articles must follow University of Memphis policy (§5.2): https://www.memphis.edu/gradschool/current_students/td-prep.php
3. Option 3: Student completes a substantial project not described in options 1 and 2. The substantial project may involve art, the development of a non-profit, a curriculum, a course or any other project that is consistent with the goals of the DSW and involves scholarly and/or evaluative activity. As part of the capstone project the student must also produce a 2-page summary in which the student clearly articulates the conceptualization of the project, the connection to the DSW goals and objectives, the research/assessment/evaluation component, and the relevance and application of the project to the discipline.

The doctoral candidate will take at least one semester (but it may be more) to implement and assess project per the proposal and write and submit a full report to chair and the rest of the committee. In case the student has chosen options 2 or 3, a 2-page summary per the description above must be included in the capstone project submission. Once the doctoral candidate has submitted the final capstone project to the student's DSW committee, the DSW committee evaluates the project and issues a decision. The decision of the committee must be unanimous and may be one of the following decisions:

- **Pass.** This decision indicates that the committee unanimously agrees that the student has satisfactorily completed the capstone project. If the student's DSW committee recommends minor revisions to the capstone project, the committee should feel free to leave oversight of revisions to the student's DSW committee chair. A final presentation may be scheduled at this time and the student's DSW committee will sign the Final Capstone Project Approval Form (internal form #4) at the time of the presentation.
- **Not Pass.** This decision indicates that the committee is not satisfied with the capstone project work but anticipates that it could be made satisfactory with significant revisions. Final Capstone Project Approval Form (internal form #4) is not signed and the capstone presentation is not scheduled until the student's DSW committee approves or "passes" the capstone project. The DSW committee must provide the student specific instructions on how to improve capstone project. If one or two members of the DSW committee are not satisfied with the capstone project, then the members of the DSW committee who are not

satisfied with the capstone project must work with the student to improve the project. If the student is not able to pass the capstone project within 3 years of the “not pass” decision, the student fails out of the DSW program.

Capstone Project Presentation

Once the student’s DSW committee has approved the capstone project and considered it final or final with minor revisions, the DSW committee chair schedules the student’s capstone project presentation to the School of Social Work. The capstone presentation is the final activity in the DSW program and once it has been completed the student has fulfilled all requirements and may be called “doctor”. Once student has completed his/her capstone project and the student’s DSW committee has approved it, the student will conduct a public presentation to the School of Social Work. The presentation may take place in April for a spring-semester graduation, in July for a summer-semester graduation, and in November for a fall-semester graduation. The capstone presentation is public and will be announced to School of Social Work faculty and DSW students by the student’s DSW committee chair at least a week before it takes place. The capstone presentation consists of a presentation highlighting the student’s capstone project including the relevant literature, the methods used, and the results of the project including the implications for social work and for the community. The capstone project presentation may take 30 to 45 minutes with 15 to 20 minutes for questions from those present. The capstone presentation is a formal event and at the end of the presentation internal form #4 is completed, signed, and submitted to the DSW program director. The student’s DSW committee chair will complete all grading to allow student to graduate and participate in commencement. Student’s DSW committee chair is tasked with hooding the doctoral candidate at commencement. In the event that the DSW committee chair is unable to participate in the commencement ceremony, the DSW committee chair must designate one of the other DSW committee members as a substitute. It is the responsibility of the student’s committee chair to make sure that all grades and documents required by the Graduate School at the University of Memphis are submitted in a timely manner, and that the doctoral candidate is hooded at commencement if candidate chooses to participate.

TUITION AND FEES

Admission to the Doctor of Social Information on current tuition and fees can be obtained from the University of Memphis Bursar’s Office website (<http://bf.memphis.edu/finance/bursar/>). Graduate students may be eligible for a variety of financial aid options. Students should complete the Free Application for Federal Student Aid (FAFSA). For general financial aid information for graduate students, including Assistantships, Fellowships, Work Study Programs, Awards and Scholarships, students should inquire at the Student Financial Aid office (www.memphis.edu/FinancialAid/). Students are encouraged to investigate opportunities for student aid offered by the University of Memphis, including loans, scholarships and assistantship opportunities.

FINANCIAL AID

Federal Fund

Admission Limited federal assistance, in the form of Stafford Loans, is available. Contact the Office of Student Aid at (901) 678-2303 for more information. Some students may seek aid through VA benefits or Title IV funds. VA benefits and Title IV funds for enrollment fees are subject to cancellation and immediate repayment if the recipient stops attending, whether or not he/she has withdrawn or dropped a course. The instructor will report the last known date of attendance as the “unofficial withdrawal date.” Students who stopped attending will be assigned a grade of “F” in courses from which they have not withdrawn according to the policies of the university.

Graduate Assistantships

The School of Social Work awards a small number of graduate assistantships annually. Serving as a graduate assistant provides a stipend for the academic year plus a partial waiver of tuition and fees. The School has the option of awarding either part-time or full-time graduate assistantships. Part-time assistantships waive some in tuition and fees and provide half of the stipend. Both types of assistantships require the student to be enrolled as a full-time student. Social work graduate assistantships require weekly service to the School of approximately 10-20 hours. This service normally takes the form teaching a class and may also include aiding one or more faculty members with their research or teaching responsibilities. Appointments of graduate assistants are made on an annual basis but may be renewed by the School of Social Work for one additional year, depending on performance. A yearly application is required. A graduate assistant is expected to make satisfactory progress toward the completion of his or her degree. To do this, a graduate assistant must enroll for a minimum of six hours of course work per semester and must maintain a minimum grade point average of 3.0 at all times. Failure to maintain a grade point average of 3.0 disqualifies a student from holding a future graduate assistantship. Once a student has reached doctoral candidate status, the student is considered full time by taking one hour of capstone project credit.

GRIEVANCE PROCEDURES

During the student’s progress through the DSW program, a student may have a grievance either about a grade in a course or related to work with their DSW committee.

Grievances Related to Grades

- It is the student’s obligation first to make a serious effort to resolve the matter with the individual with whom the grievance originated.
- Individual course instructors retain primary responsibility for assigning grades. The instructor’s judgment is final unless compelling evidence shows preferential treatment or procedural irregularities.
- If students wish to appeal, their request must be submitted in writing.

Grievances Related to Student's DSW Committee

- It is the student's responsibility to first make a serious effort to resolve the matter with the individual with whom the grievance originated.
- If the student is unable to resolve the grievance, they can discuss the grievance with other members of the committee and/or the DSW program director.
- If no resolution can be made, the student can discuss the grievance with the chair of the School of Social Work.

APPENDIX A – TIMELINE

DSW Capstone Project Timeline and Primary Tasks

Program Year (Semester)	Deadline	Task	Document	
1 (Fall)	December	Student finds DSW committee chair and confers with chair to find two other committee members. All three members must hold full graduate-faculty status at the University of Memphis. An additional member can be external. More members can be added but it is not advisable.	Departmental Form #1 Committee Appointment	Student initiates form and obtains signatures in order. Final signed copy is emailed to DSW Director
1 (Spring or Summer)	May and August	DSW committee chair advises student and works with student toward achieving goals	--	Student and DSW Committee Chair
2 (Fall)	December	Dissertation chair advises student and works with student toward achieving goals	--	Student and DSW Committee Chair
2 (After Summer Semester)	August	Student takes comprehensive exam. Exam is graded by student's committee. Result of exam is reported in official UofM form to DSW Director and Graduate School. If student is not able to pass the comprehensive exam, student is not allowed to register in capstone hours. Student may take comprehensive exam twice.	Departmental Form #2 and UofM Form #1 Comprehensive Exam Results Form	Student initiates form and obtain signatures upon passing the comprehensive exam. Final signed copy is emailed to DSW Director, who will then email it to Graduate School.
2 (Spring or Summer)	August	Student submits written proposal for capstone project (5-10 pages) to committee for approval. Committee may approve with revisions and changes.	Departmental Form #3 Proposal Approval Form	Committee Chair submits signed form to DSW Director.

Program Year (Semester)	Deadline	Task	Document	
3 (Late Fall or Early Spring)	Per Graduate School Guidelines for semester of expected graduation	Student must complete the doctoral candidacy form and submit it to the Graduate School per University of Memphis guidelines. Pay attention to dates.	UofM Form #2 DSW Candidacy Form	Student initiates form and obtain signatures upon passing the comprehensive exam. Final signed copy is emailed to DSW Director, who will then email it to Graduate School.
3 (Spring)	April	Student completes capstone project per approved proposal. Student presents capstone project to the School of Social Work Community. Form is signed upon successful completion of capstone project AND presentation to the School of Social Work.	Departmental Form #4 Capstone Project Approval Form	Committee Chair submits signed form to DSW Director.

Refer to the websites of the Graduate School and DSW Student Handbook for detailed guidance:

- DSW Student Handbook: <https://www.memphis.edu/socialwork/programs/doctoral.php>
- The dates for each semester:
https://www.memphis.edu/gradschool/current_students/graduation.php

Departmental Form#

1. DSW COMMITTEE APPOINTMENT FORM
2. INTERNAL COMPREHENSIVE EXAM FORM
3. CAPSTONE PROPOSAL APPROVAL FORM
4. FINAL CAPSTONE PROJECT APPROVAL FORM

UofM Form #:

1. Comprehensive Exam Results Form:
<https://www.memphis.edu/gradschool/pdfs/forms/compexamresults2.pdf>
2. Doctoral Candidacy Form:
https://www.memphis.edu/gradschool/current_students/candidacy-doc-instructions.php

APPENDIX B - INTERNAL FORM #1

Doctor of Social Work (DSW) Program School of Social Work Internal Form #1 DSW COMMITTEE APPOINTMENT FORM

Date: _____

Student's Full Name: _____ Banner ID: U _____

Current Mailing Address: _____

Street City, State Zip Code: _____

Email Address: _____

FACULTY COMMITTEE APPOINTMENTS (Must have Full Graduate Status):

Name (print)	Role (chair, member)	Signature

ADDITIONAL/EXTERNAL MEMBER(S) TO COMMITTEE:

Name (print)	Affiliation	Signature

DEPARTMENTAL APPROVALS:

DSW Program Director: _____ Date: _____

Department Chair _____ Date: _____

APPENDIX C - INTERNAL FORM #2

Doctor of Social Work (DSW) Program School of Social Work Internal Form #2 INTERNAL COMPREHENSIVE EXAM FORM

Date of Comprehensive Exam: _____

Student's Full Name: _____ Banner ID: U _____

Email Address: _____

Comprehensive Exam Results:

Competency	Score 1	Score 2	Score 3	Average Score	Pass
Quantitative and qualitative research and evaluation					
Social work leadership and management					
Teaching and supervision skills and practice					

RETAKE Comprehensive Exam Results. RETAKE DATE: _____

Competency	Score 1	Score 2	Score 3	Average Score	Pass
Quantitative and qualitative research and evaluation					
Social work leadership and management					
Teaching and supervision skills and practice					

DEPARTMENTAL APPROVALS:

DSW Committee Chair: _____ Date: _____

DSW Program Director: _____ Date: _____

Department Chair _____ Date: _____

APPENDIX D - INTERNAL FORM #3

Doctor of Social Work (DSW) Program School of Social Work Internal Form #3 CAPSTONE PROPOSAL APPROVAL FORM

Date: _____

Student's Full Name: _____ Banner ID: U_____

Email Address: _____

Type of Project: _____

Title of Project: _____

Description of Project: _____

Is IRB Approval Needed? _____

DSW COMMITTEE APPROVALS

Role	Name (print)	Signature
Chair		
Member		
Member		
Member		

DEPARTMENTAL APPROVALS:

DSW Program Director: _____ Date: _____

Department Chair _____ Date: _____

APPENDIX E - INTERNAL FORM #4

Doctor of Social Work (DSW) Program School of Social Work Internal Form #4 FINAL CAPSTONE PROJECT APPROVAL FORM

Date: _____

Student's Full Name: _____ Banner ID: U _____

Email Address: _____

Type of Project: _____

Title of Project: _____

Description of Project: _____

DSW COMMITTEE APPROVALS FOR CAPSTONE PROJECT:

Role	Name (print)	Signature
Chair		
Member		
Member		
Member		
Member		

DATE OF CAPSTONE PRESENTATION: _____

DEPARTMENTAL APPROVALS:

DSW Program Director: _____ Date: _____

Department Chair _____ Date: _____

APPENDIX E – UNIVERSITY OF MEMPHIS FORMS

Refer to the websites of the Graduate School and DSW Student Handbook for detailed guidance:

- DSW Student Handbook:
<https://www.memphis.edu/socialwork/programs/doctoral.php>
- The dates for each semester:
https://www.memphis.edu/gradschool/current_students/graduation.php

UofM Form #:

5. Comprehensive Exam Results Form:
<https://www.memphis.edu/gradschool/pdfs/forms/compexamresults2.pdf>
6. Doctoral Candidacy Form:
https://www.memphis.edu/gradschool/current_students/candidacy-doc-instructions.php