

Policy and Procedure Arizona State University		Number SWK 304
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Subject Part Time Program - MSW	Effective 1/31/87	Revised 3/3/00

PURPOSE: To establish guidelines for part time study in the MSW Program

SOURCES: Faculty Meeting Minutes 1/29/93

APPLICABILITY: All MSW Students

POLICY: Part Time MSW Program

A. Definitions:

Full Time Students are those who complete the MSW program in two academic years

Part Time Students are those who complete the MSW program in more than two academic years

B. Standardized three and four year part-time program of study

1. In order to guide curriculum planning to preserve the integrity of the MSW Program of Study, a three year and a four year plan are available. Part-time students, upon admission, will designate one of these plans and will follow the prescribed curriculum.
2. Deviation from the prescribed curriculum is permitted only by petition to the Coordinator of the MSW Program. Students will be allowed to register for courses only if they are following the standard curriculum plan or are following a course of study which has been approved by the Coordinator of the MSW Program as designated on an approved Curriculum Variance form.

C. Principles/Guidelines for Curriculum Planning Variances

1. Principles not Subject to Variation
 - a. Course prerequisites and co-requisites must be honored.
 - b. The field practicum is taken concurrently with, or after, the corresponding practice courses. It may be taken in two consecutive semesters, as a summer block, or in an arrangement which maintains continuity of the 480 hour requirement.

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c. Policies governing time frameworks (e.g., CSWE guideline that the MSW be completed within five years and the University requirement that all work counted toward the degree must be done within six years) must be followed.

2. Principles Subject to Variation Upon Petition & with Justification

- a. If not taken concurrently, Foundation supportive courses (social policy, HBSE) are taken before the practice and field-related courses.
- b. All Foundation pre-requisites should be completed before the Concentration required courses are taken.

D. Conversion from Full-Time to Part-Time Status

- 1. Full-time students who request variances which will cause them to require more than two years to complete the program must convert to part-time status and must develop a complete program of study to be submitted for approval to the Coordinator of the MSW Program.
- 2. Change in status from full to part-time is automatic upon request if space is available in classes and if the program of study is acceptable according to the principles above. The Coordinator of the MSW Program must approve such requests.

B. **Three Year Plan**

Fall Semester	Spring Semester	Summer Session
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Foundation Coursework

Year One

SWG 501	SWG 502	(May take Foundation classes)
SWG 531 Elective	SEG 533 Elective	

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Year Two

SWG 510	SWG 511	(May take Foundation field or classes)
SWG 580	SWG 519	
SWG 541	SWG 542	

Concentration Coursework

Year Three-ADP

SWG 606	SWG 632	(May take Concentration field or classes)
SWG 611	DP Req'd Elective	
SWG 619	SWG 621	
SWG 641	SWG 642	

Year Three-PAC

Elective	SWG 632	(May take Concentration field or classes)
SWG 680	SWG 681	
Elective	SWG 623	
SWG 643	SWG 644	

Acceptable variations to provide maximum flexibility:

- ** Electives may be taken at any time.
- ** Summer offerings such as 502, 531, 580, 606, 619, and 621 may enable students to reduce course loads and spread courses more evenly over the six semesters.
- ** As indicated, field placements may be taken as summer blocks.

C. FOUR YEAR PLAN

Fall Semester	Spring Semester	Summer Session
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Foundation Coursework

Year One

SWG 501	SWG 502	(May take Foundation classes)
SWG 531	SWG 533	

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Year Two

SWG 510	SWG 511	May take Foundation Field or classes)
SWG 580	SWG 519	
SWG 541	SWG 542	

Concentration Coursework

Year Three-ADP

SWG 619	SWG 612	(May take Concentration classes)
SWG 606*	Elective	

Year Four-ADP

SWG 611	DP Req'd Elective	(May take Concentration field or classes)
SWG 641 Elective*	SWG 621 SWG 642	

(SWG 606 may be taken in year four and the elective in year three without requesting a variance).

Year Three-PAC

Elective	SWG 632	(May take Concentration classes)
Elective	Elective	

Year Four-PAC

SWG 680	SWG 681	(May take Concentration classes)
Elective	SWG 623	
SWG 643	SWG 644	

Acceptable variations to provide maximum flexibility:

- ** Electives may be taken at any time
- ** Summer offerings such as 502, 531, 580, 606, 620, and 621 may enable students to reduce course loads to 6 credits per semester. It will help if we can assure certain offerings on a regular basis.
- ** As indicated, field placements may be taken as summer blocks.
- ** Any Year Three courses may be moved to year Two, if needed to allow for better distribution of credits after transfers.