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**Loma Linda University**  
**Doctor of Social Work**  
**Student Handbook**

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**DEPARTMENT OF SOCIAL WORK and SOCIAL ECOLOGY  
SCHOOL OF BEHAVIORAL HEALTH  
LOMA LINDA UNIVERSITY**

**STUDENT CONTRACT**

Upon admission to the Doctor of Social Work (DSW) program, students must read and sign the following contract, indicating that they have read and understand the DSW Program policies as well as the University and School of Behavioral Health policies.

I, \_\_\_\_\_ agree to the following terms:

1. I have read and understand the University, School of Behavioral Health and DSW Program policies, and agree to adhere to the same in all my University-Program activities and interactions with University faculty, staff, peers and other members of the University community;
2. To continue my professional development through continuous self-assessment of my academic and related professional performance;
3. To continue my professional development through regular faculty assessment of my academic and related professional performance;
4. To give my faculty advisor permission to discuss my progress in the DSW program with the DSW Program Director, Department Chairperson, and SBH Dean if needed to support my successful completion of the DSW Program.

Further, I understand that although I am admitted to the DSW Program, my continued enrollment in the program is contingent upon my academic and professional performance. If the program's Doctoral Committee does not deem my academic and related professional performance satisfactory, the DSW Program Committee has the right and responsibility to request reassessment of my suitability for the program.

I understand that the Social Work & Social Ecology through the DSW Program faculty, in turn, will provide academic instruction and professional advising as outlined by the University standards for graduate doctoral education to assist with the academic learning and related professional performance development process. Further, I understand that circumstances will undoubtedly require that the policies, procedures, rules, and benefits described in this Handbook change from time to time as the University, School or Program deem necessary or appropriate.

Student: \_\_\_\_\_

Date: \_\_\_\_\_

***TO BE RETURNED TO THE DEPARTMENT OF SOCIAL WORK & SOCIAL ECOLOGY***

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**MESSAGE FROM THE DEPARTMENT CHAIRPERSON**

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*On behalf of the University and program faculty, it is my great pleasure to welcome you to Loma Linda University. We invite you to take an active part in the Program and the opportunities for achieving professional excellence that the community of Loma Linda University provides.*

*The faculty look forward to working with you to insure a successful academic experience.*

A handwritten signature in black ink, appearing to read "Beverly J. Buckles". The signature is fluid and cursive, with the first name "Beverly" and last name "Buckles" clearly distinguishable.

*Beverly J. Buckles, DSW*  
Chairperson

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## LOMA LINDA UNIVERSITY

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Loma Linda University is a Seventh-day Adventist educational, health-science institution located in the Inland Empire of southern California. The University is part of the Seventh-day Adventist system of higher education. The Schools of Allied Health Professions, Dentistry, Medicine, Nursing, Pharmacy, Public Health, Religion, and Behavioral Health offer professional curricula. Loma Linda University is accredited by the Western Association of Schools and Colleges Senior College and University Commission (WSCUC). Professional programs are approved by their respective accrediting organizations where professional accreditation exists.

As implied by its motto, "TO MAKE MAN WHOLE," the University affirms the following tenets as central to its view of education: (a) God is the creator and sustainer of the universe; (b) Mankind's fullest development entails a growing understanding of the individual in relation to both God and society and; (c) The quest for truth and professional expertise in an environment permeated by religious values, benefits the individual and society by advancing the ministry of the Seventh-day Adventist church. As such, the mission of Loma Linda University is to further the healing and teaching ministry of Jesus Christ "TO MAKE MAN WHOLE" by: (1) *Educating* ethical and proficient Christian health professionals and scholars through instruction, example, and the pursuit of truth; (2) *Expanding* human knowledge and its application to health and disease through basic and applied research in the biological and behavioral sciences; and (3) *Providing* comprehensive, competent, and compassionate health care for the whole person through faculty, students, and alumni.

### SCHOOL OF BEHAVIORAL HEALTH

The Department of Social Work & Social Ecology operates under the administrative structure of the University's School of Behavioral Health. The School of Behavioral Health is grounded in a deep commitment to the University's mission to further the teaching and healing ministries of Jesus Christ, which produces wholeness within transformed lives. Transformation is viewed as a lifelong journey of faith and learning underpinned by a bio-psycho-social-spiritual perspective, which assumes that wholeness is achieved when all subsystems affecting human needs are understood and in balance. This pursuit seeks to understand and promote healthy minds, communities, social systems, and human relationships that enable individuals to experience resiliency and live meaningful lives. Such wholeness manifests itself in a life of service to humanity and to God.

In the School of Behavioral Health, these purposes are achieved through academic programs—including research, clinical practice, and global learning experiences—that engage faculty and students in the highest levels of scholarship, professionalism, and the quest for wholeness. Because these pursuits are served by knowledge, graduate students are obliged to achieve both broad and detailed mastery of their fields of study and participate with the faculty in the process by which knowledge is created and applied. The end result is firm adherence to the global traditions of Loma Linda University through scholarly and practice pursuits that aim to strengthen the effectiveness of behavioral health practice and research to improve the quality of life for individuals and communities around the world.

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## FACULTY AND STAFF DIRECTORY

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### FACULTY FULL TIME

Research Area: Behavioral health policies and services, international trauma and disaster response, geriatric services, diffusion of innovation.

**Beverly J. Buckles, DSW**  
Department Chair  
Professor of Social Work and Social Ecology  
Email: [bbuckles@llu.edu](mailto:bbuckles@llu.edu)  
(909) 379-7577

Research Area: Critical Theories including Critical Race Theory and Intersectionality; Community Based Research; SW Practices For the Underserved; Social Work Education Curriculum Design; Qualitative Methods

**Larry Ortiz, PhD, MSW**  
PhD Program Director  
Professor of Social Work and Social Ecology  
Email: [larryortiz@llu.edu](mailto:larryortiz@llu.edu)  
(909) 379-7585

Research Area: Child Mental Health; Assessment; Childhood Trauma; Adolescent Self-Harm; Community Based Wellness

**Kimberly Freeman, PhD, MSW**  
Executive Associate Chair  
Program Coordinator of MSW and PhD in Social Welfare & Social Research  
Professor of Social Work and Social Ecology  
Email: [kfreeman@llu.edu](mailto:kfreeman@llu.edu)  
(909) 379-7589

Research Area: Psychosocial Needs of Populations Affected by Political Violence; Help- seeking; Stigma; Prejudice, Racial & Religious Discrimination; Immigrant and Refugee Health; Acculturation; Adjustment; Identity; Resiliency

**Qais Alemi, PhD**  
Program Faculty  
Associate Professor  
Email: [qalemi@llu.edu](mailto:qalemi@llu.edu)  
(909) 379-7592

Research Area: Research Design and analyses/ Mixed methods research; Translational Research; Community Involved & Community Based Research; Health Disparities; Evaluation Research

**Susanne Montgomery, PhD, MPH, MS**  
Director of Research at the Behavioral Health Institute  
Professor of Social Work and Social Ecology  
Email: [smontgomery@llu.edu](mailto:smontgomery@llu.edu)  
(909)\_ 558-9586

## **FACULTY ADJUNCT (PROVIDED ONLINE)**

### **STAFF**

Doreen Flores  
Administrative Assistant  
Room 115  
Email: [doflores@llu.edu](mailto:doflores@llu.edu)  
(909) 379-7572



Course Scheduling  
Federal Work Study  
Master's Program Assistant

**Sheri Ryder**  
Administrative Assistant  
Room 202E  
Email: [sryder@llu.edu](mailto:sryder@llu.edu)  
(909) 379-7590



Grants  
Doctoral Program Assistant  
MSW Practicum Assistance

### **Office Hours:**

8:00 a.m. – 4:30 p.m. Monday-Thursday

8:00 a.m. - 2:00 p.m. Friday

Faculty Office Hours as Posted

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## ACADEMIC ADVISEMENT

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### ACADEMIC ADVISEMENT

Each student will be *assigned* an Academic Advisor upon admission to the DSW Program. The Academic Advisors are program faculty within the Department of Social Work & Social Ecology, Loma Linda University School of Behavioral Health. The faculty member who becomes the student's DSW Applied Project chair will automatically become the student's Academic Advisor. This policy does not apply if a faculty person outside of the department becomes the project chair. In such cases the student will maintain a Program assigned Academic Advisor in order to ensure appropriate progression through the program.

Should a student desire to **change** Academic Advisors, they must complete the following steps:

1. The student must discuss the request with the current academic advisor.
2. The current academic advisor must sign a **Change of Academic Advisor** form (see Appendix C).
3. The student must discuss the request with the intended academic advisor.
4. The intended academic advisor must sign the **Change of Academic Advisor** form.
5. The **Change of Academic Advisor** form must be submitted to the Program Director.
6. The student will be notified in writing of the departmental decision regarding the request to change academic advisors.
7. A copy of the **Change of Academic Advisor** form will be filed with the new academic advisor. The original form will be filed in the student's permanent departmental file.

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## ADMISSIONS

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### NON-DISCRIMINATION IN ADMISSIONS

As representatives of the University, the School of Behavioral Health, Department of Social Work and Social Ecology, and the DSW Program, have expectations of students, faculty and staff in the areas of conduct and behavior while they are on campus or involved in Program, Department, and School or University activities. Following University policies, the School, Department, and Program is committed to equal education and employment opportunities for individuals of all races; and does not unlawfully discriminate on the basis of veteran status, handicap, gender identity, sexual orientation, race, color, or national origin in its educational or admissions policies, financial affairs, employment, student life and services, or in any of its programs. The enrollment of students in School programs is not conditioned on their political or sexual orientation; in these areas the School's policy is directed toward conduct or disruptive behavior, not orientation. In support of this position we expect our students, faculty, and staff to demonstrate unwavering respect for the diversity of others and interact with integrity, never forgetting the standards that guide professional actions. Further, we expect all programs through their faculty to develop competent, compassionate, ethical professionals who possess the knowledge, skills and values necessary for a life dedicated to service to all those in need regardless of their lifestyles.



## **APPLICATION PROCEDURE**

As applicants prepare their application the Program Director encourages and welcomes discussions, in person, telephone or Zoom conference calls to provide additional information clarifications and explorations of career goals. A full description of admissions requirements and procedures can be found in the University Catalog or on the Loma Linda University Department of Social Work and Social Ecology website at <https://behavioralhealth.llu.edu/academics/social-work-and-social-ecology/doctor-social-work-dsw-online>

## **ADMISSIONS DECISION MAKING AND CRITERIA**

Applicants must meet Loma Linda University and School of Behavioral Health admissions requirements; and give evidence of academic ability, professional comportment, and mature judgment. The DSW curriculum represents advanced study over and above the M.S.W. degree. Admission is based on an integrated evaluation of the following criteria:

- A M.S.W. (or equivalent e.g., M.S.S.W.) from a program that is accredited by the CSWE
- A minimum of four-years professional social work experience post receipt of the M.S.W. degree
- A minimum M.S.W. G.P.A. of 3.3
- Writing assessment, GRE general test: The analytical writing section score must equal 4.0 or higher, or applicant can demonstrate proficiency in professional writing as evidenced by first authorship on a professional publication.
- License to practice clinical social work is preferred
- Structured essay
- Structured oral interview with program
- Curriculum vitae
- Three letters of recommendation (academic and professional)

## **NOTIFICATION OF ACCEPTANCE**

The Department's Admissions Committee forwards a recommendation of regular, deferred, or denied status to the Dean of the School of Behavioral Health for confirmation. Reasons for designation are given to applicants who receive other than regular acceptance.

All applicants are first notified by the Dean's office of their admissions status. Accepted applicants then receive a welcome letter from the Dean of the School. Accepted applicants are required to acknowledge in writing their intentions to enroll in the program. This final step helps to assure that registration documents are in order when the student begins courses.

## **TRANSFER CREDITS**

There is no advanced standing in the DSW program. No academic credit is given for life experience, continuing education units and/or previous work experience for any part for the DSW Program.

## **DEFERRED ENROLLMENT**

The maximum deferment allowable is one year. Applicants accepted into the program requesting to defer their enrollment should notify the Program Director as to the duration of their deferment request. It is up to the discretion of the Doctoral Committee to grant deferment requests and outline the conditions for future entry into the program. As such, individuals will be required to meet the entrance criteria effective at the time of future enrollment. Supplementary documents may also be required. Copies of the deferment request and Doctoral Committee's decision are sent to the School of Behavioral Health Records Office. A student who is admitted but does not register for the first term and does not respond to correspondence from the Department and/or School of Behavioral Health will have their records transferred to inactive status and must reapply to the program should they choose to be reconsidered for admission at a later date. Records are maintained as inactive for two years from the date of application by the School of Behavioral Health.

## **RE-ENTRANCE**

A student who discontinues their studies in the DSW Program must comply with University policies regarding re-entrance. As such, the University requires that they meet the entrance requirements effective at the time of re-entrance, unless a leave of absence was previously granted. Fees may be required for re-entrance applications. Supplementary documents may also be required.

## **CHANGE OF PROGRAM OR DEGREE**

Students should refer to the UNIVERSITY CATALOG for information regarding transfer to a different degree program.

## **CONCURRENT ADMISSION**

Applicants may **not** be admitted to a School of Behavioral Health program while admitted to another program at this University or elsewhere without prior written approval from the School of Behavioral Health Dean. Combined-degree/dual degree programs are exempt from this policy.

## **ADMISSION CLASSIFICATIONS**

### **Regular Status**

Given to applicants when all of the following conditions are met: a) their scholarship [GPA and GRE scores] meet the stated admissions requirements of the School of Behavioral Health, b) they are deemed suitable for pursuit of doctoral education, c) there is a match in research interest between the student and a faculty member, and d) their admissions documentation is complete.

### **Deferred Status**

Given to applicants:

- a) whose scholarship does not reach the standards established for provisional acceptance but for whom graduate work may be possible with additional evidence of academic preparation, and/or scholastic consistency;
- b) who will not complete their master's degree by the requested admission date; and/or
- c) whose admissions documentation is incomplete at the time of notification of the application review.

In these cases where an admissions decision has not been made and is deferred to a later time, the School of Behavioral Health Admissions office provides deferred applicants in writing a list of the additional requirements that must be met before a decision can be reached.

**Denied Status**

Given when an applicant receives an admission's score below the minimum required for acceptance into the program.

**Non-Degree Status**

Not applicable to the DSW program.

**INTERNATIONAL STUDENTS**

The DSW program is not approved to admit international students.

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**DOCTOR OF SOCIAL WORK PROGRAM**

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The Social Work & Social Ecology Department at Loma Linda University currently offers two doctoral degrees (DSW and PhD. **This guidebook only pertains to students admitted to the DSW program.**

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**PROGRAM MISSION, GOAL AND LEARNING OUTCOMES**

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**MISSION STATEMENT**

*The mission of the Doctor of Social Work program is: to transform experienced M.S.W. level social workers into scholar practitioners capable of advancing clinical social work practice knowledge and innovation through applied scholarship, leadership, education and the promotion of social justice in support of whole person care in an increasingly diverse and global practice environment.*

**THE GOALS OF THE D.S.W. PROGRAM ARE TO:**

1. Prepare doctoral level social work scholar practitioners with expertise in clinical leadership;
2. Equip students with the understanding and skills needed to develop, implement, and disseminate knowledge and innovation in behavioral health practice and social work education; and
3. Equip students to be transformative leaders in the integration and promotion of social justice in behavioral health services and social work education.

**PROGRAM LEARNING OUTCOMES:**

By the end of the program, the graduate should be able to:

1. Conduct systematic inquiry that adheres to scholarly conventions;
2. Use and critically evaluate at an advanced-level, evidenced-based, research-informed and promising practices;

3. Develop and disseminate clinical practice and educational innovations and knowledge that reflect the inherent values of the social work profession;
4. Demonstrate expertise in behavioral health clinical leadership that advanced social work practice and education;
5. Demonstrate expertise in the application of mission-focused learning that promotes and integrates social justice in practice and education delivery and innovation.

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## DSW PROGRAM REQUIREMENTS

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### CURRICULUM OVERVIEW

The 83-unit curriculum of the DSW Program provides a combination of academic and research experiences essential for doctoral studies. Students must maintain a program grade point average of 3.0 (or a letter grade of B on a 4.0 scale) and meet the knowledge, skill, and competencies outlined by the program. The minimum acceptable grade for required courses is a B (3.0). Courses with grades falling below the standards must be repeated. Students are financially responsible for the cost of repeating courses where grades obtained do not meet these minimum standards.

**D.S.W. curriculum (All courses are online except externships. See also the program residency requirements.)**

Theory, Analytical Analysis, and Social Justice		
<a href="#"><u>SPOL 610</u></a>	Diversity Theory and Global Perspectives	3
<a href="#"><u>SWCL 615</u></a>	Comparative Social Work Practice, Evidenced-Based Practice and Social Justice	3
<a href="#"><u>SPOL 658</u></a>	Advanced Policy Analysis and Research	3
Clinical Interventions		
<a href="#"><u>SWCL 620</u></a>	Clinical Interventions I: Advanced Theories and Cognitive Behavioral Foundations	3
<a href="#"><u>SWCL 630</u></a>	Clinical Interventions II: Emergent Methods for Complex Conditions	3
<a href="#"><u>SWCL 640</u></a>	Clinical Interventions III: Trans-modular Methods for Complex Systems	3
<a href="#"><u>SWCL 650</u></a>	Neuroscience, Resiliency and Trauma-Focused Global Practice	3
Clinical Leadership, Management and Program development		
<a href="#"><u>SWCL 670</u></a>	Clinical Leadership I	3
<a href="#"><u>SWCL 680</u></a>	Clinical Leadership II	3
<a href="#"><u>MFTH 624</u></a>	Program Development for Families and Communities	3
<a href="#"><u>MFTH 625</u></a>	Grant Writing	3
<a href="#"><u>MFTH 626</u></a>	Program Evaluation and Monitoring	3
Academic Leadership and Practice		

<a href="#"><u>SPOL 604A</u></a>	Integrative Seminar: Academic Practice	1
<a href="#"><u>SPOL 604B</u></a>	Integrative Seminar: Academic Practice	1
<a href="#"><u>SPOL 604C</u></a>	Integrative Seminar: Academic Practice	1
<a href="#"><u>SWCL 605</u></a>	Digital Design: Curriculum and Course Development	2
Applied Clinical Leadership and Academic Practice <sup>1*</sup>		
<a href="#"><u>SWCL 785</u></a>	Externship I	2
<a href="#"><u>SWCL 786</u></a>	Externship II	2
Spirituality, Ethics, and Whole Person Care		
RELE 5__	Graduate-level ethical studies	3
RELR 540	Wholeness and Health	3
RELT 5__	Graduate-level theological studies	3
Research		
<a href="#"><u>MFTH 601</u></a>	Statistics I	4
<a href="#"><u>MFTH 602</u></a>	Statistics II	4
<a href="#"><u>SPOL 654</u></a>	Research Methods I	4
<a href="#"><u>SPOL 655</u></a>	Research Methods II	4
<a href="#"><u>SWCL 660</u></a>	Translational Research, Design and Testing	2
Applied Doctoral project		
<a href="#"><u>SWCL 690</u></a>	Applied Project I	1
<a href="#"><u>SWCL 691</u></a>	Applied Project II	2
<a href="#"><u>SWCL 692</u></a>	Applied Project III	2
<a href="#"><u>SWCL 693</u></a>	DSW Project I	2
<a href="#"><u>SWCL 694</u></a>	DSW Project II	2
<a href="#"><u>SWCL 695</u></a>	DSW Project III	2
Total		83

<sup>1</sup> Previous life, work, or academic practica experiences cannot not be used to meet this requirement. Externships are developed and assigned by the program faculty.

## NON-COURSE REQUIREMENTS

The Doctor of Social Work degree is awarded upon completion of all required course work and the following non-course requirements:

- An Oral defense and the Applied DSW Project

- Submission to the Program and School of Behavioral Health the final approved copy of the Applied DSW Project document/s.

## **APPLIED DSW PROJECT**

The DSW degree utilizes a cohort model to support the development and completion of the applied doctoral project. The courses that support the Applied DSW Project begin during the second year of the DSW program and continue through the final quarter of the program. In addition to the courses that support the Applied DSW Project, students are assigned a faculty advisor who chairs a three-person project committee, which works in tandem to support the sequential course work that facilitates the completion of the Applied DSW Project.

### **Process and Timeline for Completion of the Applied DSW Project**

#### **During the second year in the DSW Program students:**

- Develop a project topic and research or evaluation objectives—Completed during SWCL 690 Applied Project I (1); Fall quarter, year two.
- Completion of a literature review that includes a supporting theoretical/conceptual framework, and a methodology section that is reflective of the research or evaluation objectives –Completed during SWCL 691 Applied Project I (2); Winter quarter, year two.
- Completion and successful defense of the Applied DSW Project proposal –Completed during SWCL 692 Applied Project II (2); Spring quarter, year two.

#### **During the third and final year in the DSW Program students:**

- Collect data; conduct program evaluation, or implement program design—Completed during SWCL 693 DSW Project I (2); Fall quarter, year three.
- Analysis data collected (e.g., program evaluation outcomes, qualitative and quantitative data resulting from implemented program design). Draft a publishable paper following the standards set forth by a relevant refereed journal—Completed during SWCL 694 DSW Project II (2); Winter quarter, year three.
- Finalize a publishable paper, revise components of Applied DSW Project proposal as needed, and successfully defend the Applied DSW Project—Completed SWCL 695 DSW Project III (2); Spring quarter, year three.

### **Project Proposal Defense and Advancement to Candidacy**

The proposal defense of Applied DSW Project occurs at the end of the second year in the program and is scheduled by the student's project chair when the chair and committee believe that the student's successful defense is likely. The successful completion of the defense of the project proposal constitutes the final step toward **Advancement to Doctoral Candidacy**.

After successful completion of the project proposal defense, a student applies for Advancement to Doctoral Candidacy by filing **Form A Petition to Candidacy**. This form is available at the following site:  
<https://my.llu.edu/LLU/Records-Forms>.

During the development of the Project Proposal (in SWCL 691 Applied Project II) students will become familiar with the Research Affairs IRB guidance decision tree. Students will work with their Project Chair to determine if their project design will need to apply for expedited review, for exempt determination, or will have no need to submit anything to the IRB. Following the successful defense of the project proposal, the student must work with their Project Chair to make a final determination regarding the need for IRB review (i.e., in the event that modifications have been made to the project design). **If it is determined that IRB approval or an exempt determination letter is needed, this needs to be obtained before data collection or processing of archival data can begin.**

### **Institutional Review Board**

Without exception, any research project involving human research participants conducted by a student or faculty member under the auspices of the Department of Social Work & Social Ecology, School of Behavioral Health and Loma Linda University, must have documented approval from the IRB (or have been officially designated as Exempt from IRB review by the IRB) before data collection begins. The IRB functions to ensure that all research conducted within the institution meets the guidelines mandated in the Belmont Report (The National Commission for the Protection of Human Subjects of Biomedical and Behavioral Research, 1979) for the ethical treatment of human subjects in scientific research. In addition to an evaluation of the ethical concerns and scientific merit of a particular study provided by the IRB, significant legal consequences could follow for the individuals involved, the department and the institution if research with human participants is conducted without IRB approval. Information on human research at LLU including the IRB protocol forms may be found on the University Intranet at <http://research.llu.edu>. Students will submit their IRB application forms and protocols to the Social Work & Social Ecology Department IRB subcommittee for review prior to submission to the University IRB.

### **Applied DSW Project Defense**

A public defense of the DSW Applied Project is required. The Applied DSW Project defense is the scholarly discourse between the candidate and their Applied DSW Project committee, evidencing the successful completion of publishable scholarly work and the individual's mastery of their chosen subject and methodology. The candidate is required to submit a copy of their final draft of the Applied DSW Project to their chair, committee and the DSW Program Director at least 45 days before the end of the spring term. This timeline provides time for review, additional edits and compliance with the two-week public notice of the oral defense.

Scheduling the Applied DSW Project Defense is the responsibility of the student's committee chair in consultation with the full project committee. As such, before the culminating defense is scheduled, the project chair and committee must first determine that the student is ready to proceed to the defense based on the likelihood of success. Students never set the date for the defense. Any attempt to pressure the chair or committee to proceed prematurely to the defense due to the student's desire to march in a particular graduation ceremony or because they or family members have purchased airline tickets or planned celebrations is inappropriate and will not be conformed to or tolerated.

Once the student is notified that an oral defense is approved they must work in a timely way with the office of the DSW Program Director to provide/verify the following information as part of announcing the defense: a) provide an abstract (not exceeding 250 words) providing a summary of the project; b) verify that a copy of the final draft of the project is available for reading through the office of the DSW Program Director; and c) verify with the DSW Program Director the date, time, and room location of the defense. The actual announcement of oral defense is developed and disseminated by the office of the DSW Program Director.

Once the candidate is notified that an oral defense is approved and scheduled they must also work out their personal obligations to be present at the time and place arranged for the oral defense. As the oral defense is a public event the announcement of the defense must be published/disseminated a minimum of two weeks prior to the actual defense date. Faculty and student members of the Department, School, University, and collaborative professional social work community, are invited to attend.

The chair and committee members are responsible for conducting the oral defense proceedings according to protocols established for all doctoral level education at Loma Linda University. Including the following major components:

1. A brief introduction of the committee members and description of the defense process by the Applied DSW Project chair;
2. The oral presentation by the student that consists of an overview of the applied project objectives, purpose, significant literature, methodology, findings/outcomes, including implications for practice and/education advancement and innovation.
3. The presentation is followed by questions from the audience for a period of time monitored by the chair. The discussion may not be limited to the student's specific topic, but include related areas of basic scientific knowledge and the related relevance of the project for practice and education and further inquiry.
4. Following the questions and discussion with the audience, the chair dismisses the audience. Only the student, chair and committee remain. At this time the chair and committee ask the candidate additional questions.
5. After the discussion with the chair and committee the student is dismissed for a short period while the chair and committee members discuss the defense and final Applied DSW Project. The chair and committee decide if the defense has been successful and if there are items in the write up of any component of the project that need further attention before final approval is granted. The decision of the chair and committee is a confidential vote and is always conducted in a closed session.
6. Once a decision has been reached by the chair and committee the student alone is invited back into the room. The chair of the committee reports the results of the vote regarding the pass or failure of the defense to the candidate immediately. The chair and members of the committee are to remain present to provide the candidate detailed and specific information regarding any items that need to be modified before the final Applied DSW Project document can be approved. If the committee recommends that the student needs to make revisions to the Applied DSW Project document/s, a specific timeline/date for revisions (not a second defense) will be provided to the candidate in verbally and in writing (immediately following the conclusion of the defense process outlined here.
7. Following the defense and it is the responsibility of the chair to relate the approval/pass of the student and to the School of Behavioral Health Office of Dean in support of participating in the next graduation ceremony.
8. Only after revisions have been approved by the chair and committee and all document required formatting completed, does the student receive the final written confirmation/approval that their Applied DSW Project is completed. Once this occurs, the Applied DSW Project signature page is signed by the chair and committee members. It is then responsibility of the chair to notify the School of Behavioral Health Office of Dean that the candidate has completed all the requirements associated with the Applied DSW Project.



## Preparing the Final Applied Project Manuscript

The handbook and guidelines for the doctoral projects are available at SBH Student Portal at: <https://my.llu.edu/LLU/Records-Forms>.

The student must follow the required formatting and submit the final manuscript to their committee and then to the School of Behavioral Health Records Office for review and final approval of formatting. Following the final formatting approval, the student must submit **3** copies of the final copy of the DSW Applied Project to the School of Behavioral Health for binding. Form D must accompany the final copies of the DSW Applied Project manuscript. The calendar for the submission of final documents and Form D is provided at <https://my.llu.edu/LLU/Records-Forms>.

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## ORIENTATION, REGISTRATION, CONTINUOUS AND GRADUATION ATTENDANCE

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### PROGRAM ORIENTATION

All students are **required** to attend the new student orientation provided prior to beginning coursework in the Program. This orientation includes an introduction to the Program, School, and University. The orientation for the School and University may be attended in person or provided to online students through a recorded presentation.

### REGISTRATION (GENERAL)

The curriculum for the DSW is a structured three-year program. Ideally before registration opens, but certainly by the opening of registration, the student must verify with their academic advisor their intention to enroll in the established curriculum or provide notification of a decision to reduce their academic load.

All students must register on the dates designated in the University calendar. [Registration Dates | Loma Linda University \(llu.edu\)](#) Late fees are assessed if registration is not completed on the designated dates. Students may not attend class without being registered. **Registration is not complete until financial arrangements have been cleared with Student Finance and a completed registration form filed with the Office of University Records.** Students may not register once the last day to add a course is past. In rare exceptions where there are extenuating circumstances students who miss the last day to register may petition to the Dean of the School and Office of University Records to be considered for late registration. Additional late fees apply.

Note: Students having problems with registration (i.e. inability to clear academic holds or add/drop needed courses) should immediately report these problems to the DSW program director.

### REGISTRATION (CONTINUOUS ACADEMIC RESIDENCE)

University policy provides that students are required to meet the matriculation requirements of the particular degree program in which they are enrolled. In the DSW Program, matriculation is defined as continuous registration beginning with the first quarter of enrollment through advancement to candidacy to the awarding of the degree. The program's policy of continuous registration also incorporates summer quarters for all students as a means of dispersing the course load across the calendar year. This requirement of continuous registration is supported by University policies for graduate study. This requirement does not preclude, however, the provision of arrangements to accommodate special circumstances.

**Extramural Study**

Students need to understand that the DSW courses are taken through the Department of Social Work and Social Ecology online. University policy does not allow students to be enrolled in more than one program simultaneously unless programs have been structured as dual degree programs. Students are also not permitted to enroll in classes or degree programs in other universities without the written approval of the Dean.

**Leave of Absence**

Withdrawal from the Program for a quarter or longer must be preceded by a written request for leave of absence. This request is submitted to the Doctoral Committee indicating the reason and the length of time needed to be out of the program. One year is the maximum leave time granted. Requests of this nature require the final approval of the Dean of the School of Behavioral Health. The form to use to complete the request for a Leave of Absence is available at: [Loma Linda University \(llu.edu\)](http://www.llu.edu).

**Time Limit**

The program is intended to be a three-year program but defers to the School of Behavioral Health policy, which allows a total of seven years from admission to the conferring of the doctoral degree. Some consideration may be given to a short extension of time if recommended by the Program, and in the Dean's opinion, such is merited. Requests for extension of degree completion needs to be submitted on the Extension of Degree Completion Time form located at [http://www.llu.edu/pages/sst/documents/extension\\_of\\_degree\\_completion.pdf](http://www.llu.edu/pages/sst/documents/extension_of_degree_completion.pdf)

**Withdrawal**

Formal withdrawal begins with the Department of Social Work & Social Ecology, followed by the School of Behavioral Health's Office of Records, and finally at the Office of University Records. A standardized form is provided for this purpose. The form for processing a program withdrawal is available at: [Loma Linda University \(llu.edu\)](http://www.llu.edu).

**Withdrawal (Administrative)**

Students who fail to arrange for a leave of absence may be administratively withdrawn from their program and the School of Behavioral Health after two quarters of registration inactivity. Students who have been administratively withdrawn from their program and the School of Behavioral Health are required to reapply for admission and are subject to the requirements in effect at the time of readmission.

**REGISTRATION (RECORDS)**

Each student is responsible for checking their registration to ensure that each class is correct and follows the course schedule outlined by their program. Each student is also responsible for accurately tracking their advancement through their program. University Records and the School of Behavioral Health, by way of the DSW program, provide transcript audits and degree checksheets for all students. In the event that an error is found, it is the responsibility of the student to immediately bring the problem to the attention of the DSW Program Director, as well as immediately respond to program requests for correction of an inaccurate registration. A student who does not attend to assuring that all registrations are accurate and their degree program is on track will be responsible for any additional costs associated with correcting the error and may experience a delayed graduation date. All students should regularly check LLUOnTrack to review their degree progress. Students should also take advantage of faculty advisement to assist them in this process

### **Add/Drop**

DSW students who decide they need to alter their registration need to first consult with the DSW Program Director. It is not recommended that DSW student add courses beyond the curriculum plan developed for all students. Add/drop forms can be found at: [regchange.pdf \(llu.edu\)](#)

### **Repeating a Course**

A student wishing to improve his/her grade once grades have been posted for a course must repeat the course. When repeating a course, the student must attend class and laboratory sessions as ordinarily required and take all regularly scheduled examinations. The amount of tuition paid for repeated courses is determined by the school. Both the original and the repeat grades will appear on the student's permanent record, but only the repeat grade is computed in the GPA and included in the total units earned. **A student may repeat a course only once, and no more than two courses may be repeated within the program curriculum.**

## **GRADUATION ATTENDANCE**

Candidates for graduation degrees taken on the Loma Linda campus are expected to attend graduation events and to receive their diplomas in person. Consent for a degree to be conferred in absentia is contingent on the recommendation of the Dean to the President, with final approval granted by the President. To graduate in absentia the following form needs to be completed. Absentia Form:

<https://webvpn.llu.edu/dana/home/launch.cgi?url=https://sharepoint.llu.edu/sites/otp/Lists/Graduation%20in%20Absentia/NewForm.aspx>

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## **GRADE REQUIREMENTS AND SCHOLASTIC STANDING**

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### **GRADE REQUIREMENTS/SCHOLASTIC STANDING**

Graduate students are expected to maintain consistently high levels of performance. The required minimum grade average in the DSW Program is a B on all work for the doctoral degree. The Department and School receive grade reports indicating the academic standing of all students in order to determine the eligibility of students for advancement.

The following values are assigned for calculation of the grade point average per unit of enrollment:

A	4.0	93-100%	C	2.0	73-76%
A-	3.7	90-92%	C-	1.7	70-72%
B+	3.3	87-89%	D+	1.3	67-69%
B	3.0	83-86%	D	1.0	63-66%
B-	2.7	80-82%	F	0.0	<63%
C+	2.3	77-79%			

The student who believes that there has been an unjust grade for an assignment or course, may file a grade appeal as outlined in the STUDENT GRIEVANCE PROCEDURE found in the LOMA LINDA UNIVERSITY STUDENT HANDBOOK and in the UNIVERSITY CATALOG.

The next set of designations is used to identify student status. These designations are not used to indicate credit:

AU	Audit
I	Incomplete

IP	In Progress (For Courses Which Cross Term Boundaries)
S	Satisfactory (Used in Pass-fail Courses, Does Not Affect GPA)
U	Unsatisfactory (Does Not Affect GPA)
W	Withdraw (Given from Two Weeks before Final Examinations Begin)

### **Audit**

Not applicable to the courses in the DSW Program.

### **Incomplete**

In the School of Behavioral Health, an incomplete is given only in cases of documented emergencies where the student has completed 80% of the course requirements including 80% of class attendance. A **Petition To Receive Incomplete Grade** form must be initiated online by the student and approved by both the Department Chairperson and the Dean of the School of Behavioral Health. Additional documentation may be required for approval of the form, such documentation can be submitted to the Assistant to the Chair for Academic Standards prior to the last day of finals week. Incompletes must be made up no later than the beginning of the regular examination week scheduled for the following term.

Instructions for initiating the form online

- a. Go to: <http://myllu.llu.edu/index.php>, login using your LLU student login credentials and then locate the form on the University Portal's main page, under the Portal titled "Student Forms" and subtitled "Electronic Forms".
- b. Submit the form by engaging in the electronic process. Direct questions about the electronic form process to the Assistant to the Chair for Academic Standards or the Assistant Dean for Academic Affairs, School of Behavior Health.

### **In Progress**

In Progress (IP) indicates that the course is prior approved to be considered for an IP grade. Courses in the DSW Program are not approved for IP grades.

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## PERFORMANCE POLICIES AND DISCIPLINARY ACTIONS

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### ACADEMIC DISHONESTY

(See LOMA LINDA UNIVERSITY STUDENT HANDBOOK for University policies)

### ACADEMIC PROBATION

The School of Behavioral Health policy provides that degree students whose overall grade point average falls below a 3.0 will be placed on academic probation. Students who are on academic probation and fail to make a 3.0 for the next quarter may be required to repeat course work or be dismissed from the program. (See the School of Behavioral Health Student Handbook for the Academic and Professional Advancement Policy, which outlines academic and professional performance requirements, behaviors and disciplinary processes).

### PROFESSIONAL PROBATION

If a student has substantial and/or unresolved behaviors that affect their ability to complete course and/or research requirements of the DSW Program, or seriously impact their interactions with faculty, staff, students, and/or agency representatives, will either be placed on professional probation or incur other sanctions as deemed appropriate by the Doctoral Committee. (See the School of Behavioral Health Student Handbook for the Academic and Professional Advancement Policy, which outlines academic and professional performance requirements, behaviors and disciplinary processes).

### REPORTING DISRUPTIVE OR DISHONEST BEHAVIOR

It is not always possible for instructors to be aware of everything that occurs in their classrooms. If disruptive or dishonest behavior is observed, students are requested to report the behavior to the instructor or the DSW Program Director. While anonymity will be preserved for the reporting party when the issue is addressed, it is necessary for such reports to include the identity of the reporting student.

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## GENERAL PROGRAM INFORMATION

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### ASSIGNMENT STANDARDS

One of the goals of the DSW Program is to prepare students for leadership roles. This preparation includes learning task management. As such, assignments must be neat, well written, and unless otherwise instructed, assignments should be word processed or typewritten and double-spaced following the American Psychological Association (APA) standards. All assignments are to be turned in at the required deadline. **Late assignments will receive a 10% deduction.** A proctoring fee of \$100 will be assessed for the rescheduling of exams.

### CLASS ATTENDANCE POLICY

The DSW Program is one of professional preparation and students are expected to attend all online class sessions; failure to do so will negatively impact the student's grade. *In addition, University policy requires that all students attend at least 80 percent of all scheduled online classes and complete at least 80% of all course work in order to receive a passing grade or be eligible for an incomplete grade (see LLU Student Handbook for information regarding Incomplete (I) grades).*

The Program's disposition regarding attendance also reflects the need for students to actively participate in synchronous and asynchronous class activities aimed at integrating course specific content—as well as integration of knowledge from a range of courses. As such, late entry and early departures from classes are not acceptable. Tardiness, frequent and/or extended breaks, and early departures are all recorded as absences. Thus, attendance is required unless legitimate and special reasons exist for absences or tardiness. Any such absences or tardiness should be discussed directly with the course instructor preferably prior to missing class. Students should give special attention to arranging for personal, family and work obligations at times that do not conflict with their responsibilities regarding online class attendance.

## **CLASSROOM PARTICIPATION**

Classroom participation in the professional environment of the DSW Program requires active and cooperative learning. Therefore, students' classroom participation will be evaluated by the following criteria:

- evidence that they have reflected upon and integrated material learned via readings, class, and their professional experience;
- the degree to which their communication is clear, concise, and relevant to the issue under discussion;
- professional collegial behavior, as exhibited by:
  - joining class at the designated time;
  - avoiding distractions/interruptions, e.g. side conversation/chats, audible cell phones/beepers;
  - collaborating to maintain focus by avoiding monopolizing; tangential comments, etc.;
  - respectful dialogue that honors the right of individuals to hold and express different viewpoints. In this way, all students will collaborate to create a safe and enriching learning environment.

## **DISABLED STUDENTS (ACCOMMODATIONS)**

The University and the DSW Program support the integration of all qualified individuals into the Program and are committed to full compliance with all laws regarding equal opportunity for all students with disabilities. At LLU, students, faculty, deans or dean's designee, department chairs, and staff all play a joint role in ensuring learning accommodations.

The SBH Dean's office is responsible for evaluating and maintaining all accommodation records for students with disabilities. Students are required to follow University policy and submit a request for accommodation in writing to the SBH Dean's office, specifically to Dr. Adam Arechiga, the Associate Dean for Academic and Student Affairs at [aarechiga@llu.edu](mailto:aarechiga@llu.edu). Following University policy, Dr. Arechiga will meet with the student (in person or online as determined by program type) to determine and support the student's needs. Documentation of need and implementation of accommodations follow the requirements of University policy which is available for viewing in the LLU Student Handbook at: <https://my.llu.edu/LLU/Records-Forms>.

## **FINANCIAL AID INFORMATION**

Although it is the responsibility of students to plan for the financing of their academic program, the Office of Financial Aid assists in the process by assessing students' eligibility for financial assistance. Whereas,

the majority of financial aid is in the form of loans, grants, or work opportunities, the Office of Financial Aid also manages and distributes a limited number of scholarships for eligible students. Staff are available to counsel students on the most appropriate and available resources to meet individual needs. Students are urged to contact the office early to maximize their eligibility and comply with application deadlines. (See also the LOMA LINDA UNIVERSITY STUDENT HANDBOOK for information about financial assistance and student finances).

The University's Office of Diversity provides scholarship and loan programs designed to support individuals with demonstrated need. To learn more about these programs contact Miriam Domingo, School of Behavioral Health Associate Dean for Finance and Administration at [mmdomingo@llu.edu](mailto:mmdomingo@llu.edu).

### **STUDENT FILES**

Student files are confidential. Students needing to view their file for any reason should make their requests to their Program Director.

### **STUDENT SAFETY**

See the LLU Student Handbook.

### **TUITION AND FEES**

Information regarding the tuition and fees for the DSW Program is available at <https://behavioralhealth.llu.edu/academics/social-work-and-social-ecology/doctor-social-work-dsw-online>

### **UNIVERSITY STUDENT SERVICES, PROGRAMS, AND POLICIES**

The University Office of Student Affairs has prepared a Student Handbook, which provides students with a wealth of facts about the University, including its programs to promote balance in student life, student resources and services, as well as detailed information concerning University policies and academic processes. The University Student Handbook, which also includes the School of Behavioral Health Student Handbook is available online.

### **VETERANS**

Students eligible to have veteran's benefits should seek information from the Office of University Records.

### **REFERENCES**

American Psychological Association. (1992). Ethical principles of psychologists and code of conduct. *American Psychologist*, 47, 1597-1611.

The National Commission for the Protection of Human Subjects of Biomedical and Behavioral Research. (1979). *The Belmont Report: ethical principles and guidelines for the protection of human subjects of research* (DHHS Publication, GPO 887-809). Washington, DC: U.S. Government Printing Office