Loma Linda University
Doctor of Social Work
Student Handbook
2024-2025

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 polices, 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

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.

Beverly J. Buckles, DSW
Chairperson

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.

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, MPH, MBA** Program Faculty Professor of Social Work and Social Ecology Email: qalemi@llu.edu (909) 379-7592
Research Area: Mental Health; Culturally Grounded Interventions; Program Development and Evaluation; Community-Based Research	**Kelly Baek, PhD, MSW** Program Faculty Assistant Professor of Social Work and Social Ecology Email: kbaek@llu.edu (909) 379-7583
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 (909) 379-7577
Research Area: Child Mental Health; Assessment; Childhood Trauma; Adolescent Self-Harm; Community Based Wellness	**Kimberly Freeman, PhD, MSW** Executive Associate Chair Program Director for MSW and DSW Professor of Social Work and Social Ecology Email: kfreeman@llu.edu (909) 379-7589
Research Area: Workforce development in human services particularly with vulnerable populations	**Donna Gallup, EdD, MSW** Associate Professor of Social Work and Social Ecology Email: dgallup@llu.edu (909) 379-7580
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 (909) 558-9586
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 (909) 379-7585

Research Area: Mental Health; Trauma; Practice with Latino/Latina; Social Work Education and Gatekeeping

Lynn Raine, PhD, MSW, LCSW
Program Faculty
Associate Professor of Social Work and Social Ecology
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FACULTY ADJUNCT

Veronica Kelley, MSW, DSW
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Course Scheduling
Master's Program Assistant
Doctoral Program Assistant

Monica Pacheco
Administrative Assistant
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monicapacheco@llu.edu
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Grants
MSW Practicum Assistance
Federal Work Study

Office Hours:

8:00 a.m. – 4:30 p.m. Monday-Thursday

8:00 a.m. - 2:00 p.m. Friday (online only)

Faculty Office Hours as Posted.

ACADEMIC ADVISEMENT

The Program Director will be *assigned* as your Academic Advisor upon admission to the DSW Program and will assist with your academic progression over the course of the program. You will also be assigned a DSW Applied Project chair at the end of year one who will provide professional mentorship and guidance throughout the last two years of the program as you complete your project.

ADMISSIONS

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:

- 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
- License to practice clinical social work is preferred

- Structured essay

- Personal statement

- Structured individual and group interview

- 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 (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 or experience does not reach the standards established for acceptance but for whom graduate work may be possible with additional evidence of academic preparation, and/or scholastic consistency; and/or

b) 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.

DOCTOR OF SOCIAL WORK PROGRAM (DSW)
PROGRAM MISSION, GOAL AND LEARNING OUTCOMES

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; and

5. Demonstrate expertise in the application of mission-focused learning that promotes and integrates social justice in practice and education delivery and innovation.

DSW PROGRAM REQUIREMENTS

CURRICULUM OVERVIEW

The 79-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.

DSW Curriculum (All courses are online)

Theory, Analytical Analysis, and Social Justice		
SWCL 610	Diversity Theory and Global Perspectives	3
SWCL 615	Comparative Social Work History and Practice, Evidenced-Based Practice and Social Justice	4
SWCL 658	Advanced Policy Analysis and Research	3
Clinical Interventions		
SWCL 630	Clinical Interventions and Design	3
SWCL 650	Neuroscience, Resiliency and Trauma-Focused Global Practice	3
Clinical Leadership, Management and Program development		
SWCL 670	Clinical Leadership I	3
SWCL 680	Clinical Leadership II	3
SWCL 626	Program Design, Evaluation, and Monitoring	4
Academic Leadership and Practice		
SWCL 604A	Integrative Seminar: Academic Practice	1
SWCL 604B	Integrative Seminar: Academic Practice	1
SWCL 604C	Integrative Seminar: Academic Practice	1
Spirituality, Ethics, and Whole Person Care		
RELE 524	Bioethics and Society	3
RELR 540	Wholeness and Health	3
RELT 557	Theology of Human Suffering	3
Research		
SWCL 601	Fundamental Statistics	3
SWCL 602	Applied Statistics	3
SWCL 654	Research Methods I	4
SWCL 655	Research Methods II	4
SWCL 660	Implementation Science	3
Applied Doctoral project		
SWCL 689	Applied Project Conceptualization	2
SWCL 690	Applied Project I	2
SWCL 691	Applied Project II	2
SWCL 692	Applied Project III	2

SWCL 693	DSW Project I	4
SWCL 694	DSW Project II	4
SWCL 695	DSW Project III	4
SWCL 696	DSW Project IV	4
	Total	79

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 of the Applied DSW Project Proposal

- An Oral defense of the completed Applied DSW Project

- A Professional Conference Presentation

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

- Graduation Petition- Due to University Records two terms before graduation.

- Advancement to Candidacy (Form A)- Due after successfully completing Applied Project Proposal Defense

- Statement of Completion of Requirements for Degree (Form D)- Due at the end of the term of degree completion

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 first 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 member who chairs a two-person project committee, which works in tandem to support the sequential course work that facilitates the completion of the Applied DSW Project. See the Applied DSW Project Guide (available in TEAMS) for detailed information regarding scope, type, and example outlines of acceptable projects.

Process and Timeline for Completion of the Applied DSW Project

During the first year in the DSW Program students:

- Are assigned a chair and develop a concept paper for their Applied DSW Project – Completed during SWCL 689 Applied Project Conceptualization; Spring quarter, year one.

During the second year in the DSW Program students:

- Completion of a literature review that includes a supporting theoretical/conceptual framework – Completed during SWCL 690 Applied Project I; Fall quarter, year two.

- Develop a project research methodology section as well as an introduction with objectives— Completed during SWCL 691 Applied Project II; Winter quarter, year two.

- Completion and successful defense of the Applied DSW Project proposal and submission to IRB – Completed during SWCL 692 Applied Project III; Spring quarter, year two. ***Please note that projects that require a full board IRB review are not permitted.***

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

- Conduct the study by engaging in data collection - Completed during SWCL 693 DSW Project I; Summer quarter, year three.

- On-going data collection and data analysis - Completed during SWCL 694 DSW Project II; Fall quarter, year three.

- Discussion and conclusions: Interpret findings and discuss implications for practice innovation, education, organizational and social policy. Include a discussion of ADEI and a dissemination plan. The conclusion should include limitations and future studies. — Completed during SWCL 695 DSW Project III; Winter quarter, year three.

- Finalize the Applied DSW Project as needed, and successfully defend the Applied DSW Project— Completed SWCL 696 DSW Project IV; 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 proposal defense is not public and is only attended by the student and their committee. The successful completion of the defense of the project proposal constitutes the final step toward **Advancement to Doctoral Candidacy**. Advancement to Candidacy (Form A) forms must completed and submitted through your student workflow. **If you have not defended your DSW Applied Project, please submit Form A <u>after</u> you have defended**. This form is located in your <u>Student Portal</u> under <u>Forms</u>. See Appendix A for form deadlines.

It is highly recommended that following the defense, students submit their manuscript to the School of Behavioral Health Records Office for a formatting review check. This ensures that the formatting is correct and prevents delays at the end of spring quarter when timelines are inflexible. Formatting guidelines can be found in TEAMS.

Following the successful defense of the project proposal, if required, the student must submit their project proposal to the Department Research IRB Coordinating Committee for review and endorsement. **Committee and IRB approvals must be secured 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 Guidelines

A public defense of the DSW Applied Project is required, serving as a scholarly discourse between the candidate and their Applied DSW Project committee. This defense demonstrates the candidate's successful completion of publishable scholarly work and mastery of their chosen subject and methodology.

Preparation and Submission:

- The candidate must submit a copy of their final draft to their chair, committee, and the DSW Program Director at least 45 days before the end of the spring term. This timeline allows for review, edits, and compliance with the two-week public notice requirement for the oral defense.

Scheduling:

- The student's committee chair, in consultation with the full project committee, is responsible for scheduling the Applied DSW Project Defense. The chair and committee must first determine that the student is ready to proceed based on the likelihood of success.

- Students do not set the defense date. Attempts to pressure the chair or committee to schedule the defense prematurely due to personal reasons, such as wanting to participate in a specific graduation ceremony or pre-arranged travel plans, are inappropriate and will not be tolerated.

Defense Approval:

- Once the oral defense is approved, the student must work with the DSW Program Director's office to:

  1. Provide an abstract (not exceeding 250 words) summarizing the project.

  2. Verify that a copy of the final draft is available for review through the DSW Program Director's office.

  3. Confirm the date, time, and location of the defense.

- The DSW Program Director's office will develop and disseminate the official announcement of the oral defense.

- The defense announcement must be published at least two weeks before the scheduled date. Faculty, students, and members of the collaborative professional social work community are invited to attend.

Defense Proceedings:

1. Introduction: The Applied DSW Project chair introduces the committee members and describes the defense process.

2. Student Presentation: The student presents an overview of their project, including objectives, purpose, significant literature, methodology, findings/outcomes, and implications for practice and education. This presentation includes a PowerPoint and is generally 30 minutes.

3. Audience Questions: Following the presentation, the audience may ask questions. This discussion may extend beyond the student's specific topic to related areas of scientific knowledge and relevance to practice and education.

4. Committee Questions: After the audience is dismissed, the chair and committee ask additional questions.

5. Deliberation: The student is dismissed while the committee deliberates. They decide if the defense has been successful and if any revisions are needed before final approval. This decision is confidential and conducted in a closed session.

6. Decision Notification: The student is invited back into the room, and the chair reports the defense outcome. If revisions are required, a specific timeline for completion is provided both verbally and in writing.

7. Approval Notification: The chair notifies the School of Behavioral Health Office of the Dean of the student's pass/fail status to support their participation in the next graduation ceremony.

8. Final Approval: Only after all revisions are approved and formatting requirements met does the student receive final written confirmation that their Applied DSW Project is complete. The signature page is then signed by the chair and committee members, and the chair notifies the School of Behavioral Health Office of the Dean of the candidate's completion.

These guidelines ensure a rigorous and fair process for the defense of the Applied DSW Project, maintaining the high standards of scholarly work at Loma Linda University.

Preparing the Final Applied Project Manuscript

The handbook and guidelines for the doctoral project formatting are available in TEAMS.

Students must follow the required formatting guidelines and submit the final committee approved manuscript to the School of Behavioral Health Records Office for review and final formatting approval. This should occur after the defense and following any additional post-defense edits are complete. See the submission deadlines in Appendix B. Following the final formatting approval, the student must submit **the** final copy of the DSW Applied Project to the School of Behavioral Health and work with the department to

receive up to two free bound copies of their project (there is a fee for additional copies).

Form D must accompany the final copies of the DSW Applied Project manuscript and should be signed by the student's committee once all edits are complete (see Appendix A for deadlines). Your Chair will provide you with form D.

PROFESSIONAL CONFERENCE PRESENTATION

As part of the requirements for the Doctor of Social Work (DSW) program, candidates are required to present their DSW proposal or findings at a professional conference. This requirement is designed to ensure that candidates engage with the broader professional community, disseminate their research, and receive feedback from peers and experts in the field. Students will work with their Chair on the submission process. The chosen conference must be recognized by the student's project committee and can be presented online or in-person. Suitable types of conferences include but are not limited to:

National and International Social Work Conferences:
- National Association of Social Workers (NASW) Annual Conference
- Council on Social Work Education (CSWE) Annual Program Meeting
- International Federation of Social Workers (IFSW) World Conference

Specialized Social Work Conferences:
- Society for Social Work and Research (SSWR) Annual Conference
- American Public Health Association (APHA) Annual Meeting
- National Association for the Education of Homeless Children and Youth (NAEHCY) Conference
- National Conference on Ending Homelessness by the National Alliance to End Homelessness (NAEH)

Regional and State Social Work Conferences:
- State-level NASW chapter conferences
- Regional social work education conferences
- Local conferences organized by social work schools or agencies

This requirement ensures that DSW candidates gain valuable experience in presenting their research to a professional audience, receive constructive feedback, and contribute to the advancement of the social work profession.

ORIENTATION, REGISTRATION, CONTINUOUS AND GRADUATION ATTENDANCE

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 in Banner under the forms menu.

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 in Banner under the forms menu.

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 on Banner under the forms menu.

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 LLU OnTrack 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. Please contact Doreen Flores at doflores@llu.edu to assist with this process.

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

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 include:

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.

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.

GENERAL PROGRAM INFORMATION

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 7th edition (APA) standards. All assignments are to be turned in at the required deadline.

LATE ASSIGNMENTS

As an SBH faculty member, we need to emphasize the importance of submitting assignments on time. However, we understand that there may be circumstances where a student needs to submit their work late. In such cases, the following policies apply:

- Late Assignment Submission: Assignments submitted after the due date will not be accepted if they are more than two weeks late. This policy ensures that students submit their work in a timely manner and allows for efficient grading and feedback processes. If a late assignment is accepted, it may result in a deduction of up to 10% from the total score. This penalty encourages students to submit their work on time while still providing an opportunity for those who face genuine difficulties.

- Time-Dependent and/or Sequenced Assignments: For assignments that are time-dependent or sequenced, the professor has the discretion to not accept late submissions. This is because these assignments often build upon previous work or require timely participation, making it challenging to incorporate late submissions without disrupting the learning process.

- Online Discussion Posts, Reading Quizzes, and Knowledge Checks: Late submissions are not allowed for online discussion posts, reading quizzes, or knowledge checks. These activities are designed to foster timely engagement and assess understanding in a dynamic learning environment. However, if a discussion post is designated as a larger course assignment, it may fall under the 10% deduction rule for late submissions. Your instructor will notify you if this is the case.

A time-limited extension for up to two weeks, without a late assignment penalty, will be considered for extenuating circumstances. Time-limited extension requests need to be submitted to the instructor for approval with a copy of the request sent to the Program Director. Documentation should be provided as appropriate. After two weeks the assignment will not be accepted. Students who cannot meet the requirements of the two week time-limited extension, need to review with their instructor and Program Director whether they should withdraw from the course or meet the University's criteria for an Incomplete (I).

Unless an Incomplete (I) has been approved, all assignments must be submitted by the last Friday of the quarter at 2:00pm (PST).

ATTENDANCE POLICY

School of Behavioral Health (SBH) programs are programs of professional preparation and students are expected to attend all class sessions; failure to do so will negatively impact the student's ability to continue in the course. SBH's position regarding attendance reflects the need for students to actively participate in class activities aimed at integrating course specific content as well as integration of knowledge from a range of courses. The SBH faculty believe this cannot be accomplished through independent study alone.

Attendance Requirements for In-Person Main Campus Courses
SBH students are required to attend 80% of all scheduled in-person classes to receive a passing course grade. Courses designated for Main Campus instruction cannot be attended online.

Attendance Requirements for Hybrid and Synchronous Online Courses
Students enrolled in a hybrid or synchronous online course must attend 80% of all weekly in-class or online sessions and engage with weekly module activities to be eligible to receive a passing course grade.

Attendance Requirements for Asynchronous Online Courses
SBH students enrolled in asynchronous courses must demonstrate regular engagement with the weekly module activities and are not permitted to have more than two 7-day periods (from the first

day of the module week) without engagement with the module. Engagement is defined as reviewing module resources, interacting with peers by responding to discussion/assignment prompts and communicating with the instructor.

Students who do not complete the attendance requirements as stated above (regardless of class format) will be advised to withdraw from the course, and in cases of non-communication with the instructor and program director, will receive a failing grade with subsequent notification to the Loma Linda University Financial Aid Representative.

The stated allowances for class absences are to be used for illness, personal emergencies, jury duty, or work responsibilities. Appropriate documentation should be provided. Students should give special attention to scheduling personal appointments at times that do not conflict with their responsibilities regarding class attendance.

For all courses, students are required to be seated in the classroom (in-person or virtual classrooms) and ready to participate by the class-time listed in the university online course schedule or the welcome page of their Canvas classroom. Early departures, class tardiness, multitasking, frequent and/or extended breaks, and having your camera off without faculty approval (for synchronous online classes) are documented and factored into the course grade, potentially resulting in an unsatisfactory or failing grade.

Instructors record didactic synchronous online sessions or meetings related to a course using digital technology (e.g., Zoom, Panopto). These recorded class sessions or meetings may be made available to students within the class through the Learning Management System and shall not be posted or shared beyond the students registered for the course and course instructors, unless otherwise approved. Students shall not record meetings held on digital platforms (e.g., Zoom, Microsoft Teams, Panopto), without expressed written permission from the instructor or meeting leader.

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.; and
    - 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.

- active participation and engagement with the professor and peers including but not limited to classroom learning activities, practice labs, and course assignments.

DISABLED STUDENTS (ACCOMMODATIONS)

The University, School and the DSW Program support the integration of all qualified individuals into the MSW Program and are committed to full compliance with all laws regarding equal opportunity for all students with a disability. At LLU, students, faculty, deans or dean's designee, department chairpersons, and the Advisory Committee on Students with Disabilities all play a joint role in ensuring equal access to campus facilities and programs.

For the DSW Program, the SBH Dean's office is responsible for evaluating and maintaining all disability records for students with disabilities. The Dean's office arranges for determining eligibility for services and based on an evaluation, provides verification of the disability which the student may use to acquire needed accommodation for specific courses.

Students are required to request services or accommodations through the SBH Dean's office where documentation of a disability is required. All information regarding a disability is considered confidential. Students are responsible for making arrangements for accommodations by providing his or her instructors with a letter from the Dean's office requesting the approved accommodations. Faculty are responsible for implementing accommodations as outlined in the Dean's letter.

If you are an individual with a disability and need to make a request for reasonable accommodation to fully participate in this class, please contact Dr. Winetta Oloo, Associate Dean of Academic and Student Affairs, at woloo@llu.edu in the School of Behavioral Health Dean's Office. Please see the full Disability Accommodation Policy which is available in the LLU Student Handbook (beginning on page 47): http://www.llu.edu/assets/central/handbook/documents/Student-Handbook.pdf

GUIDELINES FOR AI USE

The DSW faculty recognize that AI tools, like ChatGPT, are becoming a go-to for exploring, brainstorming, and writing about topics of interest. However, there are still some gray areas surrounding AI apps, including where AI draws its information from and whether citations used in AI are accurate. Given the high priority our DSW faculty, School of Behavioral Health, and the University all place on academic integrity, our department does not consider AI-generated information to be a trustworthy source for course assignments.

Below is the current DSW directive for the use of AI in coursework:

- *Appropriate use of AI tools includes exploring or brainstorming topics related to course assignments, considering the initial framework or structure of an assignment, and editing.*
- *Inappropriate use of AI includes using AI-generated information as a primary source for course assignments or copying and pasting AI-generated text into an assignment.*
- *As always, students are required to appropriately paraphrase and cite any sources utilized in assignments.*

The School of Behavioral Health deans and faculty are actively considering the ramifications of AI use in academic programs and enacting policy on student use of AI-generated content in coursework. Once a policy is created, it will be included in this document and course syllabi.

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 Obenaus, School of Behavioral Health Associate Dean for Finance and Administration at mobenaus@llu.edu.

STUDENT FILES

Student files are confidential. Students needing to view their file for any reason should make their requests to the Department Chairperson or MSW Program Director. Student files are electronically maintained.

TUITION, FEES, AND WAIVERS

Students can consult the University Student Handbook or contact the Office of Student Finance (909) 558-1000 (x 44520) for the current University tuition and fee schedule.
(Fees are subject to change and may not include all special charges.)

Tuition waiver amounts are reviewed annually and posted on the Social Work and Social Ecology website. When awarded, the amount is distributed across the duration of attendance in the completion of the DSW Program. For a schedule of distribution amounts please contact Doreen Flores at doflores@llu.edu.

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. Included in this document is the criteria for academic and professional performance. The University Student Handbook, which also includes the School of Behavioral Health Student Handbook is available online at https://one.lluh.org/vip/apps/university-desktop under Policies and Handbooks.

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

Appendix A

School of Behavioral Health Form Deadlines 2025-2027

Academic Variances (due before these dates): Spring/Summer=Oct 1; Fall=March 1; Winter=July 1

QUARTER	START/END TERM	SBH FORMS	SBH DEAN'S OFFICE BY NOON
WINTER 2025	1/6/25-3/21/25	Form A/ATC	August 1, 2024
(202503)		Graduation Petition	August 1, 2024
		Form D	March 14, 2025
SPRING 2025	3/31/25-6/13/25	Form A/ATC	November 1, 2024
(202504)		Graduation Petition	November 1, 2024
		Form IIB/IIC	June 6, 2025
		Form D	June 6, 2025
SUMMER 2025	6/23/25-9/5/25	Form A/ATC	November 1, 2024
(202601)		Graduation Petition	November 1, 2024
		Form IIB/IIC	June 6, 2025
		Form D	August 29, 2025
FALL 2025	9/22/25-12/12/25	Form A/ATC	April 1, 2025
(202602)		Graduation Petition	April 1, 2025
		Form D	December 5, 2025
WINTER 2026	1/5/26-3/20/26	Form A/ATC	August 1, 2025
(202603)		Graduation Petition	August 1, 2025
		Form D	March 13, 2026
SPRING 2026	3/30/26-6/12/26	Form A/ATC	November 1, 2025
(202604)		Graduation Petition	November 1, 2025
		Form IIB/IIC	June 5, 2026
		Form D	June 5, 2026
SUMMER 2026	6/22/26-9/4/2026	Form A/ATC	November 1, 2025
(202701)		Graduation Petition	November 1, 2025
		Form IIB/IIC	June 5, 2026
		Form D	August 28, 2026
FALL 2026	9/21/26-12/11/26	Form A/ATC	April 1, 2026
(202702)		Graduation Petition	April 1, 2026
		Form D	December 4, 2026
WINTER 2027	1/4/27-3/19/27	Form A/ATC	August 3, 2026
(202703)		Graduation Petition	August 3, 2026
		Form D	March 12, 2027
SPRING 2027	3/29/27-6/11/27	Form A/ATC	November 2, 2026
(202704)		Graduation Petition	November 2, 2026
		Form D	June 4, 2027

Appendix B

SBH PROJECT DUE DATES

QUARTER		Final Draft Due
Spring 2024		May 28, 2024
Summer 2024		August 12, 2024
Fall 2024		November 25, 2024
Winter 2025		March 3, 2025
Spring 2025		May 26, 2025
Summer 2025		August 18, 2025
Fall 2025		November 24, 2025
Winter 2026		March 2, 2026
Spring 2026		May 5, 2026
Summer 2026		August 17, 2026
Fall 2026		November 23, 2026
Winter 2027		March 3, 2027