

NORTH CAROLINA AGRICULTURAL AND TECHNICAL STATE UNIVERSITY



JOINT PROGRAMS IN SOCIAL WORK



UNC GREENSBORO

Joint Doctor of Philosophy (PhD) in Social Work

North Carolina A & T State University

The University of North Carolina at Greensboro

2021-2022
Student Handbook

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Introduction and Welcome to the Program

Welcome to the Joint PhD in Social Work program!

We are pleased that you joined our team and hope your graduate education will be engaging and rewarding. This doctoral student handbook provides important information about the policies, procedures, and degree requirements of the PhD program. The information here highlights and adds to the guidelines covered in the [NCA&TSU](#) and [UNCG Graduate School](#) Bulletins. Please make certain that you read and understand relevant university and departmental policies contained in both documents. Ultimate responsibility to complete degree requirements in accordance with policies is yours, but we will do our utmost to assist you throughout your journey. As will be discussed in this handbook, every graduate student is assigned a Faculty Advisor who is ready to meet with you and help you along the way through the program and into your next step in your career. Use this handbook as a resource and please feel free to call upon any of our faculty or staff when you wish to discuss this handbook or have any questions regarding your graduate studies and career development.

We encourage you to get engaged and excited about our work together!

Dr. Jay Poole, JPHD Program Director & JPHD Faculty

Program Overview

HISTORY, MISSION, AND PROGRAM GOALS

The faculty congratulates you on your admission to the PhD program in social work.

Introduction

This handbook is not intended to substitute for the Graduate Bulletin nor for the Student Handbook of each university. The purpose of this handbook is to serve as a resource and reference book for students enrolled in the JPHD Program. It provides important information on many topics that directly affect the graduate social work student. Students are urged to read this material thoroughly. Inquiries regarding matters in this handbook are welcomed and should be directed to the JPHD Program Director or to your faculty advisor.

History

North Carolina Agricultural and Technical State University and the University of North Carolina at Greensboro have implemented a Master of Social Work program which is jointly designed and administered. The first class of JMSW students graduated in 1999, and the program has been continuously accredited by the Council on Social Work Accreditation since 1999. In 2018, the institutions were approved to begin offering the Joint PhD in Social Work in the Fall of 2019.

North Carolina Agricultural and Technical State University (NCA&TSU)

NCA&TSU, a historically black institution, is one of two land-grant institutions in the state of North Carolina. It is a comprehensive university with an integrated faculty and student body offering degrees at the baccalaureate, master's, and doctoral levels. The NCA&TSU stated mission is to “advance knowledge through scholarly exchange and transforms society with exceptional teaching, learning, discovery and community engagement. . . . North Carolina A&T creates innovative solutions that address the challenges and economic needs of North Carolina, the nation and the world (<https://www.ncat.edu/about/vision-mission.html>).”

The University of North Carolina at Greensboro (UNCG)

UNCG, a historically white institution, has a special place in public higher education in North Carolina. This institution was the Women's College in the University of North Carolina System until 1965. It has a long-standing commitment to the liberal arts in undergraduate education. The University is also a doctoral degree-granting institution with unique authorization to concentrate its resources on a select number of doctoral programs. According to its Vision and Mission Statement, “UNCG will redefine the public research university for the 21st century as an inclusive, collaborative, and responsive institution making a difference in the lives of students and the communities it serves (<https://www.uncg.edu/inside-uncg/mission/>).”

The two institutions have a history of collaboration in the undergraduate social work field instruction program, which has existed since 1973. The close proximity of the two campuses provides for effective use of mutual resources and the opportunity for students to experience diverse cultural university environments.

JPHD Mission and Program Goals

Mission

The Mission of the JPHD program, offered by NCA&TSU and UNCG, is to prepare social workers for careers as multiculturally-responsive, community-engaged scholars and educators who are committed to social, economic, and environmental issues on the micro, mezzo, and macro levels of society. The program is grounded in the historical partnership between the social work departments at two diverse universities and is informed by our recognition of and appreciation for diverse human strengths and resiliency-- a legacy of the social work profession.

Goals

The goal of the JPHD program is that our graduates, inspired by social work's historic commitment to social justice and gazing through the JPHD's signature multicultural lens, engage with multicultural communities in the creation of new knowledge through innovative research, scholarship, teaching, and service to:

- Analyze and remedy systemic inequalities
- Create bridges to resources for increasing societal well-being at micro, mezzo, and macro levels
- Work with marginalized communities to help them reach their goals

Program Objectives

Upholding a commitment to the values and ethics of the social work profession, JPHD graduates will:

1. design and create research and scholarship approaches that are multiculturally-responsive and enhance the social work knowledge base while being translational.
2. apply theoretical perspectives relative to multiculturally-responsive, community-engaged scholarship with an entity in the community.
3. understand pedagogical frameworks that promote multiculturally-responsive social justice and value diversity in students and learning styles.

Program Administration

Upon admission to the program, students are randomly assigned to either NCA&TSU or UNCG. A student's assigned campus will be considered their "home institution" while the other institution will be considered the "host institution." For individual students, the Home Campus is the university where they have been admitted and register for classes. Students attend classes on both the Home Campus and Host Campus and also have certain rights and privileges at both campuses, e.g., access to libraries, sporting and special events, etc.

Skills and Competencies

Based on the mission statement and core philosophical concepts, the following skills and competencies will be the foci for the professional preparation program. You will:

- obtain the skills necessary to become independent ethical researchers on Social Work and health education topics
- understand health behavior theory and guidelines to develop and implement effective programs and to conduct theory driven research
- publish in Social Work Education journals and become professionally involved in Social Work Education professional associations
- collaborate with faculty who are actively engaged in research and involved with funded research and application projects
- develop a competitive academic portfolio of publications, professional presentations, teaching experiences, and research experiences

Your doctoral degree is more than a collection of courses. Therefore, we expect you to seek and engage in learning opportunities and skill development outside of the required coursework. These experiences include building solid relationships with faculty mentors, seeking consultations and intellectual conversations with faculty and students, and participating in university, community, and professional experiences. All coursework and educational experiences of the PhD program have been designed to help students attain the skills and competencies outlined above.

Program Policies

The JPHD Program's policies and procedures follow those of the two universities, as outlined in the [graduate catalogue \(A&T\)](#) and [graduate bulletin \(UNCG\)](#), which are available online. Students follow the policies on the campus where they were admitted. In addition, there are some policies and procedures that are unique to the JPHD Program. Students should carefully read this section to ensure they understand program and university policies and procedures.

Non-Discrimination

The JPHD Program is committed to equality of educational opportunity and does not discriminate against applicants, students, or employees on the basis of race, class, color, gender, age, creed, ethnic or national origin, family structure, marital status, religion, sex, disability, political orientation, sexual orientation, gender identity, or any other targeted characteristic.

Accommodations for Students with Disabilities

Under the Americans with Disabilities Act (ADA), pursuant to Section 504 of the Rehabilitation Act, “reasonable accommodation” to students with disabilities is provided in this course. If you require an accommodation, you must register with the appropriate office for your home campus: Office of Veterans and Disability Service (OVDSS) at NCA&TSU or the Office of Accessibility Resources and Services (OARS) at UNCG. Please notify OVDSS or OARS of any accommodation requests prior to the start of classes or within the first two weeks of classes. Students should inform the instructor at the beginning of the semester about specific accommodations needed and provide authorized documentation through designated administrative channels. Consult either the NCA&TSU or UNCG graduate bulletin for further information. *Please note that accommodations and modifications may not be performed retroactively!*

Sexual Harassment

Both universities are committed to providing and promoting an atmosphere in which employees realize their maximum potential in the workplace and students can engage fully in the learning process. Accordingly, sexual harassment is prohibited. Sexual harassment is defined as deliberate, unsolicited, unwelcome verbal and/or physical conduct of a sexual nature or with sexual implications. The definition does not include personal compliments welcomed by the recipient or relationships which are freely entered into by both parties by Section 703 of the Title VII of the Civil Rights Act, and North Carolina General Statute 126-16 (in the case of employees) and Title XI of the education Amendment Act of 1972 (in case of students). For complete university policy on sexual harassment and grievance procedures, see appropriate sections of [NCA&TSU Student Handbook](#) or [UNCG’s Policies for Students](#).

Student Participation

JPHD faculty believe that students are the keystone in the structure and operation of the program. Students in the JPHD Program are encouraged to be involved in many aspects of the life of the program including the student organization and various activities on both the NCA&TSU and UNCG campuses and the surrounding communities. The Program Director facilitates opportunities for students to attend faculty meetings and be engaged with decision-making related to JPHD Program changes and updates.

Student Attendance at Faculty Meetings

At the onset of each academic year the JPHD Program Director informs students about the schedule for the JPHD faculty meetings for the year. Students are encouraged to sign up and attend these meetings. The faculty will reserve the right to call into session a closed meeting.

JPHD Student Organization

It is likely that JPHD Students will become very cohesive as you move through the program. Students may elect to have a formal or informal student organization. In any case, students are encouraged to come together and, if there is a pressing concern that impacts most or all students, have a representative communicate it with the JPHD Director or Faculty.

Student Participation in the JPHD Program Advisory Board

Another way that students have input into the program is through service on the JPHD Program Advisory Board which usually meets at least once per year. The JPHD Director will ask at least one student representative to attend the advisory meeting. Once you are an alumni, you may be asked to serve on this advisory board.

Student Rights

The JPHD Program follows policies on student rights on the campus where students were admitted. Please refer to the appropriate Graduate School bulletin for information on policies related to student rights. Students in the JPHD Program are afforded all human rights, and it is expected that all students, staff, and faculty will create an environment of respect and civility.

Students have the right to participate in the life of the JPHD Program through involvement with the student organization, activities on the campuses of both UNCG and NCA&TSU, and through participation with faculty in evaluation and improvement of many dynamic aspects of the JPHD Program. Students will participate in formulating and modifying policies affecting academic and student affairs through participation in faculty meetings and on faculty committees that are engaged in policy revision.

Students have the right to voice concerns about personal or program issues using both formal and informal methods. See the section in this handbook entitled *Complaints and Grievances* for more information.

Students have the right to appeal grades and to appeal suspension or termination due to unprofessional behavior or impairment. For more information, see the procedures outlined under *Grade Appeal* and *Unprofessional Behavior and Impairment* in this handbook.

PhD Curriculum

The JPHD program leads to the Doctor of Philosophy Degree. The curriculum, including dissertation, requires the completion of 48 credit hours.

REQUIRED COURSES (21 CREDIT HOURS)

SOWK/SWK 851	Foundations and Theories of Research in Social Work (3)
SOWK/SWK 853	Quantitative Methods in Social Work (3)
SOWK/SWK 854	Qualitative Methods in Multicultural Social Work (3)
SOWK/SWK 855	Quantitative Data Analysis in Social Work (3)
SOWK/SWK 856	Community Engaged Research in Social Work (3)
SOWK/SWK 885	Special Topics in Social Work (3)* (you must take this course at least once; it may be repeated 1 time as an elective)
SOWK/SWK 880 (proposed)	Research Planning and Development *Taken in the semester when defending comprehensive exams and dissertation proposal

ELECTIVES (15 CREDIT HOURS)

In order to honor the student's individual professional goals and aspirations, the primary advisor will assist the student in selecting courses that fulfill the student's professional interests and development. Students may consider areas of specialization as they refine their interests. This could include the many professional development courses offered through the School of Health and Human Sciences, certificate programs related to social work, specialized coursework in pedagogy, or an interdisciplinary research focus. (SOWK/SWK 885 Issues and Trends in Social work may be repeated 1 time for a total of 6 credits.) Students may select courses from NCA&TSU or UNCG.

DISSERTATION (12 CREDIT HOURS)

After successful defense of the dissertation proposal, students will complete dissertation research and writing, culminating in a successful oral defense of the dissertation.
SWK 799 Dissertation or SOWK 997 Dissertation

*Note that you will list a placeholder course on the host campus

Common Electives & Post-Baccalaureate Certificate Opportunities:

Of the required 48 semester hours, 15 credit hours are electives. Generally, students take 3-credit courses, but you can also take 1-, 2-, and 4-credit courses, as long as the total adds up to 15 credit hours. A list of common electives is provided in [Appendix A](#). The list of electives is not all-inclusive. Please review the current Graduate School Bulletins ([NCA&TSU](#) and [UNCG](#)) for additional offerings, complete descriptions, and to confirm permissions and prerequisites.

- Electives must be at the graduate level (courses number of 600 or above at UNCG and 700 or above at NCA&TSU).
- You must discuss all electives with your adviser or chair and committee before enrolling in the course.
- For planning purposes, check [NCA&TSU's](#) and [UNCG's](#) online course search to determine when courses are typically offered (fall, spring, or summer) or you may contact individual departments for specific semester availability of a particular course. Please determine when a course is likely to be offered before meeting with your chair to discuss the Plan of Study.
- Though summer electives are proposed by the department and other departments on campus, the availability of summer courses is not guaranteed. Be prepared to add electives to your Spring or Fall course load if you cannot take a summer course.
- You can take electives at other universities but discuss them first with your adviser. These must be counted as transfer credits (only 6 hours allowed in total transfer credits).

Independent Study Coursework

[Independent studies](#) are great opportunities to expand your research and / or methodological skill-sets. However, permission will not be granted without sufficient rationale. The proposed study must include documentation of the same requirements that are found on the syllabi for traditional courses. There must be identified Student Learning Objectives, teaching materials and methods, grading schemes, and product(s) with predetermined time frame and due dates.

- To be eligible for independent study, a student must have completed a minimum of two regular courses of graduate work and attained at least a 3.0 average.
- Students may not register for independent study as a substitute for existing courses.
- Registration for independent study must have the approval of the instructor, the department Chair or Dean, and the Dean of The Graduate School (see most current form).
- An Independent Study must be registered with the Graduate School (official form [here](#)).
- You may count no more than 12 credit hours of independent study toward satisfying the minimum requirements for the doctoral degree.

**Note that in some cases, you may have to list an independent study on your home campus when cross-registering for a course on the host campus.

Developing Your Plan of Study (POS):

To ensure that you have a plan to complete all required courses by graduation, you must complete a plan of study in consultation with your faculty advisor and advisory committee members. An initial plan of study must be submitted to the home campus Graduate School no later than the completion of 18 semester hours. The plan of study must indicate:

- Specific courses you expect to complete to meet the requirements of a PhD.
- No more than 6 hours of the course work credited to the degree, exclusive of the dissertation, at the 600 level.
- No more than 12 semester hours of independent study, exclusive of the dissertation
- All courses applied toward the degree must be B (3.0) or better, and additional hours must be taken for any hours earned with a grade of B- (2.7) or less.

Important notes about your plan of study:

- You can download a blank Plan of Study form from the JPSW website navigating to the JPhD section. Here is the one for [NCA&TSU](#), here is the one for [UNCG](#).
- For UNCG home students, when you submit your initial plan of study, you must also complete and submit the “Recommendation for doctoral advisory / dissertation committee and plan of study” form (see [enrolled student forms](#)). This cover sheet must be signed by your committee chair, your advisory committee members (including your outside member), the JPHD Director of Graduate Study or department head, and sent to the Graduate School for final approval.
- Your plan of study will likely change during your time in the program. For example, although your initial plan should include specific electives that you plan to take, these electives may not be offered or you may change your mind at a later point.
- Anytime your plan of study changes, you must complete a new plan of study form. Specifically, each time your plan of study changes, you must submit: (1) The new revised plan of study, and (2) the “[Doctoral Plan of Study Revision](#)” cover sheet that is signed by your chair, your committee members, the JPHD Director of Graduate Study or department head, and sent to the graduate school for final approval. Step 2 applies to UNCG home students only. NCA&TSU home students need only their revised plan of study form.
- It is your responsibility to ensure that the final, most up to date, correct, and signed plan of study is on file with the Graduate School by the end of the 3rd week of classes in the semester in which you apply for graduation.
- Copies of the approved plan of study must be filed in the student’s permanent folder in The Graduate School, in the department’s files, with the chair and each member of the advisory/dissertation committee, and with the student.

Plan of Study Committee Meeting

You are **required** to hold a plan of study committee meeting during your first semester in the program with your advisor. The goals of this meeting are (1) for your advisor to approve your initial plan of study, (2) to discuss your career goals, and (3) to discuss the coursework and professional experiences that you should pursue during your time in the program to achieve these goals. Once you have selected a dissertation committee and Chair, you must hold an additional plan of study meeting in the second or third year of the program to check in about progress and discuss changes in career plans / training.

A few suggestions as you develop your plan of study:

- Core coursework is usually offered frequently. Electives can vary widely in terms of scheduling so plan ahead as much as possible in selecting when you will take desired courses.
- Be flexible and ready for your path to change as you reconsider your goals and options.

PLAN OF STUDY for the PhD in Social Work

Required for Degree: # of credits: = 48

*Note that transfer credits are generally not accepted but will be evaluated on a case by case basis.

JPhD Suggested Course Sequence Full Time Student

Semester	Course	Credits	Comments
Fall 1	SOWK/SWK 851 Foundations and Theories of Multiculturally Informed Inquiry in Social Work	3	Required Introductory Course
Fall 1	SOWK/SWK 853 Quantitative Methods in Social Work	3	Required Research Course
Fall 1	Elective	3	Student choice

Spring 1	SOWK/SWK 855 Quantitative Data Analysis in Social Work	3	Required Research Elective
Spring 1	SOWK/SWK 854 Qualitative Methods in Multicultural Social Work	3	Required Research Course
Spring 1	Elective or SOWK/SWK 885 Special Topics in Social Work	3	Student Choice
	Total Hours	18	(submit plan of study and qualifying process portfolio)
Spring/Summer 1	Annual Review – qualifying process		Required to continue to matriculate
Fall 2	SOWK/SWK 856 Community Engaged Research in Social Work	3	Required Research Course
Fall 2	Required Research Elective	3	Choose from list/available courses
Fall 2	Elective or SOWK/SWK 885 Issues and Trends in Social Work	3	Student Choice
Spring 2	Elective	3	Student Choice
Spring 2	SOWK SOWK/SWK 885 Issues and Trends in Social Work (Dissertation Proposal Focus)	3	Dissertation Planning

	Total Hours	33	Coursework complete
Summer 2/Fall 3	Comprehensive Exams		Written and Oral Defense
Fall 3	SOWK 880/SWK 880 (proposed) Research Planning and Development	3	Dissertation Proposal and Defense occurs in mid fall
Spring 3	SOWK 997/SWK 799	3	Dissertation Writing
Summer 3	SOWK 997/SWK 799	3	Dissertation Writing
Fall 4	SOWK 997/SWK 799	3	Dissertation Writing
Spring 4	SOWK 997/SWK 799 Dissertation Defense (by early March to graduate in May graduation)	3	Complete Dissertation

JPhD Suggested Course Sequence Part Time Student

Semester	Course	Credits	Comments
Fall 1	SOWK/SWK 851 Foundations and Theories of Multiculturally Informed Inquiry in Social Work	3	Required Introductory Course
Fall 1	SOWK/SWK 853 Quantitative Methods in Social Work	3	Required Research Course
Spring 1	SOWK/SWK 855 Quantitative Data Analysis in Social Work	3	Required Research Elective

Spring 1	SOWK/SWK 854 Qualitative Methods in a Multicultural Social Work	3	Required Research Course
Summer 1 1 st or 2 nd session	Elective	3	Student Choice
Summer 1 1 st or 2 nd session	Elective	3	Student Choice
	Annual Review – qualifying process	18 Hours	Required to continue to matriculate (submit plan of study and qualifying process portfolio)
Fall 2	SOWK/SWK 856 Community Engaged Research in Social Work	3	Required Research Course
Fall 2	Required Research Elective	3	Choose from list/available courses
Spring 2	Elective	3	Student Choice
Spring 2	SOWK/SWK 885 Issues and Trends in Social Work (Dissertation Proposal Focus)	3	Dissertation Planning
Summer 2 1 st or 2 nd session	Elective	3	Student Choice
	Total Hours	33	Coursework complete
Summer 2/Fall 3	Comprehensive Exams		Written and Oral Defense

Fall 3	SOWK 880/SWK 880 (proposed) Research Planning and Development	3	Dissertation Proposal and Defense
Spring 3	SOWK 997/SWK 799	3	Dissertation Writing
Fall 4	SOWK 997/SWK 799	3	Dissertation Writing
Spring 4	SOWK 997/SWK 799	3	Dissertation Writing
Summer 4 or Fall 5	SOWK 997/SWK 799 Dissertation Defense (by mid-summer to graduate in August – or – mid Fall to graduate in December)	3	Graduate!

Timeline of Program Requirements

The table below provides a year-by-year overview of events / requirements for the PhD. The table indicates who is responsible for each step, provides links to the required forms.

Year 1

Event	Timeframe	People Responsible	Forms
Student is admitted and assigned an advisor	Prior to start of Fall semester	Program Director	
Out-of-State students can begin establishing residency	As soon as you move to NC	Student	Visit the Residency Determination System for classification and appeals.
Attend JPHD Orientation	Week prior to classes starting	Student	
Meet with Advisor and plan subsequent meetings – review goals	First week or two of classes	Student and Advisor	

Consider joining a research project or creating opportunities to engage in research	Mid-Fall	Student and Researcher	
Develop and submit an initial plan of study with your advisor – begin to consider committee membership *Set your date for qualifying review	By Mid-Spring	Student and Advisor	NCA&TSU Plan of Study UNCG Plan of Study *UNCG students must also include this Cover Sheet with the original and any revised versions.
Apply for in-state residency	Mid-Spring	Student	Residency Determination Service
Collect and submit materials for qualifying review	3 weeks prior to review date	Student	Link to Qualifying Review Instructions
Advisor will make a recommendation to faculty relative to the results of the qualifying review	April/May	Advisor Faculty	
Explore and discuss possibilities for teaching, agency sponsorship, etc. for year 2	After successful qualifying review	Advisor Faculty	

Year 2

Event	Timeframe	People Responsible	Forms
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Meet with advisor to make final selection of committee and complete forms	Early Fall *Student should ask potential committee members in prior Spring and over the summer	Student Advisor	NCA&TSU Committee form if you need to revise it, submit this: Change of Committee UNCG Committee Form if changes are needed, submit this: Change of Committee
Meet with committee Chair and transition to that person as primary advisor	Mid-Fall	Student Dissertation Chair	
Submit revised plan of study to Graduate School	Mid-Fall and as often as needed	Student	NCA&TSU Plan of Study UNCG Revision Form
Continue to meet with Chair and committee – begin to plan for comprehensive exams	Fall and Spring	Student Chair Committee members	
Identify Comprehensive Exam questions	End of Spring	Chair Committee	

Summer

Write responses to comprehensive exam questions	Complete by end of July	Student	
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Year 3

Defend comprehensive exam responses – submit forms upon successful defense	Date was set for August or Early September in April/May of year 2	Student Chair Committee	Link to forms UNCG Exam Result Form NCA&TSU Exam Report
Defend comprehensive exams and dissertation proposal	Fall	Student	
Submit dissertation topic approval form	Fall – can occur before proposal defense	Student Chair Committee	UNCG Form NCA&TSU (note - the Research Clearance process has its own webpage, please review it carefully)
Set up proposal defense	Mid-Fall set date	Student Chair Committee	
Defend proposal – if successful, submit admission to candidacy forms to Graduate School	End of Fall	Student Chair Committee	UNCG Form NCA&TSU report on non-course/exam requirements
Write dissertation – ongoing check in with Chair	Spring/Summer/	Student	

Year 4

Event	Timeframe	People Responsible	References
Complete dissertation	End of Fall	Student	
Set oral defense of dissertation	End of Fall/ Beginning of Spring	Student Chair Committee	NCAT - scroll down to Deadlines / Oral Defense UNCG Final Oral Exam Schedule
Apply to Graduate	Early Spring	Student	Aggie Access Online navigate to graduation application (Student>Student Records>Apply to Graduate), and then complete and submit the application UNCG Application for Graduation
Defend Dissertation – submit all forms and dissertation in correct format to Graduate School	Early to Mid-Spring	Student Chair Committee	NCA&TSU Oral Defense Form UNCG Final Oral Exam Result Form <hr/> NCA&TSU'S Dissertation Information UNCG Dissertation Information
Graduate!	Early May	Yippee!	

If at any point, you are not progressing through the timeline, your advisor and/or dissertation committee Chair will work with you on completing proper paperwork and developing a plan of action in order to progress.

Suggested Timelines of Professional Development Milestones

Full- Time and Part-time

Year 1:

- Core doctoral classes + start electives
- Meeting with Advisor
- Get involved in research project (if not part of GA)
- Submit to a professional conference
- Propose summer research plans (may want to consider applying for Grad School summer assistantship if available)
- Explore possibilities for funding your 2nd year (teaching, sponsorship, etc.)

Year 2:

- Continue core doctoral courses + electives
- Attend (and ideally present at) one or more professional conferences
- Propose summer research plans (may want to consider applying for Grad School summer assistantship)
- Explore opportunities to fund your 3rd year (teaching, sponsorship, etc.)

Year 3:

- Comprehensive Exam
- Dissertation Proposal Development
- Attend (and ideally present at) one or more professional conferences
- Submit at least one manuscript as co-author
- Propose summer research plans (may want to consider applying for Grad School summer assistantship if available)

Year 4

- Go on job market
- Complete dissertation late Fall
- Submit at least one manuscript as co-author (if possible)
- Final dissertation defense

Academic Advising

Advisor

You will be assigned an advisor from the department faculty when you enter the PhD program. This faculty member will assist you in developing your initial plan of study and clarifying

expectations. You may elect to change advisors. You will work with your advisor in selecting your dissertation committee Chair, who will become your primary advisor eventually. All faculty are open to mentoring and working with you in pursuing your academic and professional goals.

Student Registration

Students must register for required courses at both their home and host institution. Electives must also be registered (instructions will be given for this process). Students who only register for courses at one institution risk being dropped from the class roster.

Academic Advising

Advising is provided to assist students in the development of meaningful educational plans that are compatible with their professional goals and the mission of the JPHD Program. On admission, each student is assigned a faculty advisor. Once the student has identified a committee, the Chair of the committee will assume the role of primary adviser.

The academic advising system in the JPHD Program is guided by the following principles:

1. Each student will have a faculty advisor.
2. Student advising offers a continuing relationship between the advisor and the student. This relationship is based on knowledge both of the JPHD Program and of the student's educational needs, career goals, personal strengths, areas of potential difficulty, and preferred learning patterns.

The academic advising system is based on the following roles and responsibilities:

Faculty Advisor Responsibilities

1. The faculty advisor should guide the academic and professional development of advisees.
2. The faculty advisor should orient advisees to the JPHD Program's mission and curriculum.
3. The faculty advisor should assist students with selecting electives. Students can find advising forms and the elective course approval form on the program website (<https://ncatuncgjpsw.org>) from the JPhD Program section, navigate to [JPhD Documents and Forms](#).
4. The faculty advisor should meet with each advisee each semester as needed, remain abreast of the advisee's progress, and be available to counsel advisees regarding any concerns.
5. The advisor will help to coordinate the qualifying review process.

Student Responsibilities

1. Students should initiate contact with their advisors as needs arise and bring to their attention issues and circumstances in which they need information, assistance, or clarification.
2. Students should identify areas of concern regarding any aspect of the educational experience.
3. Students should view their advisors as resources who can make appropriate referrals to other services as needed.

4. Students should consult with their faculty advisor regarding questions about course work or their faculty field liaison regarding issues with field; however, the ultimate responsibility for assuring completion of course and field work in the proper sequence and in a timely manner lies with students.
5. Students should register for classes at both universities in accordance with the curriculum sequence and, if questions arise, students should contact their advisor and/or the JPHD Program Director to resolve issues with registration.
6. The faculty advisor may assist in referring students to a personal counselor if appropriate.

Reassignment

Students frequently develop relationships with faculty who serve as informal mentors and advisors for curricular, field, career, and personal needs and may wish to change faculty advisors to strengthen and maintain these relationships. To change faculty advisors, students should notify the assigned advisor and the desired advisor of the request to be reassigned. If all parties agree, reassignment may be made. The JPHD Program Director should be notified of any change in assignment to advisors. The JPHD Director will make final approval and will alert support staff to make appropriate changes in the student record.

Special Circumstances Related to Advising

Academic Concerns. If a student is experiencing concerns related to academic performance identified by either the student or an instructor, the faculty advisor may be asked by the JPHD faculty committee to discuss the concerns with the student. If the advisor is involved in circumstances that surround the concern (e.g., the assigned advisor is the instructor of the course where the concern is noted), either the current advisor or student may request that another faculty member serve as advisor by alerting the JPHD Program Director. The JPHD Program Director should make the reassignment and ensure that the student is able to meet with the new faculty advisor. Any grievances should follow due process as outlined in the section on grievances in this student handbook.

Coursework and Program Standing. If circumstances arise that warrant dropping a course or withdrawing from the program of study, the student should notify the faculty advisor immediately. The advisor should review the circumstances and make a recommendation to the student based on the review. If academic concerns are an issue, please see the section above. The JPHD faculty committee must approve any plan that involves potential reinstatement in the JPHD Program. Any such plan that involves dropping a course and/or withdrawal or a leave of absence from the curriculum sequence must be approved by the JPHD Program Director in consultation with the faculty. The plan will be given to the student in writing by the Program Director. Students who seek readmission to the JPHD Program will also have to follow any required procedures of the Graduate School where they were originally admitted to the program.

Grading

JPHD courses, including field instruction seminars, will be graded on a scale of A, B, C and F. Field instruction courses will be graded Pass (Satisfactory) or Fail (Unsatisfactory). The grading scale used in the JPHD Program is below:

<i>Letter Grade</i>	<i>%</i>
A	93-100
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	70-76
F	Below 70

The grade of “I” may also be given in courses where the student is unable to complete course requirements by the end of the term in which the course was offered. The instructor determines whether or not an “I” is warranted. The “I” is to be removed by the beginning of the next semester. JPHD candidates cannot progress in the program unless they have successfully passed all of the previous semester’s courses. An “I” that is not removed within the time limit established by the Graduate School at the admitting university automatically becomes an F unless an extension is requested in writing by the student and granted following procedures set out in the appropriate graduate school bulletin.

Right to Appeal a Grade

Students who wish to appeal a grade should follow the procedures outlined by the graduate school at the home institution. The links to the UNCG Graduate School Bulletin and NCA&TSU Graduate Catalog below will provide more information about the grade appeal process.

<https://catalog.uncg.edu/>
<https://www.ncat.edu/tgc/graduate-catalog/index.html>

Note that grievances that are not related to grading are addressed below under *Complaints and Grievances*. The process for appealing suspension or dismissal due to unprofessional behavior or impairment is addressed under the *Unprofessional Behavior and/or Impairment*.

Transfer Credit

The Joint PhD in Social Work Program will consider transferring academic credit up to six hours. However, all transfer credits will be considered on a case-by case basis.

1. All requests for transfer credit must meet the requirements of the Graduate Schools.
2. When requesting consideration for transfer credit, a student must submit a written request to the JPHD Program Director which identifies the course(s) for which transfer credit is requested, a copy of the official course description of the university where the course was taken, a copy of the course syllabus, and an official transcript showing the grade earned.

JPHD faculty in the relevant curriculum area will review the request for transfer credit based on review of the submitted materials, including the course syllabus, grade received, and possible consultation with the university where the course(s) were previously taken. Students will be informed in writing of the faculty decision.

Students may appeal the decision of the faculty to the Director of the Joint PhD of Social Work program. Each course for which transfer credit is requested will be reviewed independently in a timely fashion.

If approved, transfer credits will be listed on the Plan of Study and an official transcript must be submitted to the home institution Graduate College/School.

Continuous Enrollment

The two graduate schools require that your pursuit of a graduate degree be continuous from the time of entry through the completion of all required coursework. Definitions of continuous enrolment can be found in the graduate bulletins of each campus. There may be cases where a student must withdraw temporarily or take a leave of absence. Refer to the graduate school policies of this is the case.

Graduation

In order to graduate, students must complete all required paperwork and submit it to the appropriate Graduate School through which they were admitted. This plan must be cleared by the academic advisor and JPHD Program Director as well as by the appropriate Graduate School. The JPHD Program Director will inform students about how to apply for graduation and which university will host the formal graduation ceremony in a given year.

Academic Ineligibility, Suspension, and Termination

For completion of a graduate degree program, both graduate schools require an overall average of B (3.0) at the time the student graduates. JPHD candidates therefore must have an overall grade point average of B (3.0) or better at the time of their graduation. The JPHD faculty reviews students' academic and professional performance through the Student Advancement Committee, which meets during faculty meetings or more often as required. When a student's academic or professional performance causes significant concern, the academic advisor or Program Director

will notify the student. When possible, faculty will assist the student to develop a plan for remediation.

Should a student receive a grade of F in any course, he or she will automatically be suspended from continuing in the JPHD Program. Students who must leave the program for academic performance reasons must request to be readmitted in writing to the JPHD Program Director who will consult with the JPHD faculty and then inform the student in writing if he/she will be readmitted to the program. Students must follow any additional readmission procedures required by the home institution Graduate College/School. If readmitted, students may retake the course(s); however, the course(s) must be taken in sequence so students will have to wait until the course is offered in the next cycle before they may re-enroll in the course. Thus, students must suspend any coursework until all prerequisite courses are completed.

Note that students have the right to appeal a grade as outlined in the *Right to Appeal a Grade* section of this student handbook.

Unprofessional Behavior and/or Impairment

Students may also be suspended or dismissed from the JPHD Program due to unprofessional behavior or impairment. Unprofessional behavior is defined as the inability or unwillingness on the part of a student to abide by the standards of professional conduct delineated in the National Association of Social Workers' *Code of Ethics* or the standards of personal behavior as presented in the UNCG *Student Code of Conduct* (<http://sa.uncg.edu/handbook/>) and the NCA&TSU *Student Handbook* (<http://www.ncat.edu/student-affairs/student-services/dean/student-handbook.html>). *Note that the home institution guidelines apply.

In addition, the JPHD Program has a set of *Technical Standards for Professional and Ethical Behavior*. Students are asked to read and sign a statement indicating that they understand and agree to abide by these standards. These *Standards* are located in Appendix F of this handbook.

Examples of Unprofessional Behavior

Behaviors which may indicate a lack of professionalism may include, but are not limited to, the following:

1. Unethical professional behavior (i.e., as delineated in the NASW *Code of Ethics*).
2. Threat of physical harm to self or others.
3. Discriminatory behavior or harassment toward others on the basis of race, gender, age, sexual orientation, disability, or any other characteristic that is protected by law or University policy.
4. Inability to accept appropriate evaluation from superiors or to modify one's professional behaviors as requested.
5. Habitual unexcused absences from class or from an agency.

6. Impaired judgement, decision-making, or problem-solving in one's professional life. (also see examples of impairment below)
7. Inappropriate or disruptive behavior toward colleagues, faculty, staff, peers, or clients.
8. Consistent failure to demonstrate interpersonal skills necessary to form effective professional relationships.

Examples of Impairment

Conditions which may indicate impaired ability to function professionally as a social worker may include, but are not limited to, the following:

1. Personal problems that affect functioning.
2. Psychosocial distress, substance abuse, or mental health conditions that affect functioning.
3. Medical conditions that affect functioning.
4. Other conditions or circumstances that affect functioning

Suspension or Dismissal from the JPHD Program Due to Unprofessional Behavior and/or Impairment

Following are the procedures to be followed in a situation involving possible unprofessional behavior and/or impairment of a JPHD student:

1. The initial step will vary depending on whether the unprofessional behavior or impairment surfaced in the classroom or the community setting.
 - a. Unprofessional behavior or impairment surfaced in the classroom setting
 - 1) When a faculty member becomes aware that a student may be professionally impaired or is exhibiting unprofessional behavior in the classroom setting, the faculty member will immediately initiate a conference with the student. At this meeting the faculty member will inform the student of details regarding the unprofessional behaviour or impairment that is causing concern and will obtain the student's perception of the problem behavior. The faculty member should also inform the student about the specific changes that are expected of him/her in terms of this behavior and the date at which such behavior will be re-evaluated.
 - 2) The faculty member will prepare a written summary of this conference and send it to the student and the student's academic advisor and place a copy in the student's file. The summary will include a description of specific behaviors or incidents which are deemed problematic and a plan, including targeted goals with the date of re-evaluation, to restore

professional standards on the part of the student. The faculty member will also indicate writing to the student the consequences if the problem is not resolved.

2. Regardless of the setting in which the unprofessional behavior or impairment surface, if, in the professional judgment of the faculty member and the JPhD Faculty Committee, a student has failed to make sufficient progress in following the written plan, the faculty member or field liaison will request that the JPHD faculty discuss the student during the next faculty meeting as part of the student advancement discussion. The JPHD Faculty Committee will decide if the student is professionally impaired to the extent that suspension or dismissal from the JPHD Program is necessary. Students who are dismissed will have to follow appropriate termination procedures in their field setting as outlined in the JPHD Field Instruction Manual.
- 3.. In cases that involve issues related to campus safety, the Program Director will notify and consult with the Dean of Students at the home institution. See above links for these two offices for more details on what behaviors are deemed as being related to campus safety. This Dean of Students may request a meeting with the student to further assess the situation.

The JPHD Program Director will communicate any decision regarding suspension/dismissal from the JPHD Program to the student in writing and place a copy of the letter in the student's file.

Notwithstanding the steps above, serious unprofessional behaviors and/or impairment, such as extremely rude or threatening outbursts or behavior, illegal activities, intoxication, possession, distribution, sale, and/or use of illegal drugs, and words or conduct that indicate a propensity to harm self or others may warrant immediate faculty intervention and/or dismissal from the program.

In all instances where a decision is made to suspend or dismiss the student from the JPHD Program, the student may appeal this decision (see below).

Appeal Process for Suspension/Dismissal Due to Unprofessional Behavior or Impairment

Students have the right to appeal suspension or dismissal decisions as outlined below:

1. Within five (5) business days (8am-5pm, Monday-Friday) of receiving the written letter regarding suspension or dismissal, the student must make a written request for an appeal hearing to the Directors of the JPHD Program. If the Director is directly involved in the situation in question, that person shall recuse him/herself from the appeals process.
2. The Director will assemble a JPHD Appeal Review Committee which will consist of three persons to hear the appeal. The Appeal Review Committee will consist of one (1) current JPHD student and two (2) graduate faculty members. The Program Director will

designate one graduate faculty member to serve as the Appeal Review Committee chair. The faculty member who initiated the suspension/dismissal process will not be eligible to hear the appeal but may present written information and/or supporting documentation.

3. Within five (5) business days (8am-5pm, Monday-Friday) from the time that the Director receive(s) the student's written request for an appeal, the Appeal Review Committee will select a date and place for the hearing. The Chair of the Appeal Review Committee will notify the student of the date of the hearing in writing or via email to the last known and updated address for the student on file with the JPHD Program.
4. During the hearing, the student will have an opportunity to present information and/or supporting documentation as to why the decision of the JPHD Program regarding suspension/dismissal should be changed. The burden of proof that this decision should be changed will rest with the student.
5. The student may involve an advisor/support person of his/her choice, including an attorney. The student may consult with this advisor/support; however, the student must be the sole author of all written material presented to the Appeal Review Committee, and any advisor/support person will not be allowed to speak for the student during the hearing.
6. Following the hearing, the Appeal Review Committee will convene to review the actions taken against the student for unprofessional behavior and/or impairment and make a decision to uphold or overturn the suspension/dismissal from the JPHD Program. The Appeal Review Committee will base its decision on the oral and/or written evidence presented at the hearing.
7. A simple majority of votes of the Appeal Review Committee present at the hearing will decide whether the appeal is upheld or overturned. The Chair of the Appeal Review Committee will provide a written report of the Appeal Review Committee findings and decisions and the reasons for those findings and decisions (hereinafter "Committee Report") to the JPHD Program Director.
8. The JPHD Director will provide the student a copy of the Committee Report within three (3) business days (8am-5pm, Monday-Friday) after their receipt of the Committee Report. The JPHD Director(s) will also place a copy of the Committee Report in the student's file. The JPHD Director will notify the JPHD faculty and other relevant professionals (e.g., field instructor) of the Committee's decision.
9. The Committee Report decision is final, and no further appeal is allowed.

Complaints and Grievances

Students have the right to make complaints and/or grievances regarding concerns other than grading, e.g., faculty capacity, fairness, discrimination, equal treatment, etc. If students wish to make a complaint or grievance, they should follow the process below:

1. Speak directly to the person or persons involved in the situation and attempt to come to a mutual resolution. If this does not resolve the complaint or grievance, then proceed to step two below.
2. Speak with the faculty advisor if appropriate or to the JPHD Program Director(s) and provide a written summary of the complaint or grievance. If this does not resolve the situation then proceed to step three below.
3. Speak to one or both of the department Chairs either at NCA&TSU (Social Work and Sociology) or UNC Greensboro (Social Work) and provide a written summary of the complaint or grievance including the steps you have taken prior to contact with the Chair(s). If this does not resolve the situation then proceed to step four below.
4. The Chair(s) will advise students regarding appeals to the Dean(s) level on a case-by-case basis

Academic Integrity

Academic integrity is paramount to academic success and professional development. At no time should any student engage in any form of plagiarism or other dishonorable academic activities such as cheating. Students are responsible for becoming familiar with both campuses' policies pertaining to academic honor and integrity (NCA&TSU *Academic Dishonesty Policy*; UNCG *Academic Integrity Policy*) and for indicating that they have abided by these policies by signing an honor pledge for all work submitted. Students should recognize their responsibility to uphold academic integrity and to report apparent violations to the appropriate persons. Should a violation of academic integrity be suspected, faculty and students will follow the policy and procedures at the campus where the student was admitted to the JPHD Program.

NASW Code of Ethics

Students in the JPHD Program are expected to adhere to the values and standards for practice delineated in the NASW Code of Ethics which can be found at the following web site: <https://www.socialworkers.org/About/Ethics/Code-of-Ethics/Code-of-Ethics-English>. JPHD faculty and field instructors will review these standards in specific detail both in the classroom and field.

National Association of Black Social Workers Code of Ethics

Students can consult the website at <https://nabsw.site-ym.com/general/custom.asp?page=CodeofEthics> for more information and details on the standards for social work practice that have been delineated by this organization.

Alcohol, Illicit Drugs, and Weapons Policy

The JPHD Program encourages all students who drink to use alcohol responsibly and within the limits of the law. The JPHD Program does not tolerate the use of illicit drugs and will act according to applicable laws regarding the use of any illicit substance. The JPHD Program does not tolerate the use of weapons outside the provision of current law related to the use or possession of weapons.

Should a situation arise that involves the illegal use of alcohol or the use of illicit substances or the use or possession of weapons outside the boundaries of current law, legal action will be pursued in accordance with current law.

For further information about University policies related to these matters please refer to the following:

- UNCG: <https://sa.uncg.edu/handbook/student-code-of-conduct/>
- NCA&TSU: <https://www.ncat.edu/student-affairs/student-services/dean/assets/downloads/student-handbook.pdf>

Establishing In-State Residency for Tuition Purposes

In compliance with state law effective May 14, 2018, the University of North Carolina system now requires graduate students to request a residency classification from the new Residency Determination Service (RDS). RDS is the entity responsible for all new classifications of residency in North Carolina.

The specific requirements for establishing residency for tuition purposes and for eligibility for State financial aid are prescribed by state law. A North Carolina resident for tuition purposes (and for State financial aid consideration) is a person, or a dependent person (dependent according to IRS tax code – not the FAFSA definition of dependency), whose parent or legal guardian has established and maintained legal residence in North Carolina for at least 12 months.

Residence in North Carolina must be legitimate and be a permanent situation rather than just for the purpose of maintaining a residence prior to enrollment at an institution of higher education.

Under North Carolina law, to qualify for in-state residency, you must show that you:

- Have established your legal residence (domicile) in North Carolina, and

- Have maintained that domicile for at least twelve (12) consecutive months before the beginning of the term, and
- Have a residentiary presence in the state, and
- Intend to make North Carolina your permanent home indefinitely (rather than being in North Carolina solely to attend college)

Persons not meeting the 12-month legal residence requirement may be classified as North Carolina residents for tuition purposes only if they fall within one of the limited “exception” categories authorized by the North Carolina Legislature. All others are ineligible for classification as a North Carolina “resident for tuition purposes” and will be charged out-of-state tuition and not be given consideration for State financial aid. To learn more about residency and complete a determination go to www.NCresidency.org.

Adverse Weather and Campus Closure Policy

When weather conditions such as ice or snow make it difficult to travel to or remain in class, the university chancellors will request that local media broadcast campus closure as a public service message. Occasionally, the two universities will have different directives on closing of their respective campus. Students should adhere to the directive of the university campus on which they have classes that day. For UNCG, if you have a question about whether classes are delayed, canceled, or if UNCG is closed, call 336-334-4400 or 336-334-5000. A recorded message will give you the most accurate information. For NCA&TSU, you can call the Aggie InfoLine (336-334-7325).

Program Communication

It is important for students to stay abreast of events and announcements about program information. There are 3 major ways the program communicates with students: email, mailboxes, and bulletin boards.

Email

A list serve will be set up for students so that students can receive timely program information.

Student Mailboxes

All JPHD candidates are assigned a mailbox. This form of communication is used whenever program announcements or materials from students’ instructors need to be provided in a hard copy form.

Important Issues

Qualifying Process (Portfolio)

Once the student is nearing completion of 18 credit hours in the JPHD Program, the student will prepare a qualifying portfolio that will be used to determine whether the student is able to move forward in the program. This portfolio will likely have some variance from student to student based on interests and area of focus; however, at a minimum it must include materials relative to the four outcomes measured (Written Communication, Analyze Models, Integrate Social Work Ethics, and Participate in Research) through a presentation of work completed in the first year of the program. Some examples of what students might consider including are as follows:

1. Academic Writing: Coursework

Description: Please provide at least 2-3 papers submitted in your first year of the JPhD program, with at least 2 of them listing you as the sole author.

2. Academic Writing: Other

Description: Please provide relevant work from any community-based work, graduate assistantship, research projects or other extracurricular work you have completed during your first year in the JPhD program. This can include presentations, grant proposals, blogs, etc.

3. Academic Writing: Published Work

Description: Please provide any relevant published papers you have been a part of while in our program, including co-authored papers and papers under review.

4. Research Statement and accomplishments.

Description: Please draft a research statement identifying the social problem you wish to address, how this problem relates to one or more ethical principles and/or standards in the NASW Code of Ethics, and the gap in literature concerning this problem you hope to address, and overarching research questions (this Research Statement is an abbreviated, early draft of the statement you will submit to your dissertation committee so the committee can prepare questions for the written portion of your Comprehensive Exam). In addition to your Research Statement, please list your research-related accomplishments to date and goals for the future. This should be no more than 3 pages double spaced.

Please also include a list of electives completed in the first year and your CV, which can include experiences prior to your tenure in the JPhD program.

It is **the student's responsibility** to make sure that all four outcomes to be reviewed (Written Communication, Analyze Models, Integrate Social Work Ethics, and Participate in Research) are sufficiently represented in the portfolio.

Every student will submit the portfolio - preferably online - to the Advisor/Chair or other designated person at least 2-3 weeks before the Qualifying Review Meeting. The JPhD Director will set up the review of the portfolios with the faculty committee. Once reviewed, if there are no concerns, the student will most likely continue in the program. If there are concerns, then the

student, Advisor, and JPhD Director will discuss a plan of correction/action. A student can initiate an appeal process if there is a dispute in the outcome of the review.

Transition from Program Advisor to Dissertation Chair

You are responsible for recruiting a JPHD faculty member as your doctoral dissertation committee chair. Your dissertation committee chair may be the same person as your program advisory committee chair, but this is not required. The chair is responsible for your progress from this point forward. The chair assists with developing the Dissertation Committee, developing and grading the Comprehensive Examination (i.e., Comps) (if selected prior to completing comps), and the development and defense of the Dissertation. The chair must hold an Endorsement to Chair Doctoral Committees and must be a faculty member in the JPHD program.

The dissertation committee consists of your dissertation chair and, usually, 3 committee members of the graduate faculty (usually including one member from outside the department). They shall assist you with the preparation of your plan of study and shall guide and examine your doctoral dissertation. You are not *required* to create your dissertation committee until after you complete your comprehensive exam, but most students transition to this committee earlier, so that your comprehensive exam can better prepare you for your dissertation. Dissertation members should have expertise relevant to your proposed dissertation topic, and as such, will often consist of one or more members who were not on your program advisory committee. Any changes in members of the dissertation committee from members of the program advisory committee must be reported to The Graduate School for approval, using the “***Recommendation for Doctoral Advisory/ Dissertation Committee Revision***” form (see [enrolled student forms](#) at UNCG or submit a revised [Plan of Study](#) at NCA&TSU.).

Dissertation Committee Member Roles

It is important that you communicate "early and often" with your Dissertation Committee. Before the dissertation proposal begins (ideally at the Comprehensive Exam oral defense meeting), you should determine the **level** and **scope** of input that each member can provide. This should include the number of draft documents committee members are willing to read for each milestone (dissertation proposal, data defense, and dissertation defense), the expected turnaround time committee members need to provide quality feedback on each draft, the expectations for polished versus messy drafts, and the frequency of student-committee member one-on-one meetings. It can be helpful to work from the following typical roles:

- ***Dissertation committee chair.*** The chair typically has substantive or methodological expertise that fits with your interests and works more closely with you on developing timelines and critiquing drafts. The chair makes final decisions based on committee recommendations.
- ***Committee member.*** Other committee members typically provide substantive and/or broad Social Work-related expertise and perspectives. You should ask for and take advantage of the committee member's knowledge set, through occasional in-person meetings, seeking feedback about conceptual models, application of theory, interpretation of findings, etc. in addition to requests for feedback on drafts as part of the whole committee. The

Methodologist [or any committee member] will **not** run analyses for you; as a result, **you should choose analytic methods for your dissertation that are within your existing skill set or can reasonably be obtained through simultaneous coursework or self-study.**

Comprehensive Examination Process

Purpose. The purpose of the doctoral level comprehensive exam is to demonstrate your breadth of knowledge of the discipline of social work and of the area of focus. In most cases, the department expects that the comprehensive exam will be congruent with your dissertation topic.

Process. The comprehensive exam process in JPHD includes (1) a preparation phase, (2) a written exam, and (3) an oral exam. The preparation phase is ungraded but must be completed before you begin the written exam. The written exam cannot be completed until you have successfully passed all of your JPHD core courses. The oral exam must be scheduled within 30-60 days of completion of the written exam. It is wise to go ahead and set up a defense date and time with your Chair and the committee members.

Phase 1: Preparation.

At least one semester before you plan to complete the written exam, you should:

- (1) Consider your scholarship interests and you may wish to consider the scholarship interests you plan to focus on over the next 5 years. Your area of interest should help guide your thinking in how you want to approach the comprehensive exam process. You will discuss your area of focus with your Chair and committee members.
- (2) Consider significant readings and other scholarship that have informed your area of interest. You should have been engaged in a substantial literature review at this point. Your review of the literature should inform your responses to the comprehensive exam questions.
- (3) Work with your Chair to clarify your area of interest and area of focus. Your work should be based on a solid review of the literature that identifies gaps in knowledge. You should make suggestions about what is important to you as you prepare to write responses. Usually, your Chair and committee members will pose questions that are relevant to your area of focus.
- (4) Have your sources organized and ready as you approach writing responses to your comprehensive exam questions. Use them to support your responses in a scholarly manner.

Phase 2. Written Examination.

At the beginning of the time in which you plan to complete your written exam:

- a. Meet with your committee chair to discuss and develop the plan for a reasonable product of the comprehensive exam process. This should not be “busy work”; rather, the product should help inform your dissertation work. More specific guidelines will be provided.

- b. Your committee chair will communicate the plan to your full committee, and make revisions (as appropriate) based on their feedback.
- c. Your chair and the rest of your committee will draft the questions for the written exam and finalize the plan. They will consider your research interest and focus, and the curriculum of the JPHD core courses and approved electives as they write the exam.
- d. You can clarify any questions or concerns once you and your Chair review the questions.

Your committee has some flexibility in determining the format of the written exam, but to ensure consistency across students, all comprehensive exams must follow the requirements below:

- (1) All students will have a **predetermined amount of time** to complete their written exam. The exact time frame must be agreed upon between you and your committee prior to beginning your exam. Students may choose a 30-45 day timeframe.
- (2) The exam will be a **take-home exam**, given within the time frame agreed upon with your committee.
- (3) The exam should be a bridge to your dissertation proposal and it is important to work with your Chair and committee to ensure that your responses are relevant to your dissertation.
- (4) It is expected that you will primarily draw on materials (readings, assignments) from your coursework and the sources you have identified in your preparation phase to answer your questions, but you are allowed to cite additional sources as needed in your responses.
- (5) The exact number and format of the questions will be determined by your committee, but the exam must be able to evaluate you in the following areas:
 - a. Theory/conceptual models related to social work and your specific area of research interests
 - b. Synthesizing existing literature in a particular topic area and proposing research questions
 - c. Developing a research design

The format of the written exam may involve asking separate questions pertaining to core areas (theory, synthesizing existing literature, research design), or one or more integrative questions across these areas. Committees may consider alternative approaches to asking students to respond to specific questions, as long as they meet the above criteria.

Phase 3. Oral Examination.

The oral exam must be scheduled within 30-60 days of the written exam. The primary focus of the oral exam is your responses on the written exam, but your oral exam can also include other areas that your committee believes are appropriate to evaluate your competence. The full committee must participate in the oral examination and unanimous approval on both the written and oral portions of the exam is required for the candidate to successfully pass the examination.

Grading Process. Grading of the combined written and oral comprehensive exam will result in one of three possible outcomes:

- 1. Full Pass with no conditions
- 2. Pass with some conditions (conditional sections and appropriate action will be discussed with the committee).

3. Fail one or all sections.*

* *Students failing any section must wait at least one semester before re-taking. Only the section(s) failed will require re-taking. Failure to pass a second time will result in dismissal from the program.*

Once you pass both the written and oral exams, your chair will complete the appropriate form (available [here](#) or under the “Forms” section of the graduate bulletin, under “forms for enrolled students”). Your chair should also notify the JPHD DGS.

Admission to Candidacy

After you have completed all major and minor required courses and passed the written and oral comprehensive examination, you should begin to work toward your final dissertation proposal. A “Dissertation Topic Approval” form should be completed (see [enrolled student forms at UNCG](#)) and signed by your dissertation committee chair and dissertation committee members. This form only requires a tentative title and a brief abstract of your dissertation topic, and ***therefore can be completed prior to successfully defending your dissertation proposal.*** [Is there a similar requirement at NCAT?](#)

Once your dissertation topic has been approved by your dissertation chair and committee members, you may then apply for admission to candidacy for the doctoral degree. The “***Application for Admission to Candidacy***” form can be downloaded from the [enrolled students forms](#). It should be completed, signed by your dissertation committee chair, and submitted to the dean of the Graduate School.

Dissertation Development and Defense

The Dissertation

The culmination of the doctoral degree is the production of a dissertation. The proposed research should involve what the [Graduate School Bulletins](#) calls “a thorough investigation of a basic and significant problem or question within the major area of study.” It should also be substantially original and contribute to an existing field of knowledge. It is expected that your dissertation will address gaps identified in the relevant literature in order to contribute to the knowledge base.

The Dissertation Chair, the committee and student will thoroughly discuss the format of the dissertation through the process of the written proposal and the oral defense of the proposal. All relevant forms must be completed.

Dissertation Proposal

Your dissertation proposal should consist of an introduction, a literature review and a proposed methodology section or other appropriate sections as discussed with your Dissertation Chair. You should also include a proposed timeline for completing your dissertation. You should work with your Dissertation Chair and Committee to determine if they require other work to be completed prior to defending your proposal (much of the requirements will be based on the specific nature of your proposed dissertation). For example, if you will be collecting your own data, your committee may want to see evidence that you can recruit members of your proposed population. If you will be conducting a secondary data analysis, your committee may want to see evidence that you have demonstrated that the data includes indicators that reflect key constructs you are studying and that you have sufficient power to conduct your analyses and may ask you to conduct some preliminary analyses to provide “proof of concept”).

As you plan your dissertation, make sure to choose analyses that are within your existing skill set (i.e., doctoral level statistics). If you need new skills, you may need to take another course or sign up for a workshop or class, and you will need to be mindful of this need when developing your dissertation timeline. The final dissertation should be **independent research** – you need to be able to analyze your data including quantitative and/or qualitative analysis (even if you anticipate later in your career working with people who will run your analyses). Your committee members are **not** responsible for conducting your analyses.

Proposal Defense

You are required to defend your dissertation proposal orally in a **closed meeting** with your dissertation committee prior to conducting the proposed research. The exact details of the proposal defense will be decided between you and your dissertation committee. You must send your committee your written dissertation proposal **at least 3 weeks** prior to your oral defense.

In addition to defending your dissertation proposal, you should discuss the following questions with your committee at your oral defense:

- How many drafts of my dissertation are you willing to read?
- What shape should these drafts be in?
- What are their turn-around time expectations on drafts?

Dissertation Development and Delivery

You and your dissertation committee will decide what format you wish to pursue as you prepare and defend your final proposal. Traditionally, a dissertation consists of 4-5 chapters and they are usually as follows:

1. Introduction and statement of area of inquiry
2. Literature review and Theoretical Framework
3. Methods
4. Results
5. Discussion and Recommendations

There are other formats that may be considered and you may want to develop a format and make it part of your proposal to your dissertation committee. If your work follows a particular

theoretical framework, e.g., feminist informed research, then you may elect to develop another format. It is important for you to work closely with your Dissertation Chair and committee to agree on a format.

Written Dissertation

The student and Dissertation Chair shall develop a plan for review of the written dissertation, which may include how to disseminate the materials to other committee members as they are completed. Once the student and Dissertation Chair decide that the dissertation is ready for oral defense, a date should be set. The final written dissertation should be submitted to the entire committee at least 3 weeks prior to the oral defense of the dissertation.

The formatting of your completed dissertation should follow the Graduate School's guidelines for [preparation of theses and dissertations](#). Many times, formatting the dissertation can be very challenging and students are encouraged to discuss this with the Chair. Ask your Chair about providing examples of completed dissertations for your reference.

Oral Dissertation Defense

Once you have successfully completed all other requirements for the degree, you must defend your dissertation orally at a *meeting open to the public*. You should work with your Dissertation Chair and your other committee members to determine a defense date. The Graduate School will publish the dissertation title, date, time and location of the oral defense at least two weeks prior to the defense. The “*final oral examination schedule*” form (available under [enrolled students forms](#)) must be completed by your dissertation chair and sent to the Graduate School at least two weeks prior to your defense. You should complete the form, and provide a copy of the form and your dissertation abstract, to your dissertation chair and the JPHD Director at least 2 weeks prior to your oral defense date.

The defense is open to all members of the University community who may wish to attend as required by state laws on public meetings. The oral defense is administered by the Dissertation Committee and the Dissertation Chair will work with the student and committee to decide how to conduct the Dissertation Committee's evaluation of the oral defense. Approval of the defense must be attested to by all members of the Dissertation Committee. The results of the defense are to be reported in writing to the Graduate School. You should complete the “Results of Oral Examination in Defense of Thesis/Dissertation” form (available under [enrolled student forms](#)) and provide it to your chair, who will record the results and sign the form.

Filing of Dissertation with the Graduate School. Students are required to file their dissertation electronically with the Graduate School. See [the dissertation section of the graduate bulletin](#) for more information and a comprehensive guide to help you prepare your dissertation. Links to that guide, and to the online submission web site can be found under the [current students section of the Graduate School page](#). Also note the deadlines for doctoral candidates, which can be found [here](#).

Graduation Requirements

A summary of the requirements for research doctoral degrees at NCAT and UNCG can be found in the respective bulletins. [NCAT Bulletin](#). UNCG [Bulletin](#).

Students in the JPHD program are required to complete and submit a variety of forms. Most of these forms can be downloaded and printed from the enrolled student forms section of the graduate school websites, found [here](#) for UNCG and [here](#) for NCAT. These forms include:

- Recommendation for Doctoral Advisory/ Dissertation Committee Appointment (which must be accompanied by your Plan of Study)
- Recommendation for Doctoral Advisory/ Dissertation Committee Appointment (Revision)
- Doctoral Plan of Study (Revision)
- Dissertation Topic Approval
- Final Oral Examination Schedule
- Results of Oral Examination in Defense of Thesis/Dissertation
- Application for Admission to Candidacy
- Application for Graduation

General Academic Regulations

Students should refer to the current [NCAT](#) or [UNCG Graduate School Bulletin](#) for information regarding the general academic regulations of the [Graduate School](#). Below, we highlight a few of the key academic regulations that you need to know.

Academic Integrity Policy. The Department fully supports the Academic Integrity Policy adopted by the University. See [here](#) for more information.

Transfer Credit. Students may request that up to, but no more than, 16-22 graduate credits (not to exceed 1/3 of non-dissertation credit hours) be applied toward the 48 course credit hours required for the PhD. Transfer credit must also satisfy the same requirements as courses taught for doctoral training within the department (e.g., minimum grade of B), be consonant with the student's approved program of study, and have been received from an accredited graduate institution. Thesis and dissertation credits will not be applied.

Time Limits. According to the regulations of the Graduate School, all requirements for the PhD must be completed **within seven academic years** from the date of the first enrollment for study following admission to the doctoral program. For transfer students, the seven-year time limit commences with the semester during which transfer credit was earned.

Continuous Enrollment. Pursuit of a graduate degree should be continuous. Students pursuing a graduate degree program should normally be enrolled each Fall Semester and Spring Semester, or one semester during the academic year in combination with Summer Session, for course work that is approved for their program of study and selected in consultation with their program committee.

Leave of Absence. Graduate students may step out of the University one semester in a calendar year (fall, spring, or summer) and maintain continuous status. Students who will be absent for more than one semester or a summer session must apply for a leave of absence, by completing the [Graduate School's Leave of Absence Application form](#). Students who are absent for more than one semester or a summer session without an approved leave of absence must apply for readmission through The Graduate School, after first receiving the endorsement of the department's Director of Graduate Study.

In-state Residency Policy. The PhD program requires a minimum of two consecutive academic years, excluding summer terms, of graduate work on this campus after admission to the doctoral program. Please review the information about residency requirements as soon as possible to begin process towards in-state status (please see the frequently asked questions section available [here](#)). Information about applying for in-state residency can be found [here](#) and the "North Carolina State Residence Manual" is available [here](#).

Getting Settled into Academic Life as a Doctoral Student

Doctoral training is significantly different from any other graduate training. Just ask any faculty member that has this degree. Learning to adjust to new expectations and even understanding that there are new expectations is a prodigious task. The department faculty members are here to help you with the process, although you have been assigned an initial advisor to get you started in the JPHD Program. You cannot simply add doctoral education to your existing life. You must make adjustments to your life in order to be successful as a doctoral student.

Graduate Student Life at NCAT and UNCG and in the Triad. On the campuses, there are Graduate Student Organizations and the rest of your graduate student colleagues. A great place to visit on the Internet for information about area social activities is http://www.greensboro.com/go_triad.

Professional and Related Organizations. Faculty and students in the Departments of Social Work and Social Work and Sociology belong to a wide variety of professional organizations. Talk to individual faculty to learn about their favorites, but the two that represent the core of our work include the Council on Social Work Education (CSWE cswe.org), Group for the Advancement of Doctoral Education in Social Work (GADE gadephd.org) and the National Association of Social Workers (NASW socialworkers.org). Both are worth joining, and the department often provides limited travel support to conferences when funds are available, and when faculty and students have presentations (either symposia or posters) at the annual meetings. These two national associations have local North Carolina chapters as well.

Additional Resources

Helpful links for New Students

Students assigned to either campus may find helpful information below.

- [NCAT New Student Information](#)

- [UNCG New Student Information](#)

University Counselling Centers

- [NCAT Counseling Center](#)
- [UNCG Counseling Center](#)

University Dining Services

- [NCAT Dining Services](#)
- [UNCG Dining Services](#)

University Libraries

Students may use the libraries of both campuses

- [FD Bluford Library \(NCAT\)](#)
- [Jackson Library \(UNCG\)](#)

University Student Centers

- [NCAT Student Center](#)
- [UNCG Elliot University Center \(EUC\)](#) – Includes the UNCG book store, numerous food venues, Starbucks, meeting rooms, information desk, ATMs, buy tickets, wired access, and more.

University Student ID Cards

For ID, library services, printing, meal plans, and much more - these cards are essential parts of your student experience.

- [Aggie One Card](#)
- [Spartan Card](#)

University Student Recreation Centers

- [NCAT Campus Recreation Center](#)
- [UNCG Student Recreation Center](#)

University Technology Services

NCAT'S ITS department.

- Visit [Client Technology Services](#) online
- Call CTS (336) 334-7195, Monday - Thursday 8 a.m. - 9 p.m., Friday 8 a.m. - 8 p.m
- Walk Up Service: Monday - Thursday 8 a.m. - 12 noon and 1 p.m. - 9 p.m.; Friday 8 a.m. - 12 noon and 1 p.m. - 8 p.m. Located in the lower level of the **Bluford Library, Room 24.**

- If you need to reset the password for your computer accounts, go [here](#)
- Information about on-campus computer labs can be found [here](#)
- Information about printing on campus can be found [here](#)
- Most of your classes will require that you use the online learning management program, Blackboard. The Blackboard Help Center for students can be found [here](#)

UNCG'S [ITS](#) DEPARTMENT.

- A description of ways to get help with any technology needs can be found [here](#):
 - Visit [6-TECH online](#)
 - Call 6-TECH (336-256-8324), open 24 hours a day, 7 days a week except for university holidays
 - Visit the [6-tech Service Center](#), located in the lobby of the **McNutt Building**
- If you need to reset the password for your computer accounts, go [here](#)
- Information about on-campus computer labs, including the SuperLab can be found [here](#)
- Information about printing on campus can be found [here](#)
- Most of your classes will require that you use the online learning management program, Canvas. The Canvas Help Center for students can be found [here](#)

University Writing Centers

- [NCAT'S University Writing Center](#) - Are you puzzled about pronouns, concerned about clauses or agitated about agreement? The University Writing Center (UWC) is open to students from all programs. This office, located on the third floor of the [General Classroom Building](#), has a staff of professional teachers and graduate assistants who can help you make that paper its absolute best! The University Writing Center is a space where writers and readers meet. Tutors facilitate discussions with the writer instead of dictating “changes” to the writer. Thus, we stress a collaborative model that acknowledges the student’s individual linguistic and cultural backgrounds while emphasizing appropriate dictions and styles for particular modes of writing. While we offer assistance with grammar and mechanics, we support writers at all stages of the writing process—planning, drafting, revising, and editing.

The UWC is open in **GCB A309**. Hours are Mondays-Thursdays 9-4 p.m. and Fridays 9-11 a.m. While they do accept walk-ins, appointments are the best. To make an appointment contact: 336.334.7764.

- [UNCG's University Writing Center](#) – Great resource for one-on-one help at any stage of your writing project. At the writing center you will work one-on-one with a writing center consultant who will ask you a lot of questions about your assignment, what you want to accomplish in the paper, the work you have done on it so far, the due date, and your concerns about the work so far.

Bring a printed draft of your paper with you so you can take notes on the paper itself. Since consultants do not write on papers, this will help you remember the topics you have discussed.

They are located in room 3211 of the [MHRA building](#).

Feel free to walk in without an appointment, call 336-334-3125 for an appointment,

They also offer online sessions through our Online Writing Center.

Miscellaneous Resources

- [Aggie C.A.R.E.S. Resource Guide](#)

A collection of mental health, advocacy, support groups, and shelter information.

- [University Speaking Center](#)

One-on-one assistance in the preparation and delivery of speeches, development of knowledge and skills in interpersonal communication, and group or team communication.

- [Digital ACT \(Action, Consultation, and Training\) Studio](#)

Provides support for students, faculty, and staff so they can effectively create or incorporate digital media into projects. Trained consultants provide feedback on slide presentations, video projects, podcasts, digital photography, websites, and blogs by offering collaborative, dialog-based consultations. Great resources for class projects as well as your learning e-Portfolio.

- [Academic Skills Program](#)

Request assistance for help with skills and strategies such as: Managing your time, listening and note-taking, preparing for a test, dealing with test anxiety or procrastination, and being a more efficient and effective learner

Appendices

Appendix A: Potential Electives

Research Methods Electives (3 hours)

In addition to the required core research methods courses, students need at least 3 additional research elective hours. Suggestions of potential courses are listed below. Students should work with their program / dissertation chair and committee to select coursework complementary of

expected dissertation method needs. Additional methods courses taken beyond required may count as part of the elective requirements.

- ADED 716 Research in Adult Education (3)
- COUN 709 Statistics and Research Methods (3)
- COUN 770 Applied Research in Counseling
- COUN 810 Descriptive & Inferential Statistics (3)
- COUN 830 Design Methodology & Implementation (3)
- COUN 865 Analysis of Qualitative Research (3)
- CST 602 Engaging Communication Research Methodology (3)
- ELC 664 Foundations of Interpretive Inquiry (3)
- ELC 767 Qualitative Data Collection and Analysis (3)
- ERM 645 Culturally Responsive Approaches to Research and Evaluation (3:3)
- ERM 668 Survey Research Methods in Education (3)
- ERM 680 Intermediate Statistical Methods in Education (3)
- ERM 681 Design and Analysis of Educational Experiments (3)
- ERM 682 Multivariate Analysis (3)
- ERM 728 Exploratory and Confirmatory Factor Analytic Methods for Scale Construction (3)
- ERM 731 Structural Equation Modeling in Education (3)
- ERM 732 Hierarchical Linear Modeling (3)
- ERM 750 Case Study Methods in Educational Research (3)
- HDF 756 Advanced Research Design in Human Development and Family Studies (3)
- HHS 650 Applied Multiple Regression (4)
- LEST 815 Research design and Methodology (3)
- LEST 860 Qualitative Research (3)
- LEST 862 Quantitative Research (3)
- NUR 701 Statistical Applications for Nursing Research I (3)
- NUR 702 Statistical Applications for Nursing Research II (3)
- NUR 703 Qualitative Methods for Nursing (3)
- PSC 503 Survey Methods for Policy Research (3)
- PSY 609 Statistical Methods in Psychology I (4)
- PSY 610 Statistical Methods in Psychology II (4)
- SES 760 Single Subject Research Design (3)
- SES 770 Community Engaged Research and Practice (3:3)
- SOC 618 Advanced Data Analysis (3)
- STA 571 Statistical Methods for Research I (3)
- STA 572 Statistical Methods for Research II (3)
- STA 575 Nonparametric Statistics (3)
- STA 580 Biostatistical Methods (3)
- STA 670 Categorical Data Analysis (3)
- STA 676 Sample Survey Methods (3)
- TED 738 Mixed Methods Research Design in Curriculum and Instruction (3)

