



DSW Program Manual

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Welcome from the DSW Director

Dear Future Docs,

I'm truly honored and excited to accompany you on this transformational journey. You are joining a vibrant community of practitioner-scholars, and I want to begin by affirming the deep respect I hold for each of you. You bring invaluable professional experience, wisdom, and passion to this work, and I see you not as students alone, but as peers and future leaders in our field.

I'd like to share a bit about myself. I hold a DSW degree, and I say that with pride because I believe deeply in the practice doctorate model and the power of applied scholarship to change systems and lives. My own social work path has been eclectic, spanning aging and long-term care, mental health, environmental justice, and higher education. These experiences shape my commitment to accessible, high-quality online education that bridges the gap between research and real-world impact. I also value balance and self-care, and I strive to model making time for the things I love outside of work, including animals, yoga, hiking, and travel.

This handbook is a resource guide and contains information about our policies, curriculum, and student resources. If your question is not answered here, please contact me for assistance. I can assure you that there are resources, mentors, and fellow students ready to help when you need it. If you are a prospective DSW student, we are excited you are interested and ask that you please visit the [DSW Admissions](#) and [FAQ](#) pages for more information.

This program was designed with care, collaboration, and intention, to deepen your expertise, support your growth, and prepare you to lead in teaching, practice, and beyond. Whether you dream of inspiring students in the classroom, implementing meaningful change in your organization, or amplifying your voice through scholarship, know that you belong here. Thank you for choosing UTA. We're lucky to have you, and I can't wait to see the mark you'll make.

Rooting for you always,



A handwritten signature in cursive script, reading 'KJM'.

Karen Magruder, DSW, LCSW-S | She/Her/Hers
DSW Director
Associate Professor of Practice
Distinguished Teaching Professor
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Welcome from the Dean

Welcome to the School of Social Work at The University of Texas at Arlington. It is my privilege to greet you, whether you are joining us on campus, online, or through a combination of both, as you begin or continue your journey in this program.

This School is meant to be more than an institution you attend. It is a community you belong to, one built by the students beside you and the students learning from a distance, by the faculty who guide you, and by the staff who work, often quietly, to ensure you have what you need to succeed. Wherever you are joining us from, you are a full and valued member of this community.

Social work asks a great deal of the people who choose it. It asks you to sit with difficulty and still believe that things can get better. It asks you to keep moving forward when the path is unclear, and the work is demanding. That is what hope means in this profession: not naive optimism, but a steady, deliberate belief in people, paired with the resilience to keep showing up for them, and for yourself.

You will find that resilience tested throughout your time here, in coursework, in field placements, and in the personal growth this profession requires. Please know that you are not expected to meet these challenges alone. Our faculty and staff are here not only to teach and to advise, but to genuinely support you through the difficulties and milestones of your education. If you are struggling, reach out. If you are thriving, share that with us too. Our doors, whether physical or virtual, remain open to you.

As you move through this program, I hope you find real moments of joy alongside the hard work. I hope you feel supported on the days that stretch you thin. And I hope you carry with you the knowledge that you are part of a community invested in your success, from your first semester through the career that follows.

Welcome to the School of Social Work. We are glad you are here.

With warmth and gratitude,



Goutham M. Menon, PhD, MA, MBA
Interim Dean, School of Social Work
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Housekeeping

Introduction & Disclaimer

Welcome to the University of Texas at Arlington (UTA) School of Social Work (SSW) Doctor of Social Work (DSW) program! We are so glad you're here. This manual provides information concerning the program and related issues to help you be fully informed about opportunities, resources, courses, and policies.

Please note that this manual is intended for student guidance and does not constitute a contractual agreement between the UTA School of Social Work DSW program and students. While we try to be comprehensive, the manual is not exhaustive, nor is the accuracy of information assured, as policies can change between revisions of this handbook. The [University Catalog](#) is the definitive guide for graduate students. [The Graduate School website](#) provides resources and guidance concerning these policies and procedures used to implement them. Students should seek to verify any information regarding School and University policies with the current Program Handbook, the University Catalog, and the UTA Graduate School website. If information is unavailable or unclear, you should ask the DSW Program Director for clarification.

Land Acknowledgement

UT Arlington respectfully acknowledges the Wichita and Affiliated Tribes upon whose historical homelands this University is located. Their ancestors resided here for generations before being forcibly displaced by U.S. settlers and soldiers in the mid-1800s. We recognize the historical presence of the Caddo Nation and other Tribal Nations in the region; the ongoing presence and achievements of many people who moved to the area due to the Indian Relocation program of the 1950s and 1960s; and the vital presence and accomplishments of our Native students, faculty, and staff.

School of Social Work Information

This section outlines key information about the UTA School of Social Work (SSW) as a whole and is followed by a deeper look at the DSW program specifically.

SSW Vision

Building a transformative future through justice, fairness, and social responsibility.

SSW Mission

Cultivating individuals and communities to foster well-being for a just society.

SSW Strategic Pillars

1. **Student Success** – Empower students to realize their academic, personal, and professional aspirations.
2. **People & Culture** – Foster a vibrant environment that supports and celebrates the achievements and well-being of faculty and staff.
3. **Alumni & Community Engagement** – Enhance collaborative partnerships and community impact through active engagement.
4. **Research & Innovation** – Further meaningful research by increasing productivity, securing grant funding, and gaining recognition.
5. **Educational Innovation** – Create diverse pathways for skill development by embracing inventive teaching and learning approaches.
6. **Infrastructure** – Strengthen essential facilities, organizational systems, and services that underpin the School's mission.

More information about the SSW mission, vision, and strategic plan can be found [here](#).

Meet the Team

To learn more about the faculty and staff in the SSW, please explore our [faculty directory](#), [adjunct faculty directory](#), and [staff directory](#).

Course Credit Policies

Per Council for Social Work Education (CSWE) accreditation standard D4.0.4, the School of Social Work does not grant social work course credit for life experience or previous work experience.

The DSW Program

DSW Program Mission

The University of Texas at Arlington (UTA) Doctor of Social Work (DSW) program prepares practitioner-scholars with the expertise & skills to advance individual, community, organizational, and societal well-being through innovative teaching, leadership, and applied research grounded in excellence, scientific inquiry, and the profession's core values.

DSW Program Goals

1. **Practitioner-Scholars:** Foster the ability to apply advanced research and evidence-based practices to address social issues.
2. **Leadership and Innovation:** Cultivate leadership skills for driving ethical innovation in social work practice, policy, and education.
3. **Impactful Teaching:** Equip students with strategies to effectively educate and mentor future social workers in academic and professional settings.

Council on Social Work Education Core Expertise and Skills

The DSW program at the UTA SSW is designed to align with the Council on Social Work Education (CSWE) [accreditation standards for practice doctorates](#). The program is guided by the Core Expertise & Skills (CES) of CSWE that includes the competencies students are expected to achieve upon graduation. These competencies are reflected in the learning outcomes for each of the courses offered. The CES are:

1. Advance practice through innovative approaches
2. Use and critically evaluate research and knowledge
3. Engage in scientific inquiry that reflects doctoral level scholarship
4. Develop and disseminate practice-relevant research-informed knowledge through a variety of channels, such as teaching, scholarship, professional presentations, mentoring, and administration
5. Provide leadership in social work practice and/or education
6. Develop and maintain substantive expertise in one or more areas of social work practice

Admission

Program admissions criteria can be found [here](#).

Admissions Appeals

Admissions decisions are final and appeals are not granted; however, applicants may contact the Program Director for feedback and are welcome to reapply during a future admissions cycle.

General Program Requirements and Policies

1. **Total number of credit hours to graduate:** 45 credit hours, including traditional courses, teaching practicum and capstone requirements.
2. **Passing Course Grades:** Only courses completed with a grade of C or higher can satisfy degree requirements. A student with a grade of D or F must repeat the course. Both the original grade and repeated course grade will be counted toward the student's overall GPA. Specific courses are not eligible for the Pass/Fail grading option.
3. **Minimum GPA requirement to graduate:** 3.0.
4. **Time to completion:** Students can complete the program in as little as 3 years. Students have a *maximum of six years to complete the program*, but may petition for further time, if justified. This decision is at the discretion of the DSW Director.

Transfer Policy

The SSW follows UTA [transfer credit policies](#). The DSW transfer credit process includes submission of unofficial

transcripts and syllabi via [this online form](#) and evaluation by the DSW Program Director or designee for alignment with UTA policies, CSWE accreditation standards, UTA policies, and curriculum standards. Upon admission, submission of official transcripts to formally confer approved transfer credits is required, along with submission of the [University's Transfer for Credit Form](#) by the DSW Director.

Course Load

- **Standard Course Load:** This part-time program is designed for students to take 6 credit hours each Fall/Spring and 3 credit hours each summer.
- **Maximum Course Load:** Maximum course load for full-time graduates studies is found in the [Graduate School policies](#). Students desiring to take more than the standard course load must be approved by the Director.
- **Minimum Course Load:** See the Graduate School's [continuous enrollment policy](#).

Evaluating Academic Performance

Academic performance in the DSW program is evaluated based on grades earned on assignments as determined by the course instructor. Instructors use established rubrics and criteria to assess the quality of student work, and final course grades reflect cumulative performance across all required assignments.

Grade Grievances/ Appeals

The UTA School of Social Work follows the [policies and procedures of UTA pursuant to grade grievances](#) with its process further explained [here](#). Individual course instructors retain primary responsibility for assigning grades. The instructor's judgment is final unless compelling information shows:

Preferential Treatment

Example: Providing exceptions or benefits to one or more students but not to all students in the class.

AND/OR

Procedural Irregularities

Example: Failure to follow a requirement described in a course syllabus, adding a new requirement, or using criteria for grades that are not on the syllabus or in the university catalog.

Evaluation of Ethical Conduct

In addition to academic performance, students are expected to uphold the highest standards of professional and ethical conduct in alignment with the NASW Code of Ethics and university policies. Ethical conduct is evaluated through course engagement, assignment deliverables, practicum performance, and professional interactions within the program and community. Concerns regarding ethical behavior may result in review by the Student Success Review Committee and could affect a student's standing in the program. Review the full [Student Success Review Committee policy here](#).

Grade Forgiveness

At this time, UTA's [Grade Forgiveness](#) process is not available to doctoral students per UTA policy.

Incompletes

The UTA Graduate School Incomplete Policy can be found [here](#).

Leave of Absence

If students are not enrolled in classes for any long (Fall/Spring) semester, they must [petition for readmission](#).

Termination/ Dismissal

Students may be dismissed from the program for two primary reasons: GPA falling below 3.0, or at the recommendation of the Student Success Review committee with approval from the Dean of the School of Social Work. If dismissed from the program for a GPA less than a 3.0, students may petition for readmission.

Opportunities for Student Input

Per CSWE DSW Accreditation Standard D4.0.8, students are encouraged to actively participate in shaping their educational experience by providing input through various channels. End-of-semester student feedback surveys offer a structured way to reflect on and evaluate courses, and many instructors also invite feedback mid-semester to support timely course adjustments. In addition to individual course feedback, students can engage in broader program development by serving as voting members on curriculum committees, including the DSW Committee (hosted online via Teams). Students may also attend drop-in hours with the DSW Director or email any member of the SSW to provide feedback on any element of the student experience. These opportunities ensure that student voices help inform decisions and promote a collaborative, responsive learning environment.

Qualifying Exams/ Student vs. Candidate

In research-doctorate programs (e.g., PhD), a learner is traditionally referred to as a “doctoral student” until they have completed all required coursework and passed any comprehensive or qualifying exams required by the program. Once those milestones are met, they advance to “doctoral candidate” status, signaling that they are officially ready to focus on their dissertation. This shift marks a major transition from structured learning to more independent scholarship and is often seen as the final phase of the doctoral journey.

This demarcation line is less clear in practice-doctorate (DSW) programs, where structured coursework often continues alongside capstone work through the completion of the degree. At the UTA SSW, the transition from doctoral student to candidate happens when students successfully complete the Capstone Proposal course (SOCW 6111).

Practicum Education

The teaching practicum is an independent, hands-on learning experience in which students apply and develop their teaching skills in a real-world setting. While the practicum is carried out independently, students receive guidance, oversight, and support from the instructor of SOCW 6315: Teaching Practicum, who ensures alignment with course objectives and professional standards.

DSW teaching practicums may be completed within the UTA School of Social Work, or at another social work program (with Director approval).

Mentorship

Per CSWE DSW Accreditation Standards D4.0.6, the DSW program has processes to support individualized professional development of each DSW student. Mentorship is provided by practice doctorate program faculty. Specific details are provided in the DSW Orientation Canvas shell, SOCW 6301: Introduction to Doctoral Studies, and the Capstone Companion resource guide.

DSW Student Support

Do you have questions about the DSW program, registration/course information, your degree plan, teaching practicum, graduation, or something else about the DSW program? Are you having issues navigating your class information or have instructor questions? We care and we are here to help you! Use [this protocol](#) to reach the right point of contact. When in doubt, the DSW Director is always happy to help you navigate the challenge you are experiencing.

DSW Licensure Statement

The Council on Social Work Education’s (CSWE) Accredited Master of Social Work (MSW) degree is the terminal practice

degree required for state licensure as a master/clinical social worker in all 50 states, Washington, D.C., the U.S. Virgin Islands, and the Canadian provinces of Alberta, British Columbia, and Manitoba. Earning a Doctor of Social Work (DSW) degree does not provide eligibility for advanced or higher levels of licensure. For more information, please contact the Association of Social Work Boards' (ASWB) or state/provincial licensing authorities.

Course of Study

Degree plans and course descriptions are listed [here](#).

Academic Advising and Student Success

Advising

While the SSW utilizes academic advisors for the BSW and MSW programs, advising for DSW students is currently provided by the DSW Coordinator. Students may schedule advising meetings as needed.

Disabilities & Accommodations

UTA's [Student Access and Resource Center \(SAR\)](#) is available to assist with academic accommodations to students with all types of disabilities. SAR's accessibility specialists provide aid and guidance to students in personal, academic, and career matters

Student Organizations

Maximize your social work experience through student organizations! We have several student organizations to choose from, so there's something for everyone. Student organizations offer opportunities for connecting with others, engaging in meaningful work around the organization's mission, leadership and career development, and networking. For more information on the student organizations at the SSW, [click here](#).

Career Development

Learn the skills to improve your career and professional outlook upon graduation with resume workshops, featured job opportunities, licensure, and more. Visit the [Career Development Corner](#).

Scholarships

The UTA SSW offers small scholarships to help our students financially. Scholarships are described [here](#). Typically, scholarship applications open 2 months before the start of the next semester and are posted [here](#).

Student Resources

The following resources are available to support student success, and we encourage you to be proactive in reaching out so that we can assist you in securing the assistance you need.

Bridge Referrals

The Bridge Referral process is a student support system available to all School of Social Work students that connects you with resources focused on health, wellness, and support both inside and outside the classroom. A Bridge Alert Referral can be initiated by faculty, staff, or by the students themselves. You can submit a [Bridge Referral Form](#) for assistance for yourself or another student, and the Assistant Dean will follow up to connect you with the most appropriate resources. The Assistant Dean for Student Affairs is committed to helping you reduce barriers and stay on track with your educational goals. For more complex situations, additional support may be provided by the university-wide Care Team. Please note: the Bridge Referral Form is not for emergencies. For life-threatening situations, including threats of harm to self or others, contact Campus Police at 911 from a campus phone or call 817-272-3003.

SSW CARE Fund

The SSW maintains the Compassionate Assistance for Relieving Emergencies Fund ([CARE Fund](#)) to assist students completing a UTA SSW program in sudden and unforeseen emergencies that might hinder the ability to complete their academic program.

UTA Emergency Assistance Fund

The UTA [Emergency Assistance Fund](#) offers short-term financial grants to enrolled students who face sudden emergencies.

Maverick Pantry

The Maverick Pantry is a free resource for students that provides food, toiletry items, and other essentials to help ensure students can thrive academically, personally, and professionally. The [Maverick Pantry](#) is stocked with formula, diapers, non-perishable food, and professional clothing.

Health Services*

The Health Services Center is an on-campus health care facility dedicated to supporting the health and well-being of students. The [Health Services Center](#) offer primary medical care, a pharmacy, laboratory and radiology services, immunizations, women's health, and health-promotion programs.

*Fully online students must opt in to [Student Health Insurance](#) to receive UTA health services.

Mental Health

UTA offers a variety of [Mental Health & Wellness Resources](#). At [Counseling & Psychological Services \(CAPS\)*](#), students have access to confidential individual, couples, and group counseling, as well as psychiatric services for assessment and medication management.

*Fully online students must opt in to [Student Health Insurance](#) to receive CAPS services, including both on campus and virtual appointments. The Student Health Insurance Plan may also be used with providers in your local area.

Academic Resources

The [Writing Center](#) offer one-on-one online or in-person tutoring appointments to students at any stage of their writing. They also offer workshops to help develop ideas and sharpen writing skills.

UTA's [library](#) offers various resources including access to electronic journals and databases and research help with librarians and even has a social work [subject matter expert](#) on staff at the library.

The [Office of Information Technology \(OIT\) Service Desk](#) can assist students with technical issues and IT requests.

International Students

The [Office of International Education](#) offer services such as international student and scholar advising, immigration and visa support, study abroad programs, and cultural exchange initiatives to help students thrive in a global academic environment.

School of Social Work Additional Student Policies

Academic Integrity

Academic honesty is highly prized at the School of Social Work and aligns with our Profession's Ethical Standards (Integrity) and Principles (NASW *Code of Ethics*). Plagiarism and the inappropriate use of an author's material are considered serious violations of scholarly and professional ethics. All instances of suspected plagiarism will be referred to the Office of Student Conduct using their procedures. Plagiarism can be defined as the failure to give proper credit to authors for their information, ideas, or words found in published or written materials, such as journals, books, monographs, handbooks, manuals, or other scholarly papers. Citations should conform to the Publication Manual of the

American Psychological Association. This applies to both paraphrased and quoted statements. Students must submit original work. It is also a violation of plagiarism to purchase a paper from another source and submit it as your original work. For a guide on avoiding plagiarism, [visit this tutorial](#).

AI Policy

The DSW program recognizes that some use of artificial intelligence (AI) tools may be permissible to support learning and scholarship in some circumstances, while AI tools may be forbidden in other contexts. Students must follow the AI policy outlined in the syllabus and Canvas shell for each course, as expectations may vary by instructor and even by assignment. Students are responsible for being fully transparent about any use of AI, asking permission or seeking clarification if unsure, and demonstrating their own work and critical thinking in all assignments. Failure to adhere to these guidelines may be considered a violation of academic integrity.

Student Success Review Policies and Procedures

Social work education serves as a critical learning forum during which students are acculturated into the social work profession. [This document](#) establishes Professional Standards that apply to students enrolled at the School of Social Work at UTA. Professional Standards include behaviors observed in the classroom, Practicum internship experiences, and in interactions with faculty, staff, fellow students, clients and community members. For students who demonstrate concerning behavior, a student success referral will be filed and the chair of professional standards and the coordinator for student success will decide next steps based on the [student success referral](#).

Three levels of review can occur at the School of Social Work in reviewing student's Professional Behavior. The level of review depends upon the potential severity of the concern. Three levels of review exist in the School of Social Work:

- | | |
|----------|---|
| Level 1: | Issues of concern between a specific instructor (or advisor) and student (Professional Standards Referral form Required). |
| Level 2: | Unresolved disagreements from Level 1 or claims of unprofessional behavior about a social work student deemed too severe for a Level 1 (Professional Standards Referral form required). |
| Level 3: | Unresolved situations from Level 2 and/or new situation warranting this level of intervention (Professional Standards Referral form required). |

Nondiscrimination

No person shall, on the basis of race, color, national origin, religion, age, sex, handicap, disabilities or veteran status, be denied employment or admission, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity which it sponsors or conducts. The University shall not tolerate any behavior or verbal or physical conduct by any administrator, supervisor, and faculty or staff member, which constitutes sexual harassment. If a student believes discrimination has occurred, they should contact [the Office of Title IX and Discrimination Complaints](#).

Sexual Misconduct Policy

UTA's sexual misconduct policy can be found [here](#).

Nondiscrimination Policy

UTA's nondiscrimination policy can be found [here](#).

Student Pregnancy and Parenting Policy

UTA's Student Pregnancy and Parenting policy can be found [here](#).

Attendance

At UTA, taking attendance is not required. Rather, each faculty member is free to develop his or her own methods of evaluating students' academic performance, which includes establishing course-specific policies on online course engagement. Instructors will provide, as part of course syllabi, any other engagement and lateness policies they establish.

Student Rights and Responsibilities

The School of Social Work is committed to a learning environment that is respectful, supportive, and focused on student success while preparing students for ethical and effective professional practice.

[This guide](#) reflects accreditation standards, university and system policies.

If you need help, please refer to the [BRIDGE Support Network](#) for the most appropriate contact to meet your needs.

Faculty Committee Representation

DSW students have the opportunity to apply to serve on SSW committees, if permitted in SSW bylaws, including:

- DSW Curriculum Committee
- Academic Professional Track (APT) Search Committee
- All curriculum specialty committees (e.g., Health, Substance Misuse)
- Experiential Learning Committee

Student Files

The School of Social Work complies with all university guidelines related to [FERPA](#).

University-Level Information

Graduate Enrollment Policy

Graduate students must enroll in at least one credit hour of work related to their degree each long semester (Fall and Spring) to remain classified as an enrolled student. Students who will not meet this requirement may request a Leave of Absence and must reapply [here](#) to return.

Adding and Dropping Courses

Students wishing to add or drop courses outside of registration periods may see the University's policies on adding and dropping found [here](#). Students who need to drop courses due to medical or other challenges are encouraged to view the university's policies on [compassionate withdrawal](#). For a compassionate withdrawal you must provide detailed supporting documentation, which will be kept confidential. It is advised that withdrawing from a course or from the University may impact financial aid awards, grants, loans, and may require repayment of previously received aid. Withdrawal may affect visa status of international students.

Acceptable documentation should be provided on official letterhead by the entity that can verify the situation and include a timeline of the extraordinary event that occurred on or after the last drop date for the semester in question. If the event occurred prior to the last drop date the student should have made the decision to drop the class at that time. Examples of appropriate documentation include: medical documentation on doctor or hospital letterhead that provides a timeline of serious health-related or emotional difficulties, evidence of the death of a close family member substantiated by a death certificate or an obituary (programs handed out at the funeral are not sufficient) or travel documentation/receipts related to an emergency trip. Examples of poor documentation that will *not* be accepted include: evidence of an event that occurred prior to the last drop date, photocopies of documentation, a doctor's note that does not indicate the timeline of the medical issue, a note from a family member explaining the extraordinary situation, a written summary of a semester's worth of events that led to poor performance in a class, requests to drop only one course for the semesters but other not the other courses, requests to drop a course after the student has completed it, etc. Students who submit altered or forged documentation will be referred to the office for student conduct for appropriate disciplinary action.

Academic Standing

Information about UTA academic standing policies can be found [here](#).

Academic Probation and Dismissal

The SSW follows the [academic probation and dismissal policies](#) set forth by the university.

Readmission

A student previously enrolled in The University of Texas at Arlington Graduate School wishing to resume graduate work after an absence of either a fall or spring semester and/or longer period (summer excluded) must submit a readmission application and pay the required application evaluation fee. When a student is ready to return, at least a month prior to the start of the semester in which they want to return, they will need to reapply to the university using [this form](#). In rare cases, the Director may reach out to students for information on their plan for success upon readmission as part of the decision-making process. Decisions may be appealed to the Associate Dean of Student & Academic Affairs.

Graduate Grading Policies

Information about graduate grading policies can be found in the [Graduate Catalog](#). Incomplete grades (I) are typically used when a student has satisfactorily completed a substantial part of the coursework and represents an arrangement for completion between the faculty and the student. The grade of incomplete is given at the sole discretion of the instructor of the course. [Incomplete Forms](#) completed by both the student and instructor must be submitted to the DSW Program Director prior to the grade entry deadline for the semester.

Graduation

Graduation Requirements

To be eligible for graduation students must successfully complete all required coursework, maintain a minimum cumulative GPA of 3.0, and fulfill all components of the capstone project and teaching practicum. All program requirements must be met in accordance with university and School of Social Work policies.

Applying for Graduation

All graduating students must file an Application for Graduation through their Student Center in MyMav by the published deadlines for the semester of graduation. Students are encouraged to meet with the DSW coordinator to ensure that they will meet degree plan requirements in a timely way to allow graduation. Students who fail to apply for graduation by the specified deadlines may apply late by completing the Application for Graduation and paying a late fee. More on applying for graduation can be found [here](#).

Degree Conferral and Commencement Ceremonies

DSW Degrees are typically awarded at the end of the fall semester (December) and spring semester (May). Formal commencement ceremonies are held every May and December. More information on commencement ceremonies can be found [here](#). Applying for graduation does not automatically register you for the commencement ceremony; conversely, registering for commencement ceremonies without applying for graduation will result in the degree not being conferred.

Diplomas

Diplomas will be issued approximately 6-8 weeks after commencement ceremonies and will be sent to graduates via USPS mail. Graduates with account balances or transcript or any diploma holds must clear these before their diploma can be released for mailing. Diplomas are only kept and available for mailing for one (1) year after graduation. After one year, the graduate will need to order a replacement diploma.

Commented [PRT1]: This links to MSW ones. We can copy and make for DSW.

Commented [KM2R1]: Multiple forms, Darlene is linking them so it feels like 1 form. Forms are there but want to combine them. @Praetorius, Regina I working on this

Commented [KM3R1]: Regina making a copy to share with me

Commented [KM4R1]: Regina sent 3 part folder in QPro

Commented [PR5R1]: @Magruder, Karen Were you able to get these forms?

Commented [MK6R1]: @Praetorius, Regina I yes

Additional Policies including graduating under a different catalog and posthumous degrees can be found [here](#).

Conclusion

This handbook is a general information publication only. It is not intended to, nor does it contain all regulations that relate to students. The provision of the handbook does not constitute a contract, expressed or implied, between any applicant, student or faculty member and the University of Texas at Arlington, The University of Texas System, or the University of Texas at Arlington School of Social Work. The University reserves the right to withdraw courses at any time, change fees, rules, calendars, curriculum, degree programs, degree requirements, graduation procedures and any other requirements affecting students. Changes will become effective whenever the proper authorities so determine and will apply to both prospective students and those already enrolled.

Students are held individually responsible for complying with all requirements of the rules and regulations of the University and the Board of Regents of the University of Texas System. Failure to read and comply with policies, regulations, and procedures will not exempt students from whatever penalties they may incur.

Contact Information

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