

Handbook Highlights

The Silberman Handbook serves as your road map for everything Silberman; it's your guide to classes and field, student life, how to navigate registration and financial aid, learning supports and more. This Handbook Highlight is designed as a quick reference for students experiencing difficulties or challenges as they progress through the program. Be sure to consult the full explanation in the handbook when a situation applies to you.

What happens if I am unable to complete coursework in a given class?

In extraordinary circumstances and at the discretion of the instructor, students may ask for an Incomplete grade (INC). The student must demonstrate that they satisfactorily completed at least 50% of all required work and maintained their attendance as per the CUNY attendance policy. **Students are limited to 2 Incompletes in one semester.** An INC grade in a sequential course must be completed before the start of the next sequenced course. If not, the student's progress in the program will be delayed, and additional tuition costs may be incurred.

What happens if I receive no credit (NC) for a required course?

If a student receives a grade of no credit (NC) in a required course, including sequential courses, they get only one chance to repeat the course. Two failures in the same required course means dismissal from the program.

Can I appeal a grade?

Yes. The first step is to confer with the instructor, within the first three weeks of the semester following receipt of the grade. If the student is not satisfied, or if the instructor does not meet

with the student, the student can file a written grade appeal to the Associate Dean, laying out the basis for the appeal. According to the procedures established by the Hunter Senate, an Appeals Committee consisting of faculty members will be convened to decide whether the “instructor followed the grading criteria laid out in the course syllabus and whether the grading was arbitrary and capricious.” This decision may be appealed to the Senate Grade Appeals Committee by the student or the instructor.

What happens if I am having difficulties in the classroom?

An academic plan can be developed between the student and the professor, with clear, written expectations regarding assignments and a timeline for submission. This plan will be supported by academic advisors. Depending on the seriousness of the situation, professors and students may also consider seeking consultation from Student Services and the Chair of the course sequence. If the academic plan is not successfully completed, or if additional circumstances arise, the student may be referred to the Educational Review Committee (ERC), for further evaluation and support. THE ERC is composed of faculty members and the Director of Field Education and can develop educational plans for students experiencing serious academic, non-academic, and/or practicum problems.

What can I do if I have a complaint about a professor?

For complaints not protected by academic freedom (see next par.) students are encouraged to attempt to resolve such complaints informally with the faculty member or seek the assistance of the Chairs of the appropriate curriculum or methods area to facilitate informal resolution. If the complaint is not resolved at the Instructor or Chair level, students can contact the Office of Student Services, and then the Office of the Associate Dean. Students can also file

a formal complaint <https://hunter.cuny.edu/students/student-affairs/student-complaints/student-complaint-procedure/>

Complaints about the content or style of teaching activities are generally protected under the principles of academic freedom. Students, though, have an opportunity to evaluate faculty performance at the end of the semester, and student evaluations are a significant factor in the professional appraisal of faculty performance for purposes of reappointment, promotion and tenure.

What happens if I am having difficulties in my field practicum?

When a student is evaluated to have not met Practice Competencies assessed as part of Field Education (distinct from classroom/in-school education), or when difficulties emerge in the field internship, a Performance Improvement Plan (PIP) may be instituted. The PIP is a written document that describes how the student's professional behavior does not meet one or more Core Professional Performance Competencies, and identifies the corrective action to be taken and the time frame for completion. In cases where student's improvement has not been sufficient, students may be referred to the Educational Review Committee (ERC).

What If I need to interrupt my education for a period of time?

There are certain circumstances in which a student may request a leave of absence or where the School may advise a student to take one. Circumstances include, but are not limited to, changing family circumstances; health and mental health concerns; financial issues; changes in employment status; and challenges with coursework and/or field work. These leaves may not exceed two years and are counted as part of the five-year limit within which students must complete work for the MSW degree.

Under what circumstances can students be separated from the program?

Students may be disciplined or separated from the program for violations of professional and ethical standards, academic dishonesty or failure to meet academic and field competencies.

Examples of academic dishonesty include cheating and plagiarism. Examples of violations of professional and ethical standards include a violation of the profession's ethics (e.g., the NASW Code of Ethics) or a lack of professional comportment and conduct. For a fuller explanation of behavior that can result in separation from the program, consult the Handbook.

Disciplinary action or possible separation based on the failure to meet academic and/or field competencies include the following:

1. The student is asked to leave two field practicum placements during their passage through the program;
2. The student fails any two distinct sections of field practicum;
3. The student fails two attempts to pass a required course;
4. The student has failed to maintain an average of B (82.5%) or above.