



## **MIDWESTERN STATE UNIVERSITY**

A Member of the Texas Tech University System

### **Course Syllabus: Introduction to Social Work**

College of Health Sciences and Human Services

SOWK 2423 – 101 MWF 11:00am-11:50am Centennial Hall 240

Fall 2024

#### **Contact Information**

**Instructor:** Courtney Galloway, LMSW, ACHP-SW

**Office hours:** by appointment only

**Social Work department secretary phone number:** 940-397-4437

**E-mail:** courtney.galloway@msutexas.edu

#### **Course Description**

This course provides an introduction to the social work profession, its history, values, ethics, concepts, skills and activities, and the contemporary context of social work practice. It will investigate the relationship between social welfare and American society from the historical development and the contemporary perspective of the social work profession. The role of social work in meeting common human needs are examined in various agency settings with the diverse client groups served by the social work profession. This course is designed to assist students in clarification and selection of social work as a major. It is required of all applicants to the social work program but it is not limited to them.

#### **Course Objectives**

Upon completion of the course, students should be able to:

- Become familiar with the social work mission, practice settings, and client populations (knowledge, skills, cognitive & affective processes)
- Practice personal reflection and self-correction to assure continual professional development (knowledge, skills, cognitive & affective processes)
- Identify with the social work profession and conduct themselves accordingly (knowledge, skills, cognitive & affective processes)
- Learn to apply social work ethical principles to guide professional practice (knowledge, skills, cognitive & affective processes)
- Attend to professional roles and boundaries (knowledge, skills, cognitive & affective processes)
- Recognize and manage personal values in a way that allows professional values to guide practice (knowledge, skills, cognitive & affective processes)

- Make ethical decisions by applying the NASW code of ethics (knowledge, skills, cognitive & affective processes)

### **Textbook & Instructional Materials**

**Required:** Kirst- Ashman, K. (2015). Introduction to Social Work and Social Welfare: Critical Thinking Perspectives (5th Ed.). Cengage Learning.

- **List price: \$44.99 - \$231.95** (prices may vary depending on the vendor)

**Required:** Grobman, Linda May. (2019). Days in the Lives of Social Workers (5th Ed.). Ingram Book Company.

- **List price: \$29.00** (prices may vary depending on the vendor)

### **Study Hours and Tutoring Assistance**

Begin drafting papers as early as possible and take advantage of the [Tutoring & Academic Support Programs](#), located off the first floor of the Moffett Library. The MSU TASP Learning Center offers drop-in tutoring support for most general subject areas including but not limited to Writing, Math, Science, Business, and Foreign Languages. Students check in to work one-on-one with a tutor typically for an hour regarding specific concepts

### **Student Handbook**

**Refer to:** [Student Handbook](#)

### **Services for Students with Disabilities**

In accordance with Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Midwestern State University endeavors to make reasonable accommodations to ensure equal opportunity for qualified persons with disabilities to participate in all educational, social, and recreational programs and activities. After notification of acceptance, students requiring accommodations should make an application for such assistance through Disability Support Services, located in the Clark Student Center, Room 168, (940) 397-4140. Current documentation of a disability will be required in order to provide appropriate services, and each request will be individually reviewed. For more details, please go to [Disability Support Services](#).

### **Moffett Library**

Moffett Library provides resources and services to support student's studies and assignments, including books, peer-reviewed journals, databases, and multimedia materials accessible both on campus and remotely. The library offers media equipment checkout, reservable study rooms, and research assistance from librarians to help students effectively find, evaluate, and use information. Get started on this [Moffett Library webpage](#) to explore these resources and learn how to best utilize the library.

## **MSU Counseling Resources**

The MSU Counseling Center recognizes that during this time of change, many may feel uncertainty and fear along with a host of other emotions. We are committed to helping our campus community through this difficult time.

The Counseling Center has counselors working remotely to help students. Therapy sessions are conducted through the Therapy Assist Online (TAO) video conferencing platform. Students at home or on-campus can have a telephone or video conference session using this platform. Appointments are available Monday through Friday, 8 a.m.–5 p.m. Call to schedule 940-397-4618. We are not scheduling in-person sessions in the center in order to keep everyone safe and healthy. [Click here to access additional counseling resources.](#)

## **College Policies**

### **Campus Carry**

Effective August 1, 2016, the Campus Carry law (Senate Bill 11) allows those licensed individuals to carry a concealed handgun in buildings on public university campuses, except in locations the University establishes as prohibited. The new Constitutional Carry law does not change this process. Concealed carry still requires a License to Carry permit, and openly carrying handguns is not allowed on college campuses. For more information, visit [Campus Carry](#).

### **Active Shooter**

The safety and security of our campus is the responsibility of everyone in our community. Each of us has an obligation to be prepared to appropriately respond to threats to our campus, such as an active aggressor. Please review the information provided by the MSU Police Department regarding the options and strategies we can all use to stay safe during difficult situations. For more information, visit [Safety / Emergency Procedures](#). Students are encouraged to watch the video entitled "*Run. Hide. Fight.*" which may be electronically accessed via the University police department's webpage: "[Run. Hide. Fight.](#)"

### **Smoking/Tobacco Policy**

Midwestern State University seeks to provide a safe, healthy, pleasant environment for its faculty, staff, and students. To this end, the use of tobacco products, including smoke and smokeless tobacco, and the advertising, sale, free distribution, and discarding of tobacco products shall be prohibited in all indoor and outdoor facilities and in all university vehicles. The policy extends to faculty, staff, students, vendors, guests, and visitors.

## **Alcohol and Drug Policy**

To comply with the Drug Free Schools and Communities Act of 1989 and subsequent amendments, students and employees of Midwestern State are informed that strictly enforced policies are in place which prohibits the unlawful possession, use or distribution of any illicit drugs, including alcohol, on university property or as part of any university-sponsored activity. Students and employees are also subject to all applicable legal sanctions under local, state and federal law for any offenses involving illicit drugs on University property or at University-sponsored activities.

## **Academic Misconduct Policy & Procedures**

Academic Dishonesty: Cheating, collusion, and plagiarism (the act of using source material of other persons, either published or unpublished, without following the accepted techniques of crediting, or the submission for credit of work not the individual's to whom credit is given) have a negative impact on students performance. Additional guidelines on procedures in these matters may be found found in the [student handbook](#) and the Academic Dishonesty Policy & Procedures section, found in Part II.

## **Obligation to Report Sex Discrimination under State and Federal Law**

Midwestern State University is committed to providing and strengthening an educational, working, and living environment where students, faculty, staff, and visitors are free from sex discrimination of any kind. State and federal law require University employees to report sex discrimination and sexual misconduct to the University's Office of Title IX. As a faculty member, I am required to report to the Title IX Coordinator any allegations, personally observed behavior, or other direct or indirect knowledge of conduct that reasonably may constitute sex discrimination or sexual misconduct, which includes sexual assault, sexual harassment, dating violence, or stalking, involving a student or employee. After a report is made, the office of Title IX will reach out to the affected student or employee in an effort to connect such person(s) with resources and options in addressing the allegations made in the report. You are also encouraged to report any incidents to the office of Title IX. You may do so by contacting:

### **Laura Hetrick**

Title IX Coordinator  
Sunwatcher Village Clubhouse  
940-397-4213  
laura.hetrick@msutexas.edu

You may also file an online report 24/7  
at [https://cm.maxient.com/reportingform.php?MSUTexas&layout\\_id=6](https://cm.maxient.com/reportingform.php?MSUTexas&layout_id=6)

Should you wish to visit with someone about your experience in confidence, you may contact the MSU Counseling Center at 940-397-4618. For more information on the University's policy on Title IX or sexual misconduct, please visit <https://msutexas.edu/titleix/>

## **Pregnant and Parenting Students**

To support the academic success of pregnant and parenting students and students with pregnancy related conditions, the University offers reasonable modifications based on the student's particular needs. Any student who is pregnant or parenting a child up to age 18 or has conditions related to pregnancy, may contact MSU's designated [Pregnancy and Parenting](#) Liaison to discuss support available through the University.

## **Professional Expectations of Student Behavior**

Midwestern State University Department of Social Work is mandated by the Council on Social Work Education (CSWE) to foster and evaluate professional behavioral development for all students in social work courses. The Department of Social Work also bears a responsibility to the community at large to produce fully trained professional social workers who consciously exhibit the knowledge, values, and skills of the profession of social work. The values of the profession are codified in the [NASW Code of Ethics](#). Given this context, all students taking classes in the social work program will be expected to exhibit the following ethical standards of behavior.

1. **Accountability:** Attend class and arrive on time. Complete reading assignments, participate in class discussions, and submit assignments on time.
  - a. *Participate in group activities and assignments at a comparable level to peers.*
  - b. *Complete work in a timely fashion and according to directions provided.*
2. **Respect:** Treat all your peers, your instructors and all those you come in contact with, with dignity and respect at all times.
  - a. *Give feedback to peers in a constructive manner.*
  - b. *Approach conflict with peers or instructors in a cooperative manner.*
  - c. *Use positive and nonjudgmental language.*
  - d. *Arrive to class at scheduled time and ready to learn.*
3. **Confidentiality:** Treat any personal information that you hear about a peer or an instructor as strictly confidential.
  - a. *Maintain any information shared in class, dyads, or smaller groups within that unit.*
  - b. *Use judgment in self-disclosing information of a very personal nature in the class. (Class time should not be used as therapy or treatment. If students feel the need to talk about issues they are struggling with, they may consult with their instructor to receive a referral for counseling.)*
  - c. *Never use names of clients or disclose other identifying information in the classroom.*
4. **Competence:** Apply yourself to all your academic pursuits with seriousness and conscientiousness, meeting all deadlines as given by your instructors. Constantly strive to improve your abilities.

- a. *Seek out appropriate support when having difficulties to ensure success in completing course requirements.*
  - b. *Take responsibility for the quality of completed tests and assignments.*
  - c. *Strive to work toward greater awareness of personal issues that may impede your effectiveness with clients.*
5. **Integrity:** Practice honesty with yourself, your peers, and your instructors. Constantly strive to improve your abilities.
- a. *Academic: Commit yourself to learning the rules of citing others work properly.*
  - b. *Do your own work and take credit only for your own work.*
  - c. *Acknowledge areas where improvement is needed.*
  - d. *Accept and benefit from constructive feedback*
- Submission of Papers: Students will submit their written assignments on paper and electronically. Electronic copies will be subject to plagiarism analysis and will be kept in an electronic file for future reference. A student may not submit the same paper, or essentially the same, paper, project, assignment, or finished project to an instructor, which has been submitted to another instructor, unless specifically authorized by both instructors to do so.*
6. **Diversity:** Strive to become more open to people, ideas, and creeds that you are not familiar with. Embrace diversity.
- a. *Maintain speech free of racism, sexism, ableism, heterosexism, or stereotyping.*
  - b. *Exhibit a willingness to serve diverse groups of persons.*
  - c. *Demonstrate an understanding of how values and culture interact.*
7. **Communication:** Strive to improve both verbal and written communication skills as these skills are used heavily in interactions with clients and peers and also with creating client records.
- a. *Demonstrate assertive communication with peers and instructors.*
  - b. *Practice positive, constructive, respectful, and professional communication skills with peers and instructor: (body language, empathy, listening)*
8. **Social Justice:** Strive to deepen your commitment to social justice for all populations at risk.
- a. *Demonstrate an understanding of how institutional and personal oppression impede the experience of social justice for individuals and groups.*
  - b. *Strive to learn about methods of empowering populations and enhancing social justice at micro, mezzo, and macro levels.*

### **Instructor Class Policies**

All students registered for courses in the Social Work Department are expected to adhere to the responsibilities, and behavior as articulated in both the [Student Handbook](#) and the NASW (National Association of Social Workers) [Code of Ethics](#). An essential feature of these codes is a commitment to maintaining intellectual integrity and academic honesty.

This course requires that work submitted for a grade by students – all discussions, process work, drafts, brainstorming artifacts, final works, etc. – will be generated by the students themselves, working individually or in groups as directed by class assignment instructions. This means that the following constitute violations of academic honesty: a student has another person/entity do the work of any portion of a graded assignment for them, which includes using the work of another student as a template, purchasing work from a company, hiring a person or company to complete an assignment or exam, and/or **using generative AI tools (such as ChatGPT, QuillBot, or any generative AI assistance such as GrammarlyGO, Grammarly Premium, etc.)**.

I use TurnItIn as an initial way to detect and measure AI use and plagiarism and may use additional detection tools if academic dishonesty is indicated or suspected. I have a **zero-tolerance policy for academic dishonesty, cheating, plagiarism, or collusion** and violations will result in substantial penalties including a failing grade (zero) on the assignment with no make-up opportunity and/or a referral to the Dean of Students.

Repeated **accidental or willful cheating, plagiarism, or collusion or use of someone else's words, ideas, or evidence without attribution will be met with a failing grade in the course and a referral to the Dean of Students**, regardless of whether the first occurrence was in this course. If you have any doubts or questions about what constitutes academic misconduct, please do not hesitate to contact me.

**Students are expected to display professional decorum at all times.** This includes, but is not limited to, respecting classmates and the instructor. In this regard, it is expected that students will not hold side conversations, use cell phones, or engage in other types of unprofessional behaviors once class has begun or in relation to the class. Students should prepare appropriately for discussions and refrain from causing disruptions to the class and course discussions.

### **Consequences of Unacceptable Behavior**

The Department of Social Work may terminate a student's participation in the program on the basis of professional non-suitability if the Department's faculty members determine that a student's behavior has constituted a significant violation or pattern of violations of the NASW Code of Ethics, the MSU of Social Work Student Manual, or the MSU Academic Policies and Regulations. Examples of violations that may lead to termination include (but are not limited to) the following:

1. Failure to meet or maintain academic grade point requirements as established by the University and the Social Work program.
2. Academic cheating, lying, or plagiarism (turnitin.com will be used to check the originality of the text).
3. Behavior judged to be in violation of the NASW Code of Ethics.
4. Failure to meet generally accepted standards of professional conduct, personal integrity, or emotional stability requisite for professional practice.
5. Inappropriate or disruptive behavior toward colleagues, faculty, or staff (at the department or in the field placement).
6. Consistent failure to demonstrate effective interpersonal skills necessary



for forming professional relationships (for example, unable to demonstrate nonjudgmental attitude or unable to allow client self-determination).  
7. Documented evidence of criminal activity occurring during the course of study.

### **Desire-to-Learn (D2L)**

Extensive use of the MSU D2L program is a part of this course. Each student is expected to be familiar with this program as it provides a source of communication regarding assignments, examination materials, and general course information. You can log into [D2L](#) through the MSU Homepage. If you experience difficulties, please contact the technicians listed for the program or contact your instructor.

### **Attendance Policy:**

Students are expected to attend all meetings of this class. If unable to attend class, please inform the instructor directly via email before the class start time. If unable to attend class due to an emergency, please inform the instructor as soon as possible. Please note that **for each "uninformed class absence" a 0 will be assigned for the class period participation grade. Coming late to class, inattentive or disruptive behavior during class (including inappropriate cellphone use), and leaving early from class will have an adverse impact on attendance and participation grade.**

Students are allowed **five excused** absences as defined by MSU absence policy. For an absence to be excused the **student must inform the instructor of the reason for the absence** and provide documentation supporting the need for the class absence. Please note that **all absences past five are unexcused**. A **student who has missed eight classes** (including the five excused absences) will **receive a full lower letter grade (10 points)**. **After ten absences the student will be dropped from the class.**

This course has been planned as a fully face-to-face course. The class will meet in its regularly scheduled room on all scheduled class days.

Attending this class via Zoom is available only when pre-approved by the professor. **Communicate with the professor in advance and students attending by Zoom must appear on video for the entire duration of the class. Students are limited to three pre-approved Zoom attendances per semester.**

Authorized absences due to required participation in university-sponsored activities must be approved by the college dean or Athletic Director and the Provost. These absences will not count against the student when the student presents a signed letter to the instructor at least two class days prior to the date of the absence. Only prior notification can guarantee lack of penalty for these absences. It is the responsibility of the student to arrange with the instructor to make up all work missed during an authorized absence. Academically related activities (class field trips, attendance at conferences, etc.) which result in



absences require the cooperation of individual faculty members. Even though such activities are educational in nature, they do not qualify as university-sponsored activities.

### Grading

**Table 1:** Student achievement will be evaluated on the basis of written assignments, class exams, class participation, and class presentation.

Assignments	Due Date	Grading
Pick agency for volunteer hours	9/9	---
Weekly Quizzes	Weekly- Friday at midnight	25%
Days in the Lives of SW Assignment	9/27	10%
Discussion Posts	Poverty Simulation- 10/18 Substance Abuse Quiz- 11/22 Agency Paper Post- 11/25	10%
Agency Hours and Agency Paper	11/25	25%
Agency Presentation	December 2 <sup>nd</sup> , 4 <sup>th</sup> , 6 <sup>th</sup>	25%
Final Exam	December 9 <sup>th</sup>	25%
Attendance	Monday/Wednesday/Friday	15%

**Table 2:** Weighted average will be used to calculate final grade.

Grade	Percentages
A	90 to 100
B	80 to 89
C	70 to 79
D	60 to 69
F	Less than 60

### Social Work Program Grade Policy

A course grade of below a C or an average of below 70% will be considered a failing grade. ***Students must repeat social work courses in which they receive a grade of D or F.***

### Weekly Quizzes

There will be weekly quizzes over the chapters we covered during class in D2L. You will have 30 minutes to complete the quiz in D2L. If a quiz is missed due to an unexcused absence, the student will receive a score of zero (0) for that quiz. If the quiz is missed due to an officially excused absence (documentation must be provided), a make-up will be arranged. These will appear on the Course Schedule in more detail. *The lowest quiz grade will be dropped at the end of the semester.*

## **Days in the Lives of Social Workers assignment**

**Due October 4<sup>th</sup>**: Each student will choose **5 chapters** (career narratives) to read. Answer the questions at the end of the chapter for each of the 5 narratives you have chosen. The paper must be typed (double space) using APA format. Please write each question and then follow the question with the answer. Paper must be submitted in D2L. Please submit a cover page.

### **Discussion Posts**

There are three required discussion posts. Complete the assignment/reading in D2L and post responses to discussion questions. **NOTE**: If a student asks you a question on your post, you should be courteous and answer the question.

- Poverty Simulation - **due 10/18**
- Substance Abuse Quiz - **due 11/22**
- Agency Paper post - **due 11/25**

### **Agency Report Hours/Paper/Presentation**

**Agency Volunteer Hours-20 hours required - due November 25<sup>th</sup>**

Each student will volunteer at a social service agency. A list of possible sites is included with this syllabus.

- a. You are to volunteer for 20 hours.
- b. These 20 hours are to be completed no later than the due date on the course outline.
- c. You must select and confirm your agency by **September 11<sup>th</sup>** and complete the Social Work Agency google form in D2L.
- d. Your supervisor must complete and sign the Agency Volunteer Hours Verification form when you have completed your 20 hours and uploaded into D2L.
- e. You will be dropped one letter grade for not completing the agency report assignment and you will be dropped one letter grade if you do not complete the volunteer hours assignment.

**Agency report assignment- Due November 25<sup>th</sup>**

The paper must be typed in APA format (double spaced). Please write each question and then follow the question with the answer. Question #9 should be very thorough and require some thought. Paper must be submitted in D2L and posted for classmates to read/comment in D2L. **Your paper will not be accepted without verification that you completed the 20 hour volunteer assignment.** Incomplete grades will not be given for late assignments unless there is documented proof of a real emergency, therefore, get your hours completed and your paper finished by the due date.

Answer the following in at least two pages:

1. Name of agency and location
2. Mission/Goals of the agency

3. Describe the agency's purpose, including what population it serves
4. Types of services they provide to the community
5. Eligibility of its clients
6. Sources of funding
7. Where do referrals come from?
8. How does (or could) the agency use research?
9. Please take time to reflect on the information you gathered from your agency and speak to your own career goals.
  - Is this something you would like to do as a social worker?
  - What about the position interests you?
  - What about the position concerns you?

**Agency Presentations – December 2<sup>nd</sup>, 4<sup>th</sup>, 6<sup>th</sup>**

You will present the information from your agency paper to the class. The purpose is to educate your classmates on a variety of social service agencies. You may choose to utilize any type of media (video, powerpoint/slides, [padlet](#), [storyboard](#), [bitmoji scenes](#), [kahoot](#), etc.). Get creative!! The presentations will be conducted during the last week of the semester.

**Final Exam**

**December 9th:** There will be a cumulative, open book final exam at the end of the semester that will be completed in D2L. Final exam will be completed in-person during listed class time. You will have 90 minutes to complete the exam. If the exam is missed due to an unexcused absence, the student will receive a score of zero (0). If the exam is missed due to an officially excused absence (documentation must be provided), a make-up will be arranged. These will appear on the Course Schedule in more detail.

**Course Schedule:**

Changes in the course syllabus, procedure, assignments, and schedule may be made at the discretion of the instructor. There will be guest speakers from local social work agencies throughout the semester.

<b>DATES</b>	<b>TOPICS</b>	<b>CHAPTER</b>	<b>ONLINE ASSIGNMENT</b> <i>Due Fridays @ midnight</i>
August 26 <sup>th</sup> August 28 <sup>th</sup> August 30 <sup>th</sup>	Overview of class and syllabus Introductions	-Review syllabus -Introductions	-no online assignment this week
September 2 <sup>nd</sup> September 4 <sup>th</sup> September 6 <sup>th</sup>	Introduction to Social Work and Social Welfare	Chapter 1	-Chapter 1 Quiz
September 9 <sup>th</sup> September 11 <sup>th</sup> September 13 <sup>th</sup>	Social Work Values and Ethics	Chapter 2	-Chapter 2 Quiz <b>-Complete volunteer agency selection form in D2L by 9/11<sup>th</sup></b>

September 16 <sup>th</sup> September 18 <sup>th</sup> September 20 <sup>th</sup>	Empowerment and Human Diversity The Process of Generalist Practice	Chapter 3 Chapter 4	-Chapter 3 & 4 Quiz
September 23 <sup>rd</sup> September 25 <sup>th</sup> September 27 <sup>th</sup>	Practice Settings	Chapter 5	-Chapter 5 Quiz
September 30 <sup>th</sup> October 2 <sup>nd</sup> October 4 <sup>th</sup>	Social Welfare & Social Work History	Chapter 6	-Chapter 6 Quiz <b>-Days in the Lives of Social Workers assignment due 10/4</b>
October 7 <sup>th</sup> October 9 <sup>th</sup> October 11 <sup>th</sup>	Policy, Policy Analysis, Policy Practice, and Policy Advocacy	Chapter 7	-Chapter 7 Quiz
October 14 <sup>th</sup> October 16 <sup>th</sup> October 18 <sup>th</sup>	Policies and Programs to Combat Poverty/Ruby Payne/Donna Beegle	Chapter 8	-Chapter 8 Quiz <b>-Poverty Simulation 10/18 unless done in class</b>
October 21 <sup>st</sup> October 23 <sup>rd</sup> October 25 <sup>th</sup>	Social Work and Services for Children and Families	Chapter 9	-Chapter 9 Quiz
October 28 <sup>th</sup> October 30 <sup>th</sup> November 1 <sup>st</sup>	Social Work and Services for Older Adults	Chapter 10	-Chapter 10 Quiz
November 4 <sup>th</sup> November 6 <sup>th</sup> November 8 <sup>th</sup>	Social Work and Services for People with Disabilities Social Work and Services in Healthcare	Chapter 11 Chapter 12	-Chapter 11 Quiz -Chapter 12 Quiz
November 11 <sup>th</sup> November 13 <sup>th</sup> November 15 <sup>th</sup>	Social Work and Services in Mental Health	Chapter 13	-Chapter 13 Quiz
November 18 <sup>th</sup> November 20 <sup>th</sup> November 22 <sup>nd</sup>	Social Work and Substance Use, Abuse, and Dependence	Chapter 14	-Chapter 14 Quiz <b>-Substance Abuse Quiz post due 11/22</b>
November 25 <sup>th</sup> November 27 <sup>th</sup> November 29 <sup>th</sup>	Social Work and Services for Youths and in the Schools Social Work and Services in the Criminal Justice System	Chapter 15 Chapter 16	-Chapter 15 Quiz -Chapter 16 Quiz <b>-Agency hours/paper/post paper/discussion due 11/25<sup>th</sup></b>
December 2 <sup>nd</sup> December 4 <sup>th</sup> December 6 <sup>th</sup> <small>last day of class</small>	<i>Agency Presentations</i> <i>Agency Presentations</i> <i>Agency Presentations</i>		
<b>December 9th</b>	<b>- FINAL EXAM 10:30am-12:30pm</b>	<b>cumulative</b>	<b>Open book format</b>

### **Important Dates**

**Last day for term schedule changes:** August 29<sup>th</sup>

**Deadline to file for graduation:** September 23<sup>rd</sup>

**Last Day to drop with a grade of "W:"** October 9<sup>th</sup>

Refer to: [Drops, Withdrawals & Void](#)