

**Iowa College Student Aid Commission**  
**October 20, 2011**



# IOWA COLLEGE STUDENT AID COMMISSION

## Guiding Statements

### Our Mission

We advocate for, and provide a continuum of services to support, Iowa students and families as they explore and finance educational opportunities beyond high school.

### Our Motto

Your Financial Aid Connection.

### Our Vision

All Iowans can achieve an education beyond high school.

### Our Guiding Principles

***We believe in the value of education and our commitment is to:***

- Put students first.
- Uphold the public trust.
- Develop and empower a motivated, compassionate, and professional team.
- Create and nurture internal and external partnerships that benefit our customers.
- Provide services to our customers that exceed expectations and address their changing needs.
- Respect and honor the dignity of each other and all those we serve.

IOWA COLLEGE STUDENT AID COMMISSION

A G E N D A

October 20, 2011

2:00 PM

Iowa College Student Aid Commission

Telephone Conference Call

Call-In Number: (866)685-1580

Conference Code: 5152423340

- \* 1. Postsecondary Registration.....Tab A ..... Small
  - University of Southern California
- 2. Adjourn

\* Indicates Action Item

Upcoming Meetings:

Unless otherwise indicated, meetings will begin at 10:00 a.m. and conclude by 2:00 p.m.

November 18, 2011

January 20, 2012

March 16, 2012

May 18, 2012

## IOWA COLLEGE STUDENT AID COMMISSION

### University of Southern California Application for Postsecondary Registration in Iowa Special Teleconference Meeting October 2011

#### **RECOMMENDED ACTION:**

***Approve the University of Southern California's application for postsecondary registration in Iowa with a waiver of the administrative rule requirement for a full-time Iowa resident faculty member or program coordinator.***

#### **Registration Purpose**

Iowa Code Section 261B.3 requires registration with the Commission for "a school that maintains or conducts one or more courses of instruction including courses of instruction by correspondence or other distance delivery method, offered in this state..." Commission staff implemented a policy of requiring an out-of-state school that offers a course of instruction via distance delivery to register in Iowa if some aspect of the school's distance education programs or its operations relative to distance education programs occurs at a location in Iowa. This could occur when a school's distance education program requires a student to complete, for example, a clinical, practicum, or externship that the student is permitted to fulfill at a location in Iowa, or when the school conducts recruiting activities for its distance education programs at a physical location in Iowa or employs instructors in its distance education programs that work for the school remotely from a physical location in Iowa.

USC seeks to offer a graduate degree program in Iowa via distance education. Under the Commission's current policy regarding distance education providers, staff required the University to register for the following reasons:

- A distance education program that USC desires to offer in Iowa requires a student to participate in field education (i.e., a practicum) that, for an Iowan, will occur at a location in Iowa.

#### **Background**

USC is a private, non-profit institution that operates its main campus at University Park Campus, Los Angeles, CA 90089. The chief executive officer of the USC School of Social Work is R. Paul Maiden, 214 Montgomery Ross Fisher Building M/C 0411, Los Angeles CA 90089. USC is registered with the Iowa Secretary of State to conduct business in Iowa. Its registered agent is Corporation Service Company, 505 5<sup>th</sup> Avenue, Suite 729, Des Moines, IA 50309.

USC provided documentation of its accreditation by the Western Association of Schools and Colleges (WASC), and approval of the online program it wishes to offer in Iowa by the WASC.

#### **Programs Offered In Iowa**

At this time, USC wishes to initiate the offering in Iowa of a single program – the Master of Social Work. The program currently offers four concentrations: (1) Community Organization, Planning,

and Administration (COPA) Concentration with optional sub-concentrations in Working With Older Adults or Public Child Welfare, (2) Family and Children's Concentration with optional sub-concentrations Public Child Welfare or School Social Work & Pupil Personnel Services, (3) Mental Health Concentration with optional sub-concentrations in Working With Older Adults, School Social Work & Pupil Personnel Services, or Mental Illness Recovery, and (4) Work & Life Concentration in Military Social Work and Veteran Services. USC will launch the fifth concentration, Health Concentration, in late 2012 or early 2013.

Program costs, including fees and books, are \$89,905.

While the primary delivery method for each of the programs listed above is online, students enrolled in the Master of Social Work program must complete 1,050 hours of field education. USC provides information on its website <http://msw.usc.edu/wp-content/uploads/MSW@USC-Field-Agency-Benefits.pdf> about criteria it uses to consider field education sites, and criteria it uses to consider field instructors <http://msw.usc.edu/wp-content/uploads/MSW@USC-Become-a-Field-Instructor.pdf>. Sites may include a social service agency, governmental entity, school, hospital, or business. Field instructors must possess a Master's degree in Social Work from an accredited school of social work and have 2-3 years experience. Students must either complete field work under the supervision of an instructor at the student's field education site, or USC will work with a field education site to identify an external field instructor who will work collaboratively with a field education site supervisor to develop appropriate goals and evaluate the student's progress.

Iowa administrative rules (Chapter 280, Licensure of Social Workers) require a practicing social worker to be licensed. Section 280.5 of these administrative rules require an applicant for a license as a master level social worker to present evidence that he or she possesses a master's degree in social work from either a college or university approved by the Board, or a college or university accredited by the Council on Social Work Education at the time of graduation. USC presented documentation that its Master of Work Program has been approved by the Council on Social Work Education.

USC may seek a later amendment to its registration in Iowa to offer its Master of Education and its Masters of Arts in Teaching program, after the University secures the approval of the Iowa Board of Education for this licensure program as required by Iowa Code Section 261B.3A, subsection 2.

### **Registration Compliance**

As required by Iowa Code Section 261B.4, USC disclosed its policy on refunding tuition charges for withdrawn students. The policy is located in the USC Catalog. The school's specific tuition refund policy is not a criterion for registration.

USC affirms its willingness to comply with the requirements of Iowa Code Chapter 261.9, as stipulated by Iowa Code Section 261B.4(8). Chapter 261.9 requires disclosure to students of information about the school's programs, charges, tuition refund policies, whether a certificate or diploma awarded by the school is applicable toward a degree program the school offers, and the identity of the school's accrediting agency. These disclosures are duplicative of the federal Department of Education's student consumer information disclosure requirements for a school that participates in the federal student aid programs and are provided in the USC Catalog.

USC states in its application that it will make available any disclosure statements required by the State of Iowa on its School of Social Work legal page at <http://msw.usc.edu/legal/required-state-disclosures/>

Administrative rules specifically require the school to comply with the requirements of Chapter 261.9(1) "e" through "h". (Note: Iowa Code Chapter 261.9(1)(h) does not exist.)

- Iowa Code Section 261.9(1)(e) requires a school to maintain and disseminate a drug and alcohol abuse policy that includes sanctions for violation of the school's policy and information about the availability of drug or alcohol counseling or rehabilitation. Iowa Code Section 261.9(1)(f) requires a school to maintain and disseminate a sexual abuse policy that includes information about counseling opportunities and reporting instances of sexual abuse to school officials and law enforcement. These requirements duplicate policies and disclosures required by the federal Department of Education for a school that participates in the federal student aid programs. USC's sexual assault policy is located in its Annual Crime and Fire Safety Report for 2010 at <http://capsnet.usc.edu/DPS/ASR/documents/AnnualFireSafetyReport2010.pdf> Its drug and alcohol prevention policies and resources are located on site devoted to the University's drug free policy at <http://sait.usc.edu/DrugFree/>

Iowa Code Section 261.9(1)(g) requires a school to maintain a special policy concerning institutional charges for members of the Iowa National Guard or reserve members of the U.S. Armed Forces, or the spouse of such a member if the member has a dependent child, when the service member or spouse must withdraw from the school because the service member has been called to active (Iowa) state or federal military duty or service. USC will disclose on its required state disclosures page <http://msw.usc.edu/legal/required-state-disclosures/> the following: "The University of Southern California Master of Social Work degree program will abide by the Iowa Code Section 261.9(1)(g) which provides options for refund of tuition and mandatory fees for an Iowan who is deployed." Further, the University will disclose the policy required by Iowa Code Section 261.9(1)(g) to a self-disclosed Iowa resident applicant to the Master of Social Work program through the student's electronic enrollment agreement packet. USC automated enrollment packaging process permits its system to automatically select and include the military withdrawal policy disclosure page to a student admitted to the Master of Social Work program who disclosed an address in the state of Iowa.

USC discloses in its application its procedures for preserving student records, following guidelines for student records retention established by the California Postsecondary Education Commissions and the best practices adopted by the American Association of College Registrars and Admissions Officers. In the highly unlikely event that the University was to cease operations, student records would be transferred to another California institution of high education selected in consultation with California's Postsecondary Education Commission.

The following information is to be used by students and graduates who seek transcript information:

Jim Fiegart  
Suite 106  
Transcript Department  
University of Southern California Building JHH  
Los Angeles, CA 90089-912

USC affirms that it will comply with the provisions of Iowa Code Section 261B.7, which states, "Neither a school nor its officials or employees shall advertise or represent that the school is approved or accredited by the commission or the state of Iowa *nor shall it use the registration as a reference in promotional materials.*" Commission staff believes that, provided a school does not claim "approval" or "accreditation," the school serves the public's interests if it discloses that it is registered with the Commission, and provides contact information for the Commission to whom Iowa residents may direct inquiries or express concerns about the school. Staff requests that the Commission permit this limited disclosure under these conditions.

USC complied with the following additional administrative rule requirements for a registration applicant:

- The University submitted the report of an independent auditing firm, PricewaterhouseCoopers dated September 30, 2010, for the fiscal years ending June 30, 2010. The auditing firm expressed its opinion that the financial statements of USC present fairly, in all material respects, the school's financial position.

A private non-profit school that participates in the federal student aid programs must maintain a composite score, based on a three factor financial responsibility ratio, of at least 1.5 in order to be determined "financially responsible." In the PricewaterhouseCoopers audit report, staff did not find that the auditing firm reported or tested its composite score. The most recent composite score available from the federal Department of Education for the University is for school fiscal years that ended on June 30, 2009; the University's composite score was 2.2.

- USC discloses in its application how it provides students with access to learning resources in two primary ways. The first is for primary course material. Rather than use hard copy readers, faculty will provide references for materials via the syllabus. Through the off-campus library portal, any student may then access those materials at no cost. USC has tested accessibility and is confident that there are few, if any materials the USC library will not have access to. USC has more than 65,000 periodicals, journals and resources available online for students to access. In addition, there are over 700 databases available online. When a faculty member provides a syllabus to the library, the library will attempt to obtain resources for the course in an online format.

All students enrolled in an online USC program may check out books through the USC UPS mail services. Remote access to all USC-subscribed databases is available to distance education students and faculty. The USC Iliad service offers instant document delivery through e-mail and interlibrary loan services to distance education students and faculty.

Additionally, distance education students and faculty have access to 24/7 reference assistance through the USC Ask-A-Librarian service at [www.usc.edu/libraries/services/ask\\_a\\_librarian](http://www.usc.edu/libraries/services/ask_a_librarian). This service provides professional reference assistance to students, faculty, and staff. Patrons receive expert answers via phone, e-mail, online chat sessions or in person.

- USC provides faculty profiles on its online Master of Social Work web page that are sufficient to determine that it employs individuals who have degrees, special training, experience, or other accomplishments that qualify them for their assignments. Of the fifteen faculty profiles staff reviewed, all fifteen faculty possess at least a master's degree. Many faculty hold a Master's degree in social work. The majority of faculty have a doctoral level degree. With one exception, all faculty are experienced mental health counselors, social workers, or child protective service workers. The exception is a faculty member who holds a Juris Doctor degree and who teaches the public policy course to Master of Social Work candidates.
- USC discloses on the application its methodology for developing and evaluating curriculum through a Curriculum Monitoring Structure (CMS) consisting of a series of summative assessments completed by and/or about students, faculty, administration and other key informants/stakeholders. When combined, these assessments are used to measure the implementation and outcomes of each academic program goal and objective, and ultimately to evaluate the extent to which graduates have actually achieved the expected learning outcomes (i.e., competencies) addressed by the goals and objectives. Additionally, the CMS contains multiple formative assessments used to collect information about how students experience the MSW program and the school, and how they progress through the program. In order to identify possible explanations for summative assessment findings, the CMS also evaluates program characteristics (e.g., program implementation, consistency in course delivery, and fidelity of courses and the program), student characteristics, and instructor characteristics and performance. The CMS is anchored to and driven by the goals and objectives of the program and by the professional learning competencies each goal and objective is designed to address. There are four educational objectives that drive curriculum development delivery in the first year of the MSW to produce students who:
  - Demonstrate practice guided by values and ethics of the social work professions, building on social work history and are grounded in theoretical and empirical knowledge
  - Demonstrate understanding and respect for diversity and ability to effectively work with and across diverse client populations and systems
  - Utilize critical thinking and an informed and scientific approach in all aspects and phases of social work practice and evaluation while beginning a course of lifelong learning
  - Analyze and apply strategies of policy advocacy and social change that advance social and economic justice

Four additional objectives drive advanced practice curriculum:

- Develop, deliver, and evaluate services and supports within an area of advanced professional practice that respond to problems common in complex, diverse, urban settings
- Work effectively with diverse populations, across disciplines and theoretical orientations and within multiple arenas in an area of advanced professional practice
- Anticipate and respond to emerging social issues, within local, national, and global contexts

- Develop leadership skills to motivate, influence, and direct others in the achievement of professional goals in an area of advanced practice
- USC provided a signed statement from R. Paul Maiden, Director of the USC School of Social Work stating the University's full commitment to offering high quality online programs to students in the State of Iowa. Dr. Maiden states that USC's success in developing quality distance education programs with the same expectations, faculty, and degrees as are offered in the on-campus programs is something that the University takes seriously for the good of both the USC brand and students who choose to study with USC. Dr. Maiden states that the USC School of Social Work is excited about the opportunity to enroll students in Iowa. In the unlikely event that the MSW program needed to be phased out, the web platform, resources, and delivery methods for the program would be available until degree completion so long as the student continues to progress within the University's deadlines for time to degree. Advising, counseling, and student support for students affected by the close of the program would be conducted by our academic and student support advisors to ensure that each student has an individual degree completion plan and time line.
- USC discloses its process for addressing student complaints in its Catalog and online at <http://scampus.usc.edu/student-grievance-procedures/> . These procedures cover students who believe they have been subjected to inappropriate conduct by a USC representative acting in or outside his or her role at the University. Students who believe they have been subjected to sexual harassment or discrimination should contact the USC Office of Equity and Diversity. The University's policy on sexual harassment and discrimination is found online at <http://scampus.usc.edu/sexual-harassment/>. Students who have disputes about grades and academic evaluations may follow procedures outlined at <http://scampus.usc.edu/academic-policies/#evaluationprocedures>. General university policy regarding disputed academic evaluations entitles a student to two levels of formal appeal after review by the instructor. In general, the two levels of appeal beyond the instructor are either the department chair and the school dean, or the school dean and the provost's office. All grade appeals must be brought no later than the end of the semester following the semester for which the student received the disputed grade.

*Full-Time Iowa Resident Faculty Member or Program Coordinator:* USC does not comply with the requirement of Iowa administrative rules to employ a full-time Iowa resident faculty member or program coordinator. Currently, USC has no plans to employ an Iowa-resident faculty member. As the Director of the USC School of Social Work indicated in his commitment letter to the Commission, USC intends to utilize the same on-campus program faculty to provide instruction in its online programs. Consistent with the authority the Commission granted staff during its March 2011 meeting, staff recommend that the Commission waive the full-time Iowa resident faculty member requirement, given that the University seeks approval to provide postsecondary educational programs in Iowa via distance education.

## **Verifications**

- The federal Department of Education reports that USC is currently accredited by WASC, a regional accrediting agency that is recognized by the federal Department of Education.
- WASC acknowledges USC's online Master of Social Work program in the University's statement of affiliation status.

- The Council on Social Work Education reports that USC's Master of Social Work program is approved. This approval is required by Iowa administrative rule in order for an Iowan to qualify for licensure as a master level social worker.
- Contact with Tony Alden, Board Executive with the Iowa Board of Social Work indicates the state of Iowa's law and rules have no expectations of USC's program as it relates to licensure in Iowa, except approval by the Council on Social Work Education (see above). USC is not required to seek the explicit approval of the Iowa Board of Social Work.
- The federal Department of Education reports that USC is not subject to a limitation, suspension, or termination of its eligibility to participate in the federal student aid programs.
- USC has an active Certificate of Authorization to transact business in Iowa as a foreign, non-profit entity, corporation #383884, filed July 20, 2009.

### **Additional Information**

USC disclosed the following additional information as required by the registration application. These data are provided for informational purposes only; they do not relate to registration criteria under Iowa Code or administrative rules.

- Federal Stafford Loan Cohort Default Rate (FFY 2008): 1.3%
  - FFY 2008 national average cohort default rate: 7%
- Graduation rate (percentage of first-time, full-time undergraduate students who graduated within 150% of the normal time for program completion): 88%
- Average loan debt of USC MSW on-campus graduating class of 2010 (USC has no on-line program graduates to date): \$83,012.

### **Compliance with Iowa Code Chapter 714**

#### *Section 714.18 – Evidence of Financial Responsibility*

As an addendum to its registration application, USC filed sufficient evidence of financial responsibility under Iowa Code, including documentation of an instructional school bond in the amount of \$50,000 payable to the State of Iowa and issued by Travelers Casualty and Surety Company of America.

#### *Section 714.23 – State Tuition Refund Policy*

USC is exempt from Iowa Code Section 714.23 because of its non-profit status.

# USC | School of Social Work

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September 22, 2011

Mary Smith  
123 AnyStreet  
Ames, IA 50010

Dear Mary,

Congratulations on your admission to the School of Social Work at the University of Southern California. Your application has been favorably reviewed and your admission is to the **Full-Time** Master of Social Work program, pending university approval by the USC Graduate Office of Admissions. As an incoming MSW@USC student through the Virtual Academic Center (VAC), we welcome you to the Trojan Family! We are excited that you will have the opportunity to achieve your educational and professional aspirations through a highly interactive web-based learning platform.

The launch of our new MSW@USC program through our Virtual Academic Center represents a bold new chapter in our school's long history. USC is the first among top-ranked universities to offer its highly regarded Master of Social Work degree online.

Choosing to pursue your master's degree is an important decision – and even more so when it's from a distance. We appreciate your confidence in us to provide an intellectually stimulating academic experience you can share with like-minded professors and peers in a collaborative, inspirational environment.

Your application demonstrates significant accomplishments, contributions and talents. We believe students like you will thrive in this new highly interactive, technologically innovative setting, and encourage you to take full advantage of the opportunities that await you. The Virtual Academic Center may offer you a different set of learning tools on your educational journey, but the school's mission to nurture your intellectual, professional and personal development remains the same.

## Enrollment Confirmation Form/Commitment deposit

In order for us to prepare your place in the upcoming class, please complete and sign the attached enrollment confirmation form and submit your non-refundable commitment deposit of \$280 by **September 27, 2011**. This payment secures your place in the upcoming USC School of Social Work's Virtual Academic Center's class and provides the required malpractice insurance coverage for field placement. This deposit will be applied to your first tuition bill.

Please note that your admission is based on the program, program length and center location indicated on this letter. Any request to update your admission status, such as switching program lengths or location, must be reviewed and approved in advance by the School of Social Work's Office of Admissions.

### Financial Aid/Scholarships

The School of Social Work offers scholarships for full-time students enrolled in at least 8 units or more. Part-time students will be eligible to apply for scholarships in their third semester as a continuing student based on good academic standing. We will notify you soon if you have been selected for a School of Social Work scholarship.

The USC Financial Aid Office determines your financial aid package. Please be informed that your financial aid package may be revised in the event you receive other student-based awards or other significant changes in your status that may be brought about e.g., employment, enrollment, and appeal process, etc. Official notification of any revisions will be sent directly to you from the USC Financial Aid Office. It is important that you check your USC email address for any updates pertaining to your financial aid. You will receive your USC email address 24-48 hours after you have certified online your intent to enroll form.

### Orientation/Registration

In the next few days, you will receive information regarding orientation and registration and further notification of your admission and pertinent conditions from the USC Graduate Office of Admission. MSW classes start on **Monday, November 28, 2011** and you will begin the academic year with a Community Immersion experience in your first semester. This immersion into a community is an important component of your MSW program and is part of your SOWK 534 Policy and Practice in Social Service Organizations course. More details regarding Community Immersion will be sent to you soon.

Registration is based on first-come, first serve and it is important that you register early. Classes fill up quickly and you want to be assured of getting the classes you need.

### Matriculating Through the Program

The University of Southern California Graduate School requires that all graduate students maintain a cumulative 3.0 grade point average. Though a 'C' is a passing grade, it is not considered an acceptable grade to maintain good academic standing in a graduate program. In the event a student's grade point average falls below a 3.0 GPA, the student will be placed on academic probation and is subject to a reduction in course load until able to demonstrate satisfactory academic progress.

Our very best wishes to you for a successful graduate school experience. We look forward to seeing you in cyberspace.

Sincerely,

A handwritten signature in blue ink, appearing to read "Janine Braun".

Janine M. Braun, EMBA, M.Ed.  
Director, Admissions and Financial Aid

A handwritten signature in black ink, appearing to read "June Wiley".

June Wiley, Ph.D.  
Director, Virtual Academic Center

# USC | School of Social Work

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September 22, 2011

Mary Smith  
123 AnyStreet  
Ames, IA 50010

Dear Mary,

Congratulations on your admission to the Master of Social Work program and welcome to the Trojan family. In order to receive your financial aid and register for classes, there are a few more steps the university requires that all incoming graduate students complete.

- 1. Complete Intent to Enroll Forms-** Certify your intent to enroll by clicking on the link below to complete this form: <https://camel.usc.edu/AdmGradCertification/Default.aspx>
- 2. Set-up Your USC Email Address-** Once you have completed your intent to enroll certification, you need to create your USC email account. To activate, go to <http://www.usc.edu/firstlogin>. Select the first option, **“Please check here if you are a student or an ITS staff member”**. It takes roughly 48 hours for USC's Information Technology Services (ITS) to create your email account. Do not wait to create your USC email, as all communication from the university will be sent to this address, including your financial aid notification. Please check your USC email account regularly; as it is the only way you will receive information and updates from the university.
- 3. Financial Aid-** Double check your financial aid package to ensure you have submitted all of your documents to USC's Financial Aid Office. To check on your status, click here [http://www.usc.edu/admission/fa/my\\_fa/](http://www.usc.edu/admission/fa/my_fa/) and to go to "My Financial Aid and Documents" tab on the Financial Aid Office's website. Remember to complete Entrance Loan counseling and sign your master promissory note for your loan as well. If you wish to speak with a Financial Aid Counselor, call 213-740-1111 between 9:00 and 5:00 PST, Monday through Friday.

If you encounter any problems during these processes, please call ITS at 213-740-5555.

Regards,

A handwritten signature in blue ink, consisting of a large, stylized 'J' followed by a smaller 'F' and a long, thin horizontal stroke extending to the right.

Julian Farmer  
Director, Virtual Academic Center Recruiting

# USC | School of Social Work

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September 22, 2011

Mary Smith  
5555-5555-55

Dear Mary Smith,

Congratulations on your admission to the MSW@USC program at the USC School of Social Work's Virtual Academic Center. This letter aims to provide you with information on how to secure academic accommodations for disabilities if needed.

Students with disabilities are responsible for contacting Disability Services and Programs (DSP) in order to receive services. Academic accommodations may be granted on an individual basis by DSP and are based upon review of the appropriate documentation (as approved by DSP). DSP provides supportive services to enable students with disabilities to develop their academic potential, while having the dignity of working toward an independent lifestyle. Services for students with physical, psychological and learning disabilities include, however, are not limited to:

- Assistance in providing readers, scribes, note-takers and interpreters
- Advocacy with faculty
- Special accommodations for test-taking needs
- Auxiliary aid and equipment loans
- Assistance with architectural barriers
- Information on accessible seating at USC sporting events
- Assistive technology
- Support for individual needs
- Information on various disabilities

Please register via the Disability Services and Programs website at [www.usc.edu/disability](http://www.usc.edu/disability). You may also call (213) 740-0776 or email at [ability@usc.edu](mailto:ability@usc.edu). In the event a letter of accommodation is provided by DSP, you are required to submit a copy of the letter to Dr. Suh Chen Hsiao (Director of Student Affairs), your Academic Advisor, and to each of your course instructors. To ensure your success in the program, we encourage you to contact Dr. June Wiley, Director of the Virtual Academic Center at [june.wiley@usc.edu](mailto:june.wiley@usc.edu) and she will provide you with your Academic Advisor's contact information.

We wish you much success in your academic endeavors. Please do not hesitate to contact us if you have any questions or concerns.

Sincerely,



Janine M. Braun, EMBA & M.Ed.  
Director, Admissions and Financial Aid



Suh Chen Hsiao, MSW, LCSW  
Director, Student Affairs

# USC | School of Social Work

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September 22, 2011

Mary Smith  
5555-5555-55

Dear Mary,

The University of Southern California, and the School of Social Work, are committed to supporting and honoring public service.

In keeping with these tenets, the University of Southern California Master of Social Work degree program will abide by the Iowa Code Section 261.9(1)(g) providing any registered student who is an Iowa resident and who is a member, or spouse of a member if the member has a dependent child, of the Iowa National Guard or reserves forces of the United States and who is ordered to Iowa state military service or federal service or duty, the right to either:

1. Withdraw from the student's entire registration and receive a full refund of tuition and mandatory fees for the courses in which the student is currently enrolled at the time of the request to withdraw;
2. Make arrangements with the student's instructors for course grades, or for incompletes that shall be completed by the student at a later date. If such arrangements are made, the student's registration shall remain intact and tuition and mandatory fees shall be assessed for the courses in full; or
3. Make arrangements with only some of the student's instructors for grades, or for incompletes that shall be completed by the student at a later date. If such arrangements are made, the registration for those courses shall remain intact and tuition and mandatory fees shall be assessed for those courses. Any course for which arrangements cannot be made for grades or incompletes shall be considered dropped and the tuition and mandatory fees for the course refunded

# USC | School of Social Work

Welcome to the School of Social Work! Please complete and return this form to indicate your intent to enroll in November 2011.

Please keep us informed of your current contact information. We will use this to keep you updated on new student orientation, registration, and field education placements (for full-time students only). The School of Social Work prefers email as the primary means of communication for students.

<u>Smith, Mary</u>		<u>5555-5555-55</u>
Last Name, First Name	Middle Initial	USC ID
<u>123 AnyStreet</u>		<u></u>
Address		Phone Number
<u>Ames,</u>	<u>IA</u>	<u>50010</u>
City	State	Zip Code
<u>zpayne+test1@2tor.com</u>		
Email Address		

Please choose one option:

- I plan to enroll in November 2011
- Please complete and electronically sign this form. Log onto <https://apply.socialwork.usc.edu/deposit> to submit your non-refundable \$280 commitment deposit. This payment will secure your place in the upcoming USC School of Social Work's Virtual Academic Center's class, and provides the required malpractice insurance coverage for field placement. This deposit will be applied to your first tuition bill.
  - Please indicate if you have any illness, physical limitation or learning disability that may require special arrangements for your educational needs or field education experience.

I would like to defer my admission to the USC School of Social Work until January, 2012.

- As a deferred student, your admission is guaranteed for the next year. We will contact you to update your file's preferred start date. Please let us know if your contact information changes between now and then.

I will not be attending the USC School of Social Work.

- Please provide us with more information on the second page of this form.

For all applicants: The School of Social Work continually strives to improve the quality of its programs and services. You may use the following space to provide feedback on your experience throughout the admissions process. This section is optional.

If you have decided not to attend the USC School of Social Work, please complete the following section to let us know your future plans. As stated previously, we will consider your input when enhancing our programs and services. We appreciate sincere, candid comments.

I have decided not to attend graduate school.

I have decided to attend another institution:

Name of Institution:

Program/School:

Specialization/Area of Concentration:

Reasons (please check all that apply):

Geographically more desirable

Program and/or curriculum more desirable

Received a more timely admission decision from another institution

Received a more timely and/or more desirable financial aid package from another institution

Area of concentration/specialization not offered at USC

Other (please be specific):

**I have read and understand the information presented in this packet.**

DocuSigned by:  
*Mary Smith*  
19481AB69993437...

9/22/2011

Signature

Date

***Thank you!***



**[IowaCollegeAid.gov](http://IowaCollegeAid.gov)**  
Your Financial Aid Connection

