



# Social Work

UNIVERSITY OF COLORADO  
**COLORADO SPRINGS**

## **Bachelor of Social Work Student Handbook**

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**2020-2021**

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# 1. INTRODUCTION

## **Purpose of the BSW Student Handbook**

Welcome to the Bachelor of Social Work (BSW) program at the University of Colorado Colorado Springs (UCCS) School of Public Affairs! This handbook will acquaint you with the policies and procedures of the School of Public Affairs (SPA) and facilitate your progress toward applying for the program and earning the degree of Bachelor of Social Work. Please read this handbook carefully and consult your faculty advisor with any questions. It is the responsibility of the student to be familiar with the School of Public Affairs Academic Policies. All students are bound by these requirements as stated in the UCCS Academic Catalog and expanded upon in this handbook.

Please be aware that the policies and procedures described here are subject to change and can be affected by changes in the policies of UCCS and the Social Work Program. Check the [Academic Catalog](#) and [Social Work](#) website for the most up-to-date information.

## **The School of Public Affairs**

The UCCS BSW program is housed within the School of Public Affairs (SPA), which is a dynamic learning community serving those who seek to make a difference in the public sector. Degrees offered by the School of Public Affairs include the Bachelor of Social Work, Master of Social Work, Bachelor of Arts in Criminal Justice, Master of Criminal Justice, and Master of Public Administration. Our programs emphasize critical thinking and analytical skills necessary for leading and managing effectively in a diverse society. Our graduates are prepared to innovate in the complex world in which we live.

SPA students can also pursue a more limited course of study, earning an undergraduate certificate in Homeland Security or a graduate certificate in Public Management; Nonprofit Management; Criminal Justice; Homeland Security and Emergency Management Leadership; National Security Intelligence; or Grant Writing, Management, and Program Evaluation. Many of these may be earned in conjunction with the degree.

The SPA faculty and staff believes every one of our stakeholders (students, faculty, staff, alumni, the CU system and communities throughout Southern Colorado and beyond) can play a part in transforming our world. Our stakeholders bring their passions, goals, and eagerness to engage. We provide a collaborative environment and an extraordinary combination of rigorous academics, relevant research, practical application, and partnership networks that create the knowledge, skills, experience, and connections needed to create significant impact.

A unique balance of theory and real-world application is delivered not only through curriculum and class interaction, it is also represented by the make-up of carefully chosen faculty and staff as well as through SPA partnerships to stay on the cutting edge of the industries for which it supplies leaders. SPA takes an integrated approach connecting all of its programs under the

Public Affairs umbrella including public administration and public service, public finance, public and nonprofit management, social and public policy, criminology and criminal justice, ethics and leadership, and homeland security and defense. With the addition of Social Work, we also provide quality graduate and undergraduate social work education.

Together the SPA disciplines are poised to deliver knowledge, research, and leaders ready and able to create significant impacts that ensure a resilient community and world. Social Work is proud to be included under the SPA umbrella.

### **School of Public Affairs Mission Statement**

The mission of the UCCS School of Public Affairs is to improve the quality of life for people and their communities, here and abroad, through collaborative governance, public service innovation, community engagement, and research.

To accomplish this mission, we strive to

- Improve the quality of public, nonprofit, criminal justice, and national security systems.
- Educate leaders to meet societal challenges with compassion, vision, analytic rigor, and practicality.
- Foster critical thinking and decision-making, effective and confident communication, creative problem-solving, knowledge management, and global citizenship.
- Create, build, and maintain connections with current, past and future students and all the communities we serve.
- Ground our decisions and actions in integrity, diversity, collaboration, and excellence.
- Support and model civil public discourse, citizenship, responsibility, and respect.

### **Bachelor of Social Work Program Mission Statement**

The mission the baccalaureate social work program is to exemplify the social work core values in preparing students for ethical and competent entry level generalist practice across multiple populations at micro, mezzo, and macro levels of practice.

To accomplish this mission, we strive to meet the following goals:

- Educate bachelor level social workers with knowledge, values, and skills necessary for ethical and competent practice across multiple populations with a focus on diversity and difference (competency 1 & 2)
- Engage students in a process of practice-informed research and research-informed practice (competency 4 & 7)
- Prepare students to provide regional leadership in the development and implementation of policies, programs, and services that support human rights and social, economic, and environmental justice (competency 5 & 3)
- Develop social worker who exemplify a commitment to the social work core values while engaging, intervening, and evaluating practice with individuals, families, groups, organizations, and communities (competency 6, 8 & 9)

## **The BSW Degree**

The Bachelor of Social Work (BSW) prepares graduates for professional and ethical Generalist Social Work Practice. An emphasis is placed on preparing entry-level social workers who are able to can work across all client systems at the micro, mezzo, and macro levels. The curriculum trains social workers to promote human rights and individual, community, and global well-being by practicing in complex, diverse, and dynamic settings and environments.

Social work is a hands-on profession that strives to help individuals, families, groups, and communities deal with a diverse set of problems. Our BSW curriculum highlights commitment to respect all people, the importance of enhancing service to vulnerable populations, and the need to promote social and economic justice. The BSW program prepares graduates for ethical and competent practice across multiple populations throughout all levels of professional practice.

The Bachelor of Social Work exemplifies the social work core values in preparing students for ethical and competent entry-level generalist practice across multiple populations at micro, mezzo, and macro levels of practice.

Our experienced faculty members are practitioners and nationally recognized researchers committed to student excellence through a friendly and inviting culture of scholarship.

The UCCS Social Work curriculum is designed to train social workers to help individuals and communities face and solve diverse challenges. Our graduates are prepared for careers as baccalaureate level, generalist social workers who are able to help individuals, families, groups, and communities enhance, restore and create conditions favorable to social functioning. They fuel success for the regional social service needs of today and tomorrow.

## **Administration**

The BSW program director is the key administrative officer for the program and serves as the central contact for questions regarding BSW policies. The Social Work Committee provides faculty governance and guides the program. It is comprised of the Social Work Department Chair, the MSW program Director, BSW program director and BSW faculty and the Social Work staff. Additional input on the BSW program is provided by the Social Work Advisory Board.

The Social Work recruitment and retention specialist provides information on applying to the program, registration and related issues, and also serves as an advisor for students concerning basic degree planning. Students are assigned a faculty advisor upon acceptance into the program for professional and academic guidance throughout the program. The faculty advisor can provide valuable guidance on career planning, educational progression, and individual course options.

## **Accreditation**

The UCCS BSW program is currently in Pre-Candidacy for Accreditation by the Council on Social Work Education's Commission on Accreditation.



Pre-Candidacy for a baccalaureate or master's social work program by the Council on Social Work Education's Commission on Accreditation indicates that it has submitted an application to be reviewed for Candidacy. A program that has attained Pre-Candidacy has not yet been reviewed by the Commission on Accreditation or been verified to be in compliance with the Educational Policy and Accreditation Standards. The Council on Social Work Education does not publicly disclose whether programs have currently attained Pre-Candidacy Status until they are granted Candidacy.

Students who enter the program while it is still in Pre-Candidacy will not be recognized as attending a program in Candidacy unless the program attains Candidacy in the academic year in which those students enter. The Candidacy Process is typically a three-year process and there is no guarantee that a program in Pre-Candidacy will eventually attain Candidacy or Initial Accreditation. Students who enter programs that attain Candidacy on or before the academic year in which they begin their program of study will be retroactively recognized as having graduated from a CSWE-accredited program once the program attains Initial Accreditation. Candidacy by the Council on Social Work Education's Commission on Accreditation applies to all program sites and program delivery methods of an accredited program. Accreditation provides reasonable assurance about the quality of the program and the competence of students graduating from the program.

For more information about social work accreditation, you may [contact Accreditation](#).

### **Competency-Based Education**

Social Work education relies on competency-based education. "Social work competence is the ability to integrate and apply social work knowledge, values, and skills to practice situations in a purposeful, intentional, and professional manner to promote human and community well-being" (CSWE, 2015, p. 6). To this end, students in the BSW program work to attain the following 9 competencies, which are required by CSWE for all social work programs:

1. Demonstrate Ethical and Professional Behavior
2. Engage Diversity and Difference in Practice
3. Advance Human Rights and Social, Economic, and Environmental Justice
4. Engage in Practice-informed Research and Research-informed Practice
5. Engage in Policy Practice
6. Engage with Individuals, Families, Groups, Organizations, and Communities
7. Assess Individuals, Families, Groups, Organizations, and Communities
8. Intervene with Individuals, Families, Groups, Organizations, and Communities
9. Evaluate Practice with Individuals, Families, Groups, Organizations, and Communities

## 2. APPLICATION AND ADMISSION

### Admission Calendar

Students may declare social work as their major at any time following admission to the University however declaration of the social work major does not guarantee admission into the BSW program. Generally, first- and second-year Social Work Majors complete general education requirements and lower-division social work courses.

Students may apply to the School of Public Affairs and to the BSW program in the Fall, Spring or summer terms. Admission to the BSW program occurs on a rolling basis. \*Clarify rolling admissions, admissions process

After successful completion of 60 credit hours, students with a social work major may apply to the Bachelor of Social Work Program. After admission to the social work program, third- and fourth-year Social Work Majors complete upper-division courses and a supervised field practicum in a social service agency.

Admission consideration for to the traditional BSW program (e.g., full-time and extended degree plan) is conducted 3 times a year according to the dates posted on the internet. Generally, early applications are reviewed in December, Financial Aid priority applications are reviewed in February, and the final priority applications are reviewed in April.

Students applying for financial aid, to include scholarships, should apply to the program no later than the Financial Aid priority deadline.

### Required Application Materials for BSW Program Applicants

Requirements for admission to the Bachelor of Social Work major include:

- Evidence of 60 completed credit hours
- Cumulative GPA of 2.4 or higher
- Successful completion of three prerequisite courses
  - SWRK 1001, SOC 1110, PSY 1000 (or equivalent SOC, PSY courses)
- Submission of a writing sample used to evaluate your writing skills and your readiness for admission to the BSW Program.
  - For the writing sample, please choose and respond to **one** of the following three questions; list the question and then your response. Your answer should demonstrate your interest in and commitment to social work, social justice, and social change. Responses should be double spaced and no more than 500 words.
    - 1. Beyond your personal desire to help people, why have you chosen social work as a profession over another profession or major?
    - 2. How have your life experiences and identities shaped your understanding of power and privilege?

- 3. Reflect upon a time when you've had a long-cherished or accepted belief challenged. How did you respond? How did the challenge affect your belief?

Upon successful completion of the application requirements, students will be admitted to the BSW program and permitted to complete upper division courses to include the Field education courses.

### **English as a Second Language and International Applicants**

English as a second language (ESL) students may apply after obtaining a minimum score of 85 on the TOEFL or 6.5 on the IELTS exams. If the applicant's scores do not meet these minimums, s/he will be asked to provide writing samples and to interview in order for the School to more accurately assess applied (rather than tested) English language abilities.

International students have different general application requirements. Please see the [International Admissions website](#) for additional information.

### **Admissions Decisions**

Admission to the UCCS BSW program is competitive. Demand for the UCCS BSW program often exceeds capacity. UCCS BSW Admissions Committee decisions are final.

Applicants who are denied admission may not apply again during the same admission cycle but are welcome to apply in subsequent admission cycles.

### **Admissions Decisions for Financial Aid**

Students seeking financial aid must await formal approval for admission by the University. This process may take slightly longer than the SPA admissions process.

### **Admission Status**

When an applicant meets all of the qualifications for admission, the student will be granted admission into the BSW program. Upon admission, the student's major will be changed from Social Work to Bachelors of Social Work.

### **Taking Classes as a Non-degree Seeking Student**

Students need not be admitted to the BSW program in order to take courses offered by the School of Public Affairs. Students who want to take elective courses and/or work toward an undergraduate certificate rather than an BSW degree should apply as non-degree seeking students. Other non-degree seeking students include those who are interested in exploring the courses and those who have a degree program application in process. Non-degree seeking students may apply to the BSW program in the future. If a non-degree seeking student applies and is admitted to the BSW program, no more than twelve credit hours of coursework taken at SPA as a non-degree seeking student may be applied to the BSW degree.

Non-degree seeking students must complete an Application for Admission to the University of Colorado Colorado Springs, selecting the certificate(s) they wish to pursue, submit official transcripts showing a bachelor's degree has been conferred, and submit a \$50 non-refundable application fee.

Taking courses as a non-degree seeking student contains some element of risk because admission to the program is not a certainty. Non-degree seeking students are also not permitted to take any 6000 courses. Therefore, students who would like to become BSW degree seeking students are encouraged to apply as soon as possible. The non-degree status is most useful when a student wants to pursue electives or a certificate only.

### **Readmission of Inactive, Withdrawn, and Suspended Students**

Students who have been admitted to SPA must complete their coursework and degree requirements within six years of registration in their first course. Exceptions must be approved in writing by the dean of the School of Public Affairs and the dean of the Graduate School.

Occasionally, students find it necessary to interrupt their coursework for one or more semesters. An extended interruption, however, may result in the student being placed on inactive or withdrawn status. Students who do not enroll in any classes during the semester for which they were admitted, and students who have not registered for classes for three consecutive semesters (including summer), are placed on inactive or discontinued status. In order to register for courses again, a discontinued student must reapply to the University and resubmit a tuition classification form to Admissions. Students needing a leave of absence of one year or more are required to fill out a Leave of Absence form (available from the graduate recruitment and retention specialist). If more than one year has passed since the student's original application, and a Leave of Absence form is not on file, a new full application form must be submitted. The student will also need to obtain approval from SPA for re-entry into the program. Contact the graduate recruitment and retention specialist at 719.255.4993 for more information.

A dismissed student is eligible to reapply for admission no sooner than one year after dismissal. Approval or rejection of this application rests with the BSW program director.

### **Advising**

Upon admission to the BSW program, students are assigned a faculty advisor. The faculty advisor is responsible to help the student successfully navigate the program. Newly admitted students should meet initially with the graduate recruitment and retention specialist to discuss registration, program requirements, and preliminary degree planning.

Students may request that they be assigned a faculty advisor with particular expertise in a field in which they are interested, so that the faculty advisor may provide advice on appropriate electives and career planning.

The academic advisor will be a member of the BSW faculty. The major responsibilities of the academic advisor are to:

- Assist students in assessing their aptitude and suitability for a career in social work practice;
- Provide students with specific information about courses and program requirements;
- Advise on course planning in relation to the program's course requirements and the student's educational needs;
- Consult with students as they prepare for field placement;
- Assist students in evaluating their progress and performance in the program;
- Advise students who experience class and field performance difficulties or other issues related to their professional education; and
- Serve as a mentor to students as they enter the profession of social work.

Students are informed about advising through a variety of means: (1) the advising policies and procedures are spelled out in the BSW student handbook; (2) the advising policies and procedures are discussed during orientation; and (3) students are welcome to see their advisor anytime they have questions about the policies and procedures for advising.

### 3. BSW PROGRAM REQUIREMENTS

#### General BSW Degree Requirements

To earn an BSW degree, a student must:

- Complete a minimum of 120 credit hours including: 33 undergraduate required Social Work core credit hours (6 of which constitute the field practice sequence); 12 credit hours of social work electives; 47 credit hours of general education requirements as outlined in the degree progress report; 12-18 credit hours in a minor or certificate and 10-16 other elective credit hours.
- Students are also required to meet the following: a minimum of 27 credit hours must be upper-division major courses; a minimum of 400 hours of field education; a grade of C or better in each undergraduate course applied to satisfy major requirements; major requirements may not be taken pass/fail
- Students are required to complete their general education requirements in accordance with the UCCS Compass Curriculum as outlined below and found here: [Compass Curriculum](#).

#### Upper-Division Degree Requirements

In addition to the General BSW Degree Requirements, a student must:

- Complete at least 45 credit hours of upper-division work (courses numbered 3000 and above) to be eligible for the BSW. Students may register for upper-division courses if they have met prerequisites or obtained departmental approval. Courses transferred from a junior/community college carry lower-division credit.
  - SWRK 1001 Introduction to Social Work
  - SWRK 3001 The Helping Relationship
  - SWRK 3002 Human Behavior and the Social Environment I
  - SWRK 3003 Social Work Research
  - SOC 3250 Power, Privilege, and Social Difference
  - SWRK 3268 Contemporary Issues in Social and Public Policy
  - SOC 4210 Social Services and Welfare Reform
  - SWRK 4001 Social Work Practice with Individuals and Groups
  - SWRK 4002 Social Work Practice with Organizations and Communities
  - SWRK 4111 Field Practice in Social Work I
  - SWRK 4112 Field Practice in Social Work II

## Undergraduate Compass Curriculum Degree Requirements

Component	Course
<b>Gateway</b>	GPS 1010
<b>Explore<sup>1</sup></b> – Arts, Humanities and Cultures	PHIL 1120
<b>Explore<sup>1</sup></b> – Society, Behavior and Health	SOC 1110
<b>Explore<sup>1</sup></b> – Physical and Natural World	List provided in BSW Degree plan (link)
<b>Navigate<sup>2</sup></b>	List provided in BSW Degree plan (link)
<b>Summit<sup>3</sup></b>	Field Placement II
<b>Writing Intensive Course (WIC)<sup>3</sup></b>	Social Work Research (3000 level)
	Social Work Practice with Organizations & Communities (4000 level)
<b>Inclusiveness<sup>3</sup></b>	SOC 3250 (major requirement)
<b>Sustainability<sup>3</sup></b>	SOC 2260
<sup>1</sup> Explore must be outside major and area requirements.	
<sup>2</sup> Navigate must be outside major requirements.	
<sup>3</sup> Can count towards other requirements within the Compass Curriculum or within a student's degree program.	

### Time Requirements for BSW Degree

The time for completion depends on the number of courses a student successfully completes each semester. Students in the full-time BSW program should expect to complete the degree no less than 4 years. Students in the extended BSW program should expect to complete the degree no less than 3 or 4 years.

### Required Courses

All BSW students must complete the following required courses:

<b>Required Social Work Core Courses</b>		Credits
SWRK 1001	Introduction to Social Work	3
SWRK 3001	The Helping Relationship	3
SWRK 3002	Human Behavior and the Social Environment	3
SWRK 3003	Social Work Research	3
SOC 3250	Power, Privilege, and Social Difference	3
SWRK 3268	Contemporary Issues in Social and Public Policy	3

SOC 4210	Social Services and Welfare Reform	3
SWRK 4001	Social Work Practice with Individuals, Families and Groups	3
SWRK 4002	Social Work Practice with Organizations and Communities	3
<b>Field Practice</b>		
SWRK 4111	Field Practice in Social Work I	3
SWRK 4112	Field Practice in Social Work II	3
<b>Electives</b>		
	Elective	3
	Elective	3
	Elective	3
	Elective	3
<b>Total Credits Required</b>		<b>45</b>

Course descriptions may be found in the [Academic Catalog](#).

### Electives

In addition to completing the required courses, students must complete a minimum of four elective courses (12 credit hours). The BSW program and SPA both offer a wide variety of electives. Some are offered on a routine basis; others may be a one-time offering.

Students should focus their electives to ensure they are able to complete a Certificate or Minor as part of their BSW degree.

### Certificate or Minor

In addition to the required social work courses and undergraduate Compass Curriculum requirements, students must complete a minor or certificate course cluster. BSW students may choose any minor however the recommend certificates are minors are: Child and Family Studies certificate, Disability Studies certificate, Gerontology certificate, Social Dimensions of Health and Health Care certificate, Sociology of Diversity certificate, Sociology minor, Criminal Justice minor.

### Field Placement Requirements

As defined by the Council on Social Work Education: *In social work, the signature pedagogy is field education. The intent of field education is to connect the theoretical and conceptual contribution of the classroom with the practical world of the practice setting. It is a basic precept of social work education that the two interrelated components of curriculum—classroom and field—are of equal importance within the curriculum, and each contributes to the development of the requisite competencies of professional practice. Field education is systematically designed, supervised, coordinated, and evaluated based on criteria by which students demonstrate the achievement of program competencies.*



Field Practicum provides an opportunity for the student to apply the general knowledge of theories and principles presented in the classroom to problems and challenges in the field. In the BSW program, these courses are SWRK 4111 Field Practice in Social Work I and SWRK 4112 Field Practice in Social Work II.

The field experience allows the student to try on and develop the role of professional social worker. The field instructor serves as a mentor, role model, and a source of feedback to the student regarding the student's performance and professional growth. Therefore, the purpose of field practicum is summed up in three words: integration, application, and socialization. The student integrates what has been learned, applies that knowledge in specific practice situations, and in the process, develops an identity as an emerging, professional social worker.

Field practicum gives students the opportunity to connect theory with practice (integration of empirical and practice-based knowledge), experience situations that focus attention on the use of social work values/ethics and encourage identification with the purposes and functions of the profession. Additionally, students have the opportunity to develop generalist competency in assessment and intervention at all levels of client systems from the individual (micro practice), family and group (mezzo practice), to the organizational and community (macro practice).

**BSW Generalist Practice Field Placements:** BSW Generalist practice students are assigned to an agency by the BSW Field Director and are required to complete no less than 200 hours per semester, which is 400 hours total. Students are expected to remain in the same field agency for both sections of BSW placement. Assignments are based on information provided by the student on the field placement application ([link](#)), but the field director also may rely on ancillary information (e.g. information the student already has provided and information shared in classes, if applicable). In completing the field application form, the student is invited to indicate the type of social work agency to which she/he/they would like to be assigned. However, in this invitation the field director makes it clear that while the student's professional interests are given serious consideration in the assignment process, preferential assignments cannot be guaranteed.

Students are notified of their BSW practice assignments via e-mail, asking them to contact a specific person at the agency to which they are being assigned to request an interview. Generally, this person is the field instructor who will be the student's supervisor while in placement, but for some agencies, the point of contact is a coordinator of interns. In making the assignment, the BSW Field Director sends both the student and the prospective field instructor (or coordinator of interns) a form to be sent back to the field director following the interview. For the agency, this form allows them to indicate whether they feel the placement can proceed or if they feel the matter needs further consideration, ([link](#)).

Once the placement begins, the BSW Field Director monitors student issues via the field seminar, the field placement tracking program (insert name here), and through communication with designated faculty liaisons. Field liaisons are assigned by the BSW Field Director early in the semester and charged with being the first line of intervention if the student or the field

instructor feels there are problems developing in regard to the placement. To further expedite this relationship, liaisons also commit to visiting the placement site at least once during the semester and providing a written progress report to the field director. As back-up for the liaison arrangements, both students and field instructors are invited to call the field director if problems need to be addressed.

**Social Work Field Placement Manual:** The Social Work Field Placement Manual is available on the UCCS Social Work Website and through the BSW and MSW Field Directors. Please refer to it for specifics related to field placement policies and procedures. The UCCS Field Manual can be found here: [Field Manual](#).

## **Acceptable Grades**

Students must receive a grade of C or better in all courses applied toward the degree.

In order to remain in good academic standing and to receive his/her degree, a student is required to maintain at least a C (2.0) grade point average, which includes all work required for the BSW degree while taken at UCCS (classified and unclassified) and may differ from the University grade point average.

A student who receives a grade below B- in a course may repeat that course once, with the approval of the BSW program director, provided the course has not been previously applied toward a degree. The grade received in a repeated course may substitute for the original grade and only the latter grade will be used in calculating the student's BSW grade point average required for graduation. However, all grades received during the student's graduate school experience will appear on the student's transcript and will be used in calculating the student's UCCS grade point average.

## **Transfer Credits**

### ***School of Public Affairs GPA Transfer Credit Policy***

GPA needed to transfer: Achieve a cumulative GPA of 2.4, or better, including all remedial and repeated courses. NOTE: Students with GPAs of 2.0 or better also may apply, but will be considered on a case-by-case basis.

### ***Transfer Credit Procedures***

Undergraduate BSW students wishing to transfer credits into UCCS must submit their official transcripts for all courses to be transferred. Undergraduate transfer credit is determined by the UCCS Transfer Advisors who thoroughly review official transcripts and make determinations based on equivalency of courses at UCCS. Official transfer evaluations will generally be available within one week of the admission date.

Course work of comparable content and scope to the UCCS curriculum will generally be transferred if it was completed at colleges or universities accredited by one of the regional

higher education accreditation commissions. Only courses that are academic in nature are transferable, career and technical courses are generally not transferable. 3000 and 4000 level social work courses are not transferable to UCCS. Additional courses may be considered on a case-by-case basis once the student matriculates to UCCS.

### ***Transfer of Social Work Courses from Other Institutions***

Transfer credit for social work courses taken at other institutions will be granted on a one-to-one correlation for equivalent SWK 100 or Introduction to Social Work courses. Students wishing to transfer credits for other social work courses may apply two courses or six credits toward their social work electives. Beyond two social work courses/six credits courses may be applied toward general electives. The UCCS Office of Degree Audit and Transfer Credit has developed Best Choices guides for the local community colleges to provide guidance to students interested in transferring to the UCCS BSW program.

### ***Transfer Credit Appeal Procedures***

State guaranteed courses under the State Guarantee General Education (gtPATHWAYS) policy will transfer to any four-year institution in Colorado to satisfy general education requirements. Other non-guaranteed courses are evaluated individually and within 30 days of date of admission. The procedure for appealing a decision involving the acceptance of coursework from a Colorado community college for credit toward a degree is as follows:

1. Students must file an appeal within 15 days of receiving their transcript evaluation by writing the office responsible for transfer evaluations at UCCS. The student should complete and return a petition form to Academic Advising, Main Hall, 2nd floor. The form will be forwarded to the appropriate authority within the college. The decisions made in the transcript evaluation will be binding if the student fails to file an appeal within this time frame.
2. UCCS will respond within 30 days in writing to the student appeal.
3. If the dispute cannot be resolved between the student and UCCS personnel within 30 days, the student may appeal in writing to the Colorado Department of Higher Education (CDHE) at <http://higher.ed.colorado.gov/Academics/Complaints>. The student has 15 days from receipt of the written UCCS notification to file an appeal.

### **Typical Course Load**

Students pursuing the full-time BSW course sequence enroll in fifteen (five classes) credit hours each fall and spring semester. Student may also elect to take summer coursework to lessen their Fall and Spring course loads.

At UCCS, graduate students are considered to be full time when taking five or more credit hours during fall or spring semesters or three or more credit hours during summer semester.

### **The UCCS BSW Program Does Not Grant Credit for Life Experience**

The UCCS BSW program does not grant social work course credit for life experience or previous work experience.

#### 4. COURSE SEQUENCE OPTIONS

The traditional and online UCCS BSW program can be completed in a minimum of 4 years, depending on how many courses a student takes each semester.

##### BSW Course Sequence Degree Plan

Year 1					
FALL			SPRING		
ENGL 1310	Rhetoric & Writing I	3	ENGL 1410	Rhetoric & Writing II	3
SWRK 1001	Introduction to Social Work	3	SOC 1110	Introduction to Sociology	4
GPS 1010	Social Justice Superheroes	3		Natural Science with Lab	4
PSY 1000	General Psychology	3	Elective	Elective	4
PHIL 1120	Critical Thinking	3			
<b>Total Student Credit Hours</b>		<b>15</b>	<b>Total Student Credit Hours</b>		<b>15</b>
Year 2					
FALL			SPRING		
COMM 2010	Oral Communication in the Workplace	3	SOC 2200	Intro to Racial & Ethnic Groups	3
	Natural Science Elective	3	SOC2260	Environmental Sociology	3
	Certificate or Minor Course	3	SOC3310	The Family	3
Elective	Humanities Elective	3		Certificate or Minor	3
	Reasoning Skills Course	3		General Elective	3
<b>Total Student Credit Hours</b>		<b>15</b>	<b>Total Student Credit Hours</b>		<b>15</b>

\* Students may take elective courses in the summer between year 1 and 2.

**Year 3**

<b>FALL</b>		<b>SPRING</b>		
SWRK 3001	The Helping Relationship	3	SWRK 3003 Social Work Research	3
SWRK 3002	Human Behavior in the Social Environment	3	SWRK 3268 Contemporary Issues in Social & Public Policy	3
SOC 3250	Power, Privilege & Social Difference	3	Social Work Elective	3
	Social Work Elective	3	Elective Certificate or Minor Course	3
	Certificate or Minor Course	3	General Elective	3
			Portfolio	0
<b>Total Student Credit Hours</b>		<b>15</b>	<b>Total Student Credit Hours</b>	
			<b>15</b>	

**Year 4**

<b>FALL</b>		<b>SPRING</b>		
SWRK 4001	Social Work Practice with Individuals, Families & Groups	3	SWRK 4002 Social Work Practice with Organizations & Communities	3
SWRK 4111	Field Practice in Social Work I	3	SWRK 4112 Field Practice in Social Work II	3
	Social Work Cluster Course	3	SOC 4210 Social Services and Welfare Reform	3
	Navigate Course	3	Social Work Cluster Course	3
	General Elective or Minor Course	3	General Elective or Minor Course	3
<b>Total Student Credit Hours</b>		<b>15</b>	<b>Total Student Credit Hours</b>	
			<b>15</b>	

\* Students may take elective courses in the summer between year 3 and 4.

## 5. STUDENT SUPPORT

### Advising

Advising for BSW students is a primary responsibility of the [UCCS Academic Advisors](#), with support from the social work faculty and recruitment and retention specialist. In general, questions about general education courses, schedules and degree audit are best answered by the academic advisors. Social work program logistics are best addressed by the social work recruitment and retention specialist. Faculty advisors are experts in their fields and can advise students on appropriate electives, professional networking within the field, capstone/thesis planning, and career planning. International students are additionally supported by the [Global Engagement Office](#), which assists with other issues such as visa requirements.

### **Student Success**

UCCS, SPA, and the Social Work Programs value student success. Resources exist at both School and campus levels to assist students in many areas. Social work faculty and staff are available to help match resources to needs. Social work students who believe they need academic support are encouraged to reach out to their instructors and/or faculty advisor. All SPA students are invited and encouraged to attend professional development opportunities provided by the School of Public Affairs.

Many campus-level student resources exist. SPA works regularly with many of these resources, including:

- [The Office of Veteran and Military Student Affairs](#)
- [Global Engagement Office](#)
- [Academic Centers for Excellence, including the Writing and Communications Centers](#)
- [Disability Services](#)
- [Multicultural Office for Student Access, Inclusiveness and Community \(MOSAIC\)](#)
- [Mental Health Services](#) in the Recreation and Wellness Center

Effective communication – written and verbal – is an important component of the BSW program. Fostering effective communication is part of our mission. The [Excel Writing Center](#) is a valuable partner in assisting students of all skill levels to become aware of personal idiosyncrasies and to improve writing ability. The [Excel Communication Center](#) offers presentation practice and feedback, tutoring for creating presentations, and facilitation for small groups. Students for whom English is a second language have additional communication resources available through the Global Engagement Office, and UCCS has an excellent English as a Second Language (ESL) program. Finally, BSW students typically work closely with the [SPA liaison in the Kraemer Family Library](#), who offers invaluable online or in person information sessions, tailored to individual research or other associated needs.

### **Career Resources**

The School maintains employment opportunities on its website, and all students are welcome to contact the [UCCS Career Center](#) with questions about careers and future employment. Students

are also encouraged to connect with us on Twitter, Facebook, and LinkedIn for ongoing notifications of potential interest.

## 6. FINANCIAL ASSISTANCE

Financial assistance is available to support those students who would not be able to pursue the BSW without aid. The primary source of information about need-based student financial assistance as well as scholarships and other non-need-based aid is the [UCCS Office of Financial Aid, Student Employment and Scholarships](#).

Qualified students may receive assistance with various types of VA benefits through the [Office of Veteran and Military Student Affairs](#).

## 7. BSW GRADUATION PROCEDURES

All students graduating from the BSW program must apply for graduation by completing the steps outlined on the [Graduate School website](#). Students must plan to apply for graduation early as deadlines are early in the semester. Students who have completed all the requirements for the BSW degree can apply for candidacy and graduation in the fall, spring, or summer semesters. Students who complete their degree requirements in the summer may participate in graduation ceremonies in the fall. No graduation ceremony is held in the summer.

Students who are on the graduation list but find they are not able to complete the program requirements before graduation should notify the graduate recruitment and retention specialist as soon as possible. They may then reapply for graduation in a subsequent semester.

## GRADUATION AUDIT

### Senior Audit

Early in the first semester of the senior year or, preferably, toward the end of the junior year, each student must schedule a senior audit with the Social Work academic advisor in Student Success to determine status with respect to the curricular requirements. To make an appointment, call (719) 255-3260. Student appointments should be scheduled one week in advance.

### Diploma Card

No fewer than 90 days prior to the date of commencement, seniors are required to file a diploma card with the academic advisors in the Student Success Center that gives notice of intention to complete graduation requirements. Failure to complete the diploma card in time may delay a student's graduation. The diploma card is usually completed during the senior audit appointment.

### Residence Requirements

A candidate for a degree from the School of Public Affairs must earn the last 30 hours in residence in the School. During these 30 hours, the student must be registered in the School of Public Affairs. All 30 hours must be taken on the Colorado Springs campus. Students wishing to attend another university or college simultaneously with UCCS during the last 30 hours must have prior approval of the dean of the School of Public Affairs in order to count these transfer hours as part of the last 30 hours



## 8. SPA ACADEMIC POLICIES: BSW PROGRAM

### ACADEMIC ADVISING

Students are expected to assume responsibility for planning their academic programs in accordance with School rules, policies and major requirements. Advisors in the Student Success Center can answer questions about School policies and graduation requirements and will assist students in course selection. All Social Work majors should plan to meet with an academic advisor at least once a year. Students expecting to graduate within one or two semesters should schedule a degree progress appointment and a senior audit appointment by calling (719) 255-3260 or by going to the Student Success Center, second floor of Main Hall.

Although the advisors provide summary sheets of major requirements, it is the faculty who are responsible for major advising. It is the student's responsibility to arrange such faculty consultation for questions involving major requirements and graduate school applications. Students should schedule appointments to discuss their questions well in advance of registration.

### **COURSE LOAD**

The minimum full-time course load is 12 hours. The normal maximum is 18 hours. If a student wishes to take more than 18 hours per semester, special permission must be obtained from the Director of Criminal Justice. These totals include all courses taken for credit at any of the university's three campuses but do not include correspondence courses, noncredit courses, or courses taken at other institutions.

To receive credit, the student must be officially registered for each course.

Students who hold or expect to hold full or part-time employment while enrolled in the college must register for course loads they can expect to complete without unusual difficulty. Recommended course loads are given below, but students must weigh their own abilities and assess the demands of each course in determining an appropriate schedule.

<b>Employed</b>	<b>Enrolled Semester Hours</b>
40 hours per week	6-9
30 hours per week	8-11
20 hours per week	10-13

### **GRADING POLICIES**

Students should familiarize themselves with the Academic Policies, Registration, and Records section of this Catalog, as well as with the introductory pages of each semester's official

Schedule of Courses, for information about the university grading system and the current procedures for registering on a pass/fail basis, for dropping and adding classes, and for withdrawing from the university.

### **Pass/Fail Option**

Students in the School of Public Affairs may not use the pass/fail option for courses taken to fulfill the area requirements, the composition requirement, the quantitative and qualitative reasoning skills requirement, or the major requirements.

Students may take up to 15 hours of elective credit on a pass/fail basis. Transfer students may take one hour of pass/fail credit for every 8 hours of credit attempted at the University of Colorado.

For full-time students, maximum pass/fail hours per semester are as follows:

- Fall and Spring - 6 credit hours
- Summer - 3 credit hours

For part-time students, no more than 50 percent of total credit hours may be taken pass/fail in a given semester. If only one course is taken in a semester, it may be taken pass/fail. The P grade is not included in the student's grade point average; the F grade is included. A pass/fail designation may not be reversed. For further information concerning the pass/fail option, see the Academic Policies, Registration, and Records section of this Catalog.

### **Repetition of Course**

When a student takes a credit course more than once, all grades are used in determining the grade point average. However, if a student has passed the same course more than one time, the School of Public Affairs will count that course only once when calculating the student's credit hours earned toward graduation. The only exception to this rule will be in cases where a course is designated in this Catalog as "may be repeated for credit."

### **Latin Honors**

In order to graduate with Latin honors, a student must complete a minimum of 45 semester hours on the UCCS campus and achieve a cumulative grade point average of 3.5 for cum laude, 3.7 for magna cum laude, and 3.9 for summa cum laude. ALL post-secondary work (including transfer work) is included in this cumulative grade point average.

### **President's and Dean's List Criteria**

The criteria for the president's and dean's lists are as follows:

- President's list: 4.0 grade point average.
- Dean's list: 3.75 - 3.99 grade point average.
- Students must be enrolled in a minimum of 12 graded hours during a regular semester (fall or spring).

The dean notifies awarded students by letter.

## **INDEPENDENT STUDY**

Students who have completed a considerable portion of their undergraduate studies with distinction may register for independent study with the approval of the BSW Director. The amount of credit to be given for an independent study project shall be arranged with the instructor.

No more than eight hours of independent study may be credited toward the major, and no more than 16 hours toward the bachelor's degree. No student may register for more than eight hours of independent study in any one term (summer, fall, or spring).

## **ACADEMIC PROBATION**

Students who have attempted at least 12 hours at UCCS and whose University of Colorado cumulative grade point average falls below 2.0 will be placed on academic probation. While on probation, students will be required to achieve a minimum acceptable grade point average each term (determined by the individual academic record) or be subject to academic suspension. Students placed on probation will be informed in writing concerning their academic status and the conditions of continued attendance.

A more comprehensive statement on the academic probation policy is available in the Student Success Center on the second floor of Main Hall.

## **ACADEMIC SUSPENSION**

The normal suspension period in the School of Public Affairs is one academic year, excluding the summer semester. Students suspended for the first time will be reinstated after the normal suspension period has been served, upon reapplying for admission to the university.

Students suspended for the first time may be reinstated before the end of the normal suspension period by the following measures:

- Achieving a 2.5 grade point average on all summer or extended studies work attempted at the University of Colorado since suspension. Six hours minimum must be completed.
- Raising the cumulative University of Colorado grade point average to at least 2.0 by completing summer or extended studies course work at the University of Colorado.
- Achieving a cumulative grade point average of at least 2.0 by attending another institution. The cumulative grade point average in this instance is the grade point average at the University of Colorado combined with course work taken at all other institutions.
- Successfully appealing the suspension in writing to the dean. An abeyance may only be granted under extenuating circumstances. For more information, contact the Criminal Justice advisor in Student Success.

- Being recommended for reinstatement by the coordinator of academic probation and suspension for the School of Public Affairs in the Student Success Center, second floor of Main Hall.
- Students eligible for reinstatement before serving the normal suspension period must notify the Student Success Center. Reinstated students absent for either fall or spring semesters or who complete 12 or more hours at another institution must reapply for admission to the university.
- Students suspended for the first time will be reinstated on probation and will be informed in writing of their academic status and the conditions of continued attendance. Students not meeting conditions of continued attendance will again be subject to academic suspension. Reinstatement after a second suspension requires approval of the dean of the School of Public Affairs. Requests for reinstatement must be made in writing.
- A more comprehensive statement on the academic suspension policy is available in the Student Success Center, Main Hall.

## TIME LIMIT

Bachelor's degree students must complete all coursework and degree requirements within six years of registration in their first course. Exceptions must be approved in writing by the dean of the School of Public Affairs and the dean of the Graduate School.

## Grading Policies

Grades offered in SPA courses, are based on an A to F scale, with each letter grade representing the following standard narrative description:

**A** = Work beyond the level of a typical graduate student; exemplary work. (An A equals 4 grade points, an A- equals 3.7 points; there is no A+ grade.)

**B** = Work typical of a graduate student; indicates student has attained the knowledge and skills intended for the course. (A B+ equals 3.3, a B equals 3.0, and a B- equals 2.7 points.)

**C** = Performance is below graduate-level expectations. (A C+ earns 2.3 grade points, a C yields 2.0).

**D** = Substandard performance in all aspects of the work of the course; inadequate comprehension of assigned reading material. (D equals 1.0 grade point).

**F** = Level of performance demonstrably below that expected of a graduate student; little or no indication that the student can succeed in a graduate program.

Please note that students must receive at least a C in all courses applied to the BSW degree.

The calculation of a student's *overall* grade point average (GPA) shall be based on all coursework applied to the degree, including any courses taken as a non-degree seeking student. (NOTE: Courses taken in non-degree status are not included in the overall calculation of graduate school GPA on the official transcripts but are included in the overall calculation of GPA as conducted by SPA staff for graduation purposes.)

**Field Grading Policies:** Field courses are evaluated by the field instructors, the Director of BSW Field, and, when taught by a part-time faculty member that individual. The field coordinator assigns the final grade. Field liaisons review progress mid-semester and assist the instructor and coordinator to identify any areas that need improvement. The learning plan outlines the specific tasks that will demonstrate each of the ten core competencies. The time log is used to keep track of both hours spent in the field and time spent working on tasks that relate to core competencies. Field competency evaluations are used to evaluate academic and professional performance of students in the nine core competencies and are factored into the final grade.

## **Standards of Performance**

In order to be in good standing, students must have an overall GPA of 2.0 or better in all coursework. A grade of B- or better is required in all courses. The academic performance of each student will be reviewed at the end of each semester. A student who has a GPA of less than 3.0 will be placed on probation for a period of one year; additionally, any student receiving a grade of F in any course is automatically placed on probation. Any student on probation must meet with the BSW program director prior to registration.

After a student has been placed on probation, s/he has a maximum of two semesters, or one calendar year, to raise her/his GPA to 3.0. Failure to raise the cumulative GPA to 3.0 in the time period outlined will result in suspension from the program.

A suspended student is eligible to apply for readmission one year after removal from the program. Approval or rejection of this application rests with the BSW program director.

## **Incompletes, Withdrawals, and Repeating Courses**

### **Incompletes**

A grade of Incomplete may be granted when a student has successfully completed a substantial portion of the course (75% or more) *and* is prevented from completing the class by circumstances beyond his/her control. The course instructor has discretion as to whether to grant an Incomplete, and students should be aware that not all faculty will do so. If the instructor agrees to grant an Incomplete, the student must arrange to complete the remaining coursework with the original instructor within one year, although instructors may impose a shorter completion deadline at their discretion, which should be in writing. The student may not “sit in” on the class in subsequent semesters.

Once the coursework is completed, the instructor will change the Incomplete grade to a letter grade. The Incomplete notation will appear along with the final grade on the student’s transcript. If the coursework is not completed within a year, the Incomplete will automatically change to an F.

### **Drops and Withdrawals**

Deadlines for dropping a course are set by the Office of the Registrar and posted on the Academic Calendar each semester. Students are responsible for knowing the UCCS deadlines and procedures for dropping and adding courses.

Students will be allowed to drop and add of their own accord through census date (the 12th day of classes of the regular semester or the 6th day of classes of the summer term). Courses that meet less than the full 16-week term in fall and spring and 8 weeks in the summer have special pro-rated drop and add deadlines. Drop and add deadlines and UCCS guidelines are published in the [Course Information Center](#).

There are no refunds on individual courses dropped after the course census date.

Students must initiate a drop or withdrawal and follow the appropriate procedures. Students who fail to do this and do not complete the coursework will be issued a letter grade of “F” for the course.

### **Retroactive Grade Changes**

Students are not permitted to request grade changes for courses in which a final letter grade (other than an Incomplete) has been received except as a result of instructor error or as otherwise warranted through the academic grievance process. A student may not enter into an agreement with an instructor to retroactively change a final letter grade based on work completed by the student after the course has ended.

### **Repeating Courses**

A student who receives a grade below B in a course may repeat that course once, with the approval of the BSW program director, provided the course has not been previously applied toward a degree. The grade received in a repeated course may substitute for the original grade and only the latter grade will be used in calculating the graduate program GPA required for graduation. However, all grades received during the student’s graduate school experience will appear on the student's transcript and will be used in calculating the student's University GPA.

### **Student Academic Ethics Code**

All students enrolled in credit or non-credit courses at UCCS are bound by the [UCCS Student Academic Ethics Code Policy](#) and the [UCCS Student Code of Conduct](#). The purpose of the Student Code of Conduct is to maintain the general welfare of the university community. The university strives to make the campus community a place of study, work, and residence where people are treated, and treat one another, with respect and courtesy.

The following information in italics is taken directly from the policy.

*Any individual who has a good faith belief that a Code violation has taken place should immediately report the circumstances to the faculty member of the course involved or to the program director/chair of the department where the course is offered.*

*If a faculty member has reason to believe that a Code violation has occurred (due either to the faculty member's own observation or due to a report by a third party), the faculty member shall discuss the matter with the student, provide the student with the supporting documentation and ask the student for a response.*

*If the student admits to the Code violation or the faculty member finds that a Code violation has occurred, then it is the faculty member's prerogative to impose a sanction at the course level. Such sanctions may include, but are not limited to, the following:*

- a. downgrading the student on the assignment/exam/activity in which the academic Code violation occurred, with or without the opportunity to redo;*
- b. failing the student on the assignment/exam/activity in which the academic Code violation occurred, with or without the opportunity to redo;*
- c. lowering the student's grade for the course;*
- d. failing the student for the course.*

*If the faculty member believes that a sanction more severe than a course-level sanction should be levied, then the faculty member shall follow all department and college procedures for such sanctions. The program director or dean may levy more severe sanctions including probation, suspension, expulsion, or withholding or revoking a degree.*

Students may dispute the faculty member's finding that a Code violation has occurred by following the appeals process outlined below. Students may not appeal course-level sanctions.

#### *Step One: Filing the Appeal*

If the student contends that s/he is innocent of a Code violation and is unable to resolve the situation with the faculty member(s), s/he should file a written appeal with the BSW program director. Absent unusual circumstances, the appeal should be filed within 30 days after the dispute.

The written appeal may be filed via e-mail or delivered directly to the BSW program director. The appeal should contain all relevant information.

#### *Step Two: Investigating the Appeal*

The BSW program director will acknowledge receipt of the appeal, forward a copy to the faculty member(s) involved, and begin an investigation. S/he may request additional information from the student and faculty member(s) involved.

In the event that the BSW program director is involved in the dispute, s/he shall refer the investigation of the appeal to the assistant dean of the School of Public Affairs for investigation.

#### *Step Three: Decision by the BSW Program Director*

Within 30 days of the filing of the appeal, the BSW program director shall provide a written report containing his/her decision to the student and the faculty member(s).

### Appealing the Decision of the BSW Program Director to the Assistant Dean

If a student is not satisfied with the results of the appeal process to the BSW program director, the student may appeal to the assistant dean of the School of Public Affairs within 14 days of notification of the program director's decision, following the same procedure specified above. The assistant dean shall then review the materials submitted by the student, the materials submitted to and used by the BSW program director in deciding the disposition of the appeal, and any other materials s/he considers relevant to the inquiry. Within 14 days of receiving the student's appeal of the program director's decision, the assistant dean shall provide a written report containing his/her decision on the disposition of the appeal to the student, the faculty member(s), and the BSW program director.

### Appealing the Decision of the Assistant Dean to the Dean

If a student is not satisfied with the results of the appeal process to the BSW program director, the Social Work Department Chair and the assistant dean, the student may appeal to the dean of the School of Public Affairs within 14 days of notification of the assistant dean's decision, following the same procedure specified above. The dean shall then review the materials submitted by the student, the materials submitted to and used by the BSW program director and assistant dean in deciding the disposition of the appeal, and any other materials s/he considers relevant to the inquiry. Within 14 days of receiving the student's appeal of the assistant dean's decision, the dean shall provide a written report containing his/her decision on the disposition of the grievance to all of the parties involved.

### Campus-Level Appeals

Students may dispute the faculty member's finding that a Code violation has occurred at the campus level only after exhausting the SPA appeals process. Students may not appeal course-level sanctions, but may appeal more severe program- or School-level sanctions such as probation, suspension, expulsion, or withholding or revoking of a degree as levied by the School. This process is outlined in the Student Academic Ethics Code Policy.

## **Termination of Enrollment Due to Ethical Breaches**

Students can be dismissed from the BSW program for various infractions that constitute ethical breaches. These behaviors / choices can lead to disciplinary action, up to and including dismissal from the program. The following list of behaviors presents some of the most important of these infractions but is not, in itself, exhaustive:

1. Documented behavior that is inconsistent with the Code of Ethics of the National Association of Social Workers;
2. Documented problems in behavior or performance, which raise questions from the faculty or field instructor about the student's suitability for professional social work. The following list is not exhaustive:
  - a. Forced or coerced sexual behavior;
  - b. Sexual activity with clients including, but not limited to, kissing, fondling, or sexual intercourse;



- c. Physical actions, such as hitting, spanking, or slapping, directed at clients, students, faculty, or staff;
  - d. Physical or emotional threats directed toward clients, students, faculty, or staff.
  - e. Acceptance of clients' gifts or money that are not considered standard payment for services received on behalf of the student's agency or field setting; students shall not ask for nor communicate an expectation of gifts from clients;
  - f. Illegal or unethical behavior that limits or takes away clients' rights, that results in financial, material, or emotional loss for clients, or that results in financial, material, or emotional gain for social work students; and
  - g. Sexual harassment.
3. Plagiarism, cheating, or any other form of academic dishonesty or disruption;
  4. Failure of student to maintain a 2.25 GPA beyond one semester of academic probation; and
  5. Failure to follow policies and rules as outlined in the BSW Student Handbook or as outlined in the BSW Field Manual.

Concerns about unethical behavior will be addressed by the BSW program committee. If the unethical behavior occurs in regard to academic coursework other than field placement, the program retention committee will consist of: 1) the student's advisor, 2) the classroom instructor, and 3) one additional faculty member. If the unethical behavior occurs in regard to field placement, the program retention committee will consist of: 1) the student's advisor, 2) the BSW field coordinator, and 3) the field liaison.

If the unethical behavior occurs in regard to a student organization event, the program retention committee will consist of: 1) the student's advisor, 2) the faculty liaison to the student organization, and 3) another faculty member.

The program retention committee will review oral and written reports of the student's unethical behavior. The student will be given the opportunity to address the committee. The committee will deliberate and decide whether or not to dismiss the student. If a decision is made to dismiss, the student will be given a letter explaining the rationale behind the decision. Students who wish to appeal the decision to terminate must first write a letter of appeal to the Department chair. If the dispute is not resolved by the Department chair, students must follow the procedures outlined by the [Dean of Students guide for Student Conduct](#).

### **Student Academic Complaints and Appeals**

Formal procedures by which a currently enrolled student may seek to remedy academic complaints within the School of Public Affairs are described below. Student appeals are challenges to academic actions or decisions, including but not limited to actions such as an academic grade or evaluation of a student's work in a course, seminar, or other academic forum; a decision with respect to a student's academic standing in a program or at the School; unjust treatment by a faculty member in a class; or actions related to thesis or culminating experience procedures.

**Step One: Informal Resolution:** The student is strongly encouraged to first attempt to informally resolve the grievance through discussion with the faculty member(s) involved.

**Step Two: Filing the Grievance:** If the student is unable to resolve the dispute with the faculty member(s), he or she should file a written grievance with the BSW program director. Absent unusual circumstances, the grievance should be filed within 30 days after the student learns of the event that gives rise to the grievance.

- The written grievance may be filed via e-mail or delivered directly to the BSW program director. The grievance should clearly state the basis for the complaint and the remedy requested, and should include any evidence that supports the grievance, such as class syllabi, assignments, and statements from other students.
- Students should be aware that grades and other evaluations of student work are traditionally within the jurisdiction of individual instructors, and are not likely to be changed absent evidence that the faculty member 1) determined the grade based on considerations other than student performance; 2) substantially differed from previously announced criteria or procedures in determining the grade; or 3) violated university or school policy in determining the grade. The student bears the burden of proof on these allegations.

**Step Three: Investigating the Grievance:** The BSW program director will acknowledge receipt of the grievance, forward a copy to the faculty member(s) involved, and begin the investigation of the circumstances of the grievance. S/he may request additional information from the student and faculty member(s) involved.

- If the grievance involves the need for substantial academic expertise in a particular field in order to assess whether there is a basis for the grievance, the program director may appoint a panel of faculty members with expertise in the area to investigate the grievance and recommend a decision to the program director.
- In the event that the BSW program director is involved in the grievance, s/he shall refer the investigation of the grievance to the Social Work Department chair or the assistant dean of the School of Public Affairs for investigation.

**Step Four: Decision by the BSW Program Director:** Within 30 days of the filing of the grievance, the BSW program director shall provide a written report containing his/her decision on the disposition of the grievance to the student and the faculty member(s).

**Appealing the Decision of the BSW Program Director to the Assistant Dean:** If a student is not satisfied with the results of the appeal process to the BSW program director, the student may appeal to the assistant dean of the School of Public Affairs within 14 days of notification of the program director's decision, following the same procedure specified in Step Two above. The assistant dean shall then review the materials submitted by the student, the materials submitted to and used by the BSW program director in deciding the disposition of the grievance, and any other materials s/he considers relevant to the inquiry. Within 14 days of receiving the student's appeal of the program director's decision, the assistant dean shall provide a written report containing his/her decision on the disposition of the grievance to the student, the faculty member(s), and the BSW program director.

***Appealing the Decision of the Assistant Dean to the Dean:*** If a student is not satisfied with the results of the appeal process to the BSW program director, the Social Work Department Chair and the assistant dean, the student may appeal to the dean of the School of Public Affairs within 14 days of notification of the assistant dean's decision, following the same procedure specified in Step Two above. The dean shall then review the materials submitted by the student, the materials submitted to and used by the BSW program director and assistant dean in deciding the disposition of the grievance, and any other materials s/he considers relevant to the inquiry. Within 14 days of receiving the student's appeal of the assistant dean's decision, the dean shall provide a written report containing his/her decision on the disposition of the grievance to all of the parties involved.

***Campus-Level Appeals:*** Grade appeals are decided within the School of Public Affairs; the dean has final jurisdiction. If a resolution to the problem identified in the student's appeal on other academic issues cannot be reached on the department or School level, the student may submit a written appeal to the Dean of the Graduate School according to [Article VI of Graduate School Policies and Procedures](#).

## **Response to Significant Situations or Events**

UCCS has a number of response mechanisms in place to respond to student crisis situations, or to incidents or behaviors involving students that threaten the quality of campus life. Crisis situations may be accidental, occur without warning, or be intentional and meant to cause harm to students or the campus community.

The Student Response Team (SRT) assesses and coordinates responses to significant campus situations and events involving UCCS students. These events may include: death or significant trauma, problematic student situations involving medical or psychological concerns, and campus emergency situations that directly affect the well-being of students.

The SRT has the authority to respond and coordinate intervention to all student crisis incidents with the concurrence of the Chancellor. Issues of inappropriate student conduct are referred to the Office of Judicial Affairs within the Dean of Students' Office. Allegations of criminal wrongdoing will be referred to the campus police. Allegations of sexual harassment and/or discrimination shall be referred to the Office of Institutional Equity in accordance with university policy. The SRT will confer and/or convene to respond to patterns or instances of dysfunctional behavior, and questions, concerns, and inquiries concerning student behavior.

Standards for student conduct, including the UCCS Student Classroom/Course-Related Behavior Policy may be found under the Dean of Students - Student Conduct. Faculty members are authorized to exclude disruptive students from the classroom or other academic sites. Upon exclusion, it is incumbent on the student to make every reasonable effort to resolve the matter with the faculty member involved. If the student and faculty member cannot resolve the matter, either may request mediation by the Social Work Department Chair. If the excluded student

cannot resolve the matter satisfactorily per the procedures outlined here and enumerated in the UCCS Student Classroom/Course-Related Behavior Policy, the student may request that the dean of students review the matter and may continue with the appeal process as put forth in that policy.

### **Student Participation in Formulating and Modifying Policies**

Students in the UCCS BSW Program have the right and responsibility to actively participate in the formulating and modification of policies. Students actively participate on search committees, the BSW curriculum committee, and the BSW Professional Advisory Board.