



# BSW Student Handbook

## September 2022

bsw

Helen Bader  
School of Social Welfare  
*Department of Social Work*



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## Introduction

Advising students and providing information about the program to a wide range of individuals and community groups are important tasks for the faculty and staff of an academic program such as the Undergraduate Social Work Program. This Student Handbook has been prepared to provide general information about the bachelor's degree in Social Work (BSW) at the University of Wisconsin-Milwaukee (UWM), and to facilitate the process of advising.

This handbook is one of a series of resource materials that can be used to obtain information about the undergraduate major in social work. Other materials to be aware of are: University of Wisconsin-Milwaukee [Undergraduate Catalog](#), [Undergraduate Social Work Field Education Manual](#), and Helen Bader School of Social Welfare brochures.

*The contents of this handbook are subject to change.*

Tina Freiburger, Ph.D.

Dean and Professor

Helen Bader School of Social Welfare

Matt Steigerwald, MSW, CSW

BSW Program Coordinator

Senior Lecturer

Helen Bader School of School of Social Welfare

## Structure of the School

As of February 2022, the administration of the Helen Bader School of Social Welfare is as follows:

Dr. Tina Freiburger, Dean and Professor, Enderis Hall 1095, 414-229-6134

Dr. James Dimitri Topitzes, Chair and Associate Professor, Enderis Hall 1077, 414-229-3004

Matt Steigerwald, BSW Program Coordinator and Senior Lecturer, Enderis Hall 1011, 414-229-6486

Jeanne Wagner, Director of Social Work Field Education and Clinical Professor, Enderis Hall 1072, 414-229-6501

Academic Advising:

Kate Masshardt, Senior Academic Advisor, Enderis Hall 1017, 414-229-4852

Carly Tucker, Academic Advisor, Enderis Hall 1015, 414-251-8916

Chad Zahrt, Assistant Dean of Student Services, Enderis Hall 1009, 414-229-4852

### Department of Social Work Mission and Goals

The mission of our BSW program is to prepare generalist social work practitioners who can promote and effect positive change through social work practice, advocacy, education, and leadership.

The goal of the UWM BSW program is to prepare:

- highly-skilled, generalist practitioners to work in a variety of ecological levels, including with individuals, families, groups, organizations, communities, and governments
- ethical practitioners guided by the principles and values of the social work profession, including dignity and worth of the person, and importance of human relationships
- culturally competent social workers who promote and advocate for social justice and human rights
- social workers who engage in critical thinking and actively apply research evidence to practice, policy, advocacy, education, and leadership; and.
- social workers who address human service needs in the state of Wisconsin and the region.

Students in the Social Work major are expected to conduct themselves in a manner consistent with the National Association of Social Workers' [Code of Ethics](#).

### Council on Social Work Education: 2015 Education Policy and Accreditation Standards

The BSW program at UWM is accredited through the Council on Social Work Education (CSWE) and adheres to the competencies as found in the CSWE 2015 Educational Policy and Accreditation Standards below:

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

### Advancement into the Social Work Major

To be advanced into the Social Work major a student (whether a transfer student or non-transfer student) must have:

- Completed 48 credits
- A cumulative GPA of 2.5 or higher, including all transfer work
- Completed Social Work 100, 250, and 306

Advancement into the Social Work major happens through PAWS once all requirements have been met. The process runs automatically after the final grades are due each semester. Students will find a milestone on their PAWS Student Center that says “Advanced to Major” upon advancement.

### Field Education Sequence

Field Education is an integral part of social work education. During the practicum experience, the student has the opportunity to link classroom education with supervised social work practice within community social service agencies.

BSW students are required to complete two semesters of field education in a direct practice setting. A total of 340 hours is required to complete both semesters of the field education program. Both semesters must be taken consecutively and in one agency setting.

SW 421: Field Education & Integrated Field Seminar I, 5 credits (170 hours minimum)

SW 422: Field Education & Integrated Field Seminar II, 5 credits (170 hours minimum)

SW 423: Field Education III, 5 credits (170 hours minimum, elective)

The required field hours average 12 hours a week during the Fall/Spring Semester and 15 hours per week during the Summer Semester.

Students must be advanced into the major to be eligible for field education. Students must also complete SW 310 with a B or better before they begin field placement.

Once advanced into the major, students submit an [application to the field program](#). The field application deadlines are as follows:

- February 15 – May 15 for Fall Semester Start
- July 15 – September 15 for Spring Semester Start
- January 1 – February 15 for Summer Semester Start

The [field education manual](#) provides specific information regarding policies, procedures, grades, and requirements, among other information.

### Academic Advising

Each student is assigned a professional academic advisor within the Helen Bader School of Social Welfare. At minimum, the student should have a conference with their advisor at least once a semester. Professional advisors are available to assist students with course selection, degree requirements, and general advising concerns. Advisors will also assist students in navigating University policies and procedures, connecting with campus resources, and making decisions consistent with individual interests, abilities, and goals.

### Undergraduate Academic Advisors

Kate Masshardt, Senior Academic Advisor [masshard@uwm.edu](mailto:masshard@uwm.edu)

Enderis 1017, 414-229-4852

Chad Zahrt, Assistant Dean [zahrt@uwm.edu](mailto:zahrt@uwm.edu)

Enderis 1009, 414-229-4852

### ***To Meet with an Academic Advisor***

- Stop by the advising reception desk on the 10<sup>th</sup> floor of Enderis Hall, Monday through Friday, 8am – 4:30 pm
- Call 414-229-4852
- Current students can schedule online at <https://uwmilwaukee.campus.eab.com>



## Bachelor of Science in Social Work Degree Requirements

*As of 09/01/2020*

### Proficiency Requirements

- Oral and Written Communication (English)
  - Part A proficiency is demonstrated by:
    - Earning a C or better in English 102 or equivalent course, or
    - Achieving a proficient score on the English Placement Test (EPT) prior to the year 2020 or
    - Achieving a proficient ACT or SAT English sub score as determined by the English department
  - Part B proficiency is demonstrated by:
    - Completion of Social Work 410 with a B or better
- Quantitative Literacy (Math)
  - Part A proficiency is demonstrated by:
    - Earning a C or better in Math 102, 103, 105, 111 or equivalent course, or
    - Achieving a proficient ACT or SAT Math sub score as determined by the Math department
    - Achieving a proficient score on the Math Placement Test (MPT) prior to the year 2020 or
    - Achieving a proficient score on the Panther Math Prep placement exam
  - Part B proficiency is demonstrated by:
    - Completion of Social Work 662

## General Education Requirements (GERs)

### Foreign Language

- Satisfied through at least two years of high school instruction of a single foreign language, or
- Satisfactory completion of at least two semesters of a single foreign language in college, or
- Approved demonstration of foreign language ability through placement testing.

### Arts (3 credits)

- Three (3) credits of approved GER (General Education Requirements) Arts courses

### Humanities (12 credits)

- Nine (9) credits of approved GER Humanities courses
- Communication 103: Public Speaking (3 credits)

### Natural Sciences (6 credits)

- Three (3) credits of approved GER Natural Science Lab courses
- Three (3) credits of approved GER Natural Science courses

### Social Sciences (15 credits)

- Must include Psychology 101: Introduction to Psychology
- Must include at least two different subjects

**Social Work Major**

The major itself is 55 credits. All credit for required courses must have been earned within ten years of graduation.

SW 100 (3 cr.) Introduction to Social Work

SW 250 (3 cr.) Human Behavior and the Social Environment

SW 260 (3 cr.) Case Management in Social Work

SW 270 (3 cr.) Advocacy and Empowerment

SW 306 (3 cr.) Introduction to Social Welfare Policy

SW 308 (3 cr.) Social Work Values and Ethics

SW 310 (3 cr.) Social Work Practice I: Individuals and Families

SW 410 (3 cr.; OWC-B) Social Work Practice II: Groups      *taken concurrently with:*

SW 421 (5 cr.) Field Education & Integrated Field Seminar I

SW 427 (3 cr.) Social Work Practice III: Communities and Organizations      *taken concurrently with:*

SW 422 (5 cr.) Field Education & Integrated Seminar II

SW 604 (3 cr.) Social Systems and Social Work Practice

SW 622 (3 cr.; QL-B) Methods of Social Welfare Research

SW 665 (3 cr.) Cultural Diversity and Social Work (meets UWM cultural diversity requirement)

Electives (9 cr.) in either Social Work or Criminal Justice

No academic credit for life experience and previous work experience granted in lieu of field placement or course work.

### Sample 4 Year Plan

This chart is only one model of selecting courses for a four-year sequence to complete requirements. It is not intended to substitute for an academic advising meeting or to be a guide for the selection of specific courses.

	<b>First Semester</b>	<b>Second Semester</b>
First Year	SW 105 [general elective] SW 100 Math (if necessary) [general elective] English (if necessary) [general elective] GER Humanities Psych 101  Total: 16 credits	SW 250 GER Arts GER Humanities GER Social Science GER Natural Science  Total: 15 credits
Sophomore Year	SW 260 SW 270 GER Natural Science Lab COM 103 General Elective  Total: 15 credits	SW 306 SW Elective GER Humanities GER Social Science General Elective  Total: 15 credits
Junior Year	SW 308 SW Elective GER Social Science General Elective  Total: 15 credits	SW 310 SW Elective General Elective General Elective  Total: 15 credits
Senior Year	SW 421 SW 410 SW 604 General Elective  Total: 14 credits	SW 422 SW 427 SW 662 SW 665 General Elective (1 cr.)  Total: 15 credits

### Social Work Course Descriptions: Undergraduate

**100 Introduction to Social Work.** 3 cr. A survey course focused on the development of human service institutions and occupations. Prereq: none.

**105 Orientation for Social Welfare Students.** 1 cr. Prepares students to participate in UWM's educational process and to explore career choices in social welfare. Counts as repeat of SW 088. Jointly offered with and counts as repeat of CJ 105. Prereq: none.

**250 Human Behavior and the Social Environment.** 3 cr. A survey course in normative development from conception through aging. Focus on the interaction between biological, psychological, social, and cultural forces. Prereq: sophomore standing; SOC WRK 100(P) or PSY 101(C).

**260 Case Management in Social Work.** 3 cr. Introduces concepts, models, responsibilities, legal issues, and best practices in the case management role in a variety of social work settings through experiential learning. Prereq: sophomore standing.

**270 Advocacy and Empowerment.** 3 cr. Civics, citizenship, and the role of government in American society. Focusing on policies and social movements from both a historical and current perspective, students will investigate their impact on social work clients. Prereq: sophomore standing, SW 100(P), SW 250(C), SW 260(C), and POLY SCI 104(R).

**297 Study Abroad.** (Subtitled) 1-12 cr. Designed to enroll students in UWM-sponsored program before coursework level, content and credits are determined and/or in specially prepared program coursework. Maybe be retaken with change in topic. Prereq: Acceptance for study program abroad.

**300 Aged to Perfection: Introduction to the Study of Aging.** 3 units; OWCB, SS Interdisciplinary survey on aging. Prereq: Satisfaction of OWC-A GER.

**306 Introduction to Social Welfare Policy.** 3 cr. An analysis of the relationships between poverty, welfare programs, and the society that creates and sustains them; the origins, structures, and goals of welfare programs. Prereq: junior standing; SW 100(P), SW 250(P), SW 270(P), or special student.

**308 Social Work Values and Ethics.** 3 cr. Provides a framework for understanding, managing, and analyzing ethical dilemmas, including professional boundaries using the NASW Code of Ethics and an ethical decision-making process; addresses ethical decision-making within a variety of contexts and situations. Prereq: junior standing, SW 308(C).

**310 Social Work Practice I: Individuals and Families.** 3 cr. Introduction to generic social work practice methods. Course also provides experiential exercises designed to provide students with basic interviewing skills. Prereq: junior standing, SW 100(P), SW 250(P), SW 306(C), and satisfaction of OWC-A GER.

**380 Honors Seminar in Social Work:** 3 cr. A seminar in an interdisciplinary topic or on the broader implications of a faculty member's research. Prereq: sophomore standing; Honors 200(P), cons Honors College Dir.

**410 Social Work Practice II: Groups.** 3 cr. Introduction to social work methods as applied to small groups. Lab provides experiential exercises in group interactions, needs, and leadership roles. Prereq: junior standing; admitted to Social Work major, satisfaction of OWC-A GER, and grade of B or higher in SW 310(P).

**421 Field Education & Integrated Seminar I.** 5 cr. (First of a two-semester required sequence). Placement in a social welfare setting to develop social work skills, and to provide awareness of professional behavior. Minimum of 16 hours per week for a total of 256 hours. Prereq: junior standing; advancement to Social Work major; satisfaction of OWC-A GER; grade of B or better in SW 310(P) and SW 410(C).

**422 Field Education & Integrated Seminar II.** 5 cr. (Second of two-semester required sequence). Continuation of 421. Prereq: grade of B or better in SW 310(P) and SW 410(C).

**423 Field Education III.** 3 cr. (Elective field course). Continuation of 421, 422. Prereq: senior standing, declaration of Social Work major, SW 422(P), SW 427(P), approval of Field Office.

**427 Social Work Practice III:** 3 cr. Communities and Organizations. Introduction to social work methods as applied to community problems. Lab provides experiential exercises in community organization and other techniques of social change. Prereq: grade of B or better in SW 410(P) and SW 421(P); SW 422(C).

**591 Special Topics: Social Welfare and Social Work (Variable Content).** 1-3 cr. Selected topics in social welfare and social work. Maybe be retaken with change of topic to max of 6 credits. Prereq: junior standing; satisfy English competency; one prior course in social work advisable.

**599 Independent Reading.** 1-2 cr. Intensive readings in fields related to student's preparation and training, under the supervision of a faculty member. Students shall not take more than 6 cr. total between courses SW 592 and 599. Prereq: senior standing, satisfy English competency, 2.5 GPA, writ cons instr and dir Soc Work Programming.

### Social Work Course Descriptions: Undergraduate/Graduate

The following 400-699 courses are dual-level courses, approved by the Graduate School for this department to offer for both graduate and undergraduate credit. Junior standing is a minimum prerequisite for the 400-699 level courses carrying graduate credit.

**497 Study Abroad.** (Subtitled) 1-6 cr. Variable content (subtle area of concentration). Designed to enroll students in UWM-sponsored program before coursework level, content and credits are determined and/or in specially-prepared program coursework. May be retaken with change in topic to maximum of 9 credits. Prereq: Acceptance for study program abroad.

**562 Child and Family Services.** 2 cr. Introduction to child and family welfare services, including methods for assessing needs, existing treatment techniques, and institutional support systems. Prereq: junior standing, satisfy English competency, one prior course in Social Work recommended for undergraduates.

**564 Social Services for the Aging.** 2 cr. Individual and societal implications of the aging process, with an emphasis upon current resources and programs for the elderly. Prereq: junior standing, satisfy English competency, one prior course in Social Work recommended for undergraduates.

**604 Social Systems and Social Work Practice.** 3 cr. Analysis of the impact of organizations, community, and social institutions on human behavior, and how they provide the social context of social work practice. Prereq: junior standing, admission to Social Work major, SW 310(P), or graduate student.

**630 Families and Poverty.** 2-3 cr. Description of women in poverty and analysis of historical and contemporary national and state policies aimed at reducing poverty. Prereq: junior standing, one prior course in Social Work recommended.

**650 Social Welfare and the Law.** 2 cr. Principles of collaboration between social work and the legal profession. Selected concepts and principles relating to legal and social provision for the protection of the family, children, and adults. Prereq: junior standing, satisfy English competency, one prior course in Social Work recommended for undergraduates.

**662 Methods of Social Welfare Research.** 3 cr. Analysis of methods used in social welfare research and problems in project design and programming. Distinctive characteristics of investigations directed to planning, administrative, and scientific objectives. Prereq: junior standing, admission to Social Work major, satisfaction of QL-A GER, or graduate student.

**665 Cultural Diversity and Social Work.** 3 cr. Emphasis on culture, race, and ethnicity, theories of prejudice and racial minority groups, and the politics of human services in multicultural society. Prereq: junior standing, admission to Social Work major, satisfy English competency, or graduate student.

**680 Death and Dying.** 3 cr. Focus on multiple perspectives on death, dying, and bereavement; roles and skills for social workers and other helpers about end-of-life issues. Counts as repeat of SW 591 & 791 with same topic. Prereq: junior standing, or graduate student.

**685 Social Gerontology.** 3 cr. Exploration of individual aging experiences and interaction with social structures and social systems. Counts as repeat of SW 591 & 791 with same topic. Prereq: junior standing, or graduate student.

**690 Mindfulness and Community Building.** 3 cr. Seminar for graduate students and upper-level undergraduates that offers didactic and experiential insights into trauma-informed care, community building, and mindfulness. Prereq: junior standing, or graduate student.



## Transfer Credit

- *Transfer Credit from Other UW System Schools and Other Wisconsin Schools and Colleges*

Transfer of credit from other schools in Wisconsin is based on an evaluation of the specific courses, accreditation status of the transferring school, and accreditation standards of the Council on Social Work Education (CSWE). Contact a professional academic advisor at 414-229-4852 for further information.

- *Wisconsin Technical College System*

Some courses in non-college parallel human service programs in the Milwaukee and Madison Wisconsin Technical College System (WTCS) will transfer to the UWM Social Work program. The potential transfer of these credits depends on the applicability of course work to the Social Work major, equivalency of the course work, whether the coursework is upper divisional or lower divisional, and whether the courses meet the accreditation standards of the Council on Social Work Education (CSWE).

Currently, transferability has been arranged with the Human Service Programs of Milwaukee Area Technical College and Madison Area Technical College. Other transfers may be appropriate. Contact a professional academic advisor at 414-229-4852 for further information.

- *Residency and Transfer Policy*

Transfer students should know that 50% of credits in the Social Work major must be taken at UWM, including at least one field education course. The last 30 degree credits must be taken at UWM. A maximum of 72 credits may transfer from a Wisconsin Technical College System institution.

- *Course Substitution*

If a student is looking to have a course from another curricular area satisfy Social Work degree requirements, they must first discuss this with an advisor. If the requirement is within the Social Work department, the advisor will consult the BSW Coordinator and the Social Work Department Chair to request this substitution. If the substitution is for a requirement outside of the major but still part of the Social Work degree, the student will be directed to the appropriate department on campus to request the substitution. A syllabus for the course may be required in both situations.

No academic credit for life experience or previous work experience is granted in lieu of field placement of coursework.

### Residency Requirements

UWM states that to be eligible to receive a UWM degree, students must take their last 30 credits in residence at UWM. Additionally, the Social Work department has established that a student must complete at least 50% of the credits in the Social Work major in residence at UWM. Social Work students must complete at least one semester of field placement at UWM.

### Student Organizations in Social Work

- *National Association of Social Workers (NASW)*  
[The National Association of Social Workers](#) (NASW) is the professional practice organization responsible for keeping practitioners in the field abreast of new practice techniques and trends in the field. Yearly membership includes chapter and national newsletters; four issues of the *NASW Social Work* journal; access to free literature searches through the national library; free consultation on issues such as employment; low-cost professional liability insurance; access to the books and resources from the Chapter Lending Library; and free resume reviews.
- *Student Social Work Association*  
The Student Social Work Association holds monthly events that include social activities, volunteer opportunities, and informational sessions about topics in the field of social welfare. The purpose of the SSWA is to increase students' knowledge about the social work profession through connective students with resources and networks in the professional field of social welfare, and to provide a social environment in which to volunteer and enrich the community. Any student enrolled at UWM in the Helen Bader School of Social Welfare may join. Contact: Joshua Neujahr [neujahr@uwm.edu](mailto:neujahr@uwm.edu)
- *Representation on Committees*  
Faculty action by the Helen Bader School of Social Welfare allows undergraduate students to be represented on select committees of the School, and allows voting rights for the students.

## Policies and Procedures

### *Expectations for Student Performance*

Students in the undergraduate Social Work program at UWM are expected to maintain the standards established by the Department of Social Work, the University, and the Social Work profession. These standards reference academic and non-academic performance, along with expectations around academic integrity.

- *Academic Performance*  
To be advanced into the Social Work major, students must have a 2.5 GPA, including all transfer work. Students in the undergraduate Social Work program are expected to successfully complete all required coursework and maintain a minimum GPA of 2.0 to graduate. Students must achieve no less than a B in Field (SW 421 & 422) and Practice (SW 310, 410, & 427) courses.
- *Non-Academic Performance*  
Because social work is a professional degree, meeting standards for academic performance is necessary but not sufficient to ensure continuation in our Social Work program. Students are expected to demonstrate professional behavior that reflects adherence to professional standards around conduct and the values and ethics of the profession: <https://www.socialworkers.org/About/Ethics>.
- *Academic Integrity*  
Students in the Department of Social Work are expected to comply with [UWM's policy on Academic Integrity](#). Violations of academic integrity constitute academic misconduct, most frequently plagiarism and cheating. Sanctions may include, but are not limited to, failure in a course, and/or dismissal from the program.

### *Performance Review*

Any student who fails to meet the expectations of the Social Work program will be subject to review. In general, the intent of such a review is to identify possible corrective actions that would facilitate successful completion of the program.

The types of issues that would warrant a request for a student review by a faculty member could include, but are not limited to:

- Conduct that is not congruent with the values and ethics of the social work profession.
- Failure to adhere to UWM policies, field agency policies, or professional standards.
- Failure to communicate effectively, both verbally and in written form.
- Inadequate academic performance.
- Unprofessional interactions or relationships with faculty, staff, students, peers, and field agency staff and clients.
- Consistent pattern of unprofessional behavior.
- Behavior that interferes with the functioning of others in academic and professional settings.

*Further information related to the review process is available in Appendix 1*

### *Discontinuance*

A student may be discontinued from the undergraduate Social Work program for academic or professional concerns. It is expected that Social Work majors adhere to the expectations outlined in the [NASW Code of Ethics](#). Additionally, students may be discontinued for any one of the following reasons:

- GPA below 2.0
- Unsatisfactory performance in field and/or less than a B in field placement (SW 421 & 422).
- Less than a B in practice courses (SW 310, 410, & 427).
- Rejected for placement by three or more agencies related to their appropriateness or readiness for the field.
- Overall performance viewed as unprofessional.

### *Student Appeals and Grievances*

The Helen Bader School of Social Welfare has an Appeals and Grievance Committee for addressing student concerns about academic (e.g. grades) and non-academic issues within the School. [Appeal procedures are available for review](#). Please talk to your academic advisor, a faculty member, or the BSW Program Coordinator if you have questions.

### *Sexual Harassment*

Sexual harassment will not be tolerated at UWM. If you feel you are being sexually harassed, there are multiple people available to help. Please feel free to talk with a faculty member, your academic advisor, the Dean of the Helen Bader School of Social Welfare, the BSW Coordinator, the Social Work Department Chair, or the Assistant Dean of Student Services. There are additional resources in the [Dean of Students Office](#) and through the [Office of Equity and Diversity](#).

### *Student Rights and Responsibilities*

Students at UWM have certain rights and responsibilities that are outlined, protected and enforced by the UWM Dean of Student's Office. Students are encouraged to contact the Dean of Students Office with any questions or concerns that pertain to their experience of these rights and responsibilities at UWM (<https://uwm.edu/deanofstudents/about/>):

- The Right to fair treatment.
- The Right to privacy.
- The Right to be notified of options.
- The Right to an advisor.
- The Right to written notice.
- The Right to hear and provide testimony.
- The Right to appeal.
- The Responsibility to respect and be sensitive to others.
- The Responsibility to comply with published University policies.
- The Responsibility to abide by laws.
- The Responsibility of assuming the consequences of one's action.

## Student Involvement

UWM, the Helen Bader School of Social Welfare (HBSSW) and the Social Work Department value student participation in academic and student affairs. As such, there are multiple opportunities at the campus-level as well as within the School and Social Work Department as noted below.

At larger **campus-level**, opportunities for student involvement include:

- The Student Association (SA) which is UWM's student government body (<https://uwm.edu/studentassociation/>)
- The UWM Cultural and Advocacy Centers (<https://uwm.edu/studenthandbook/student-resources/cultural-advocacy-centers/>)
- Various Student Organizations (<https://uwm.edu/studentinvolvement/student-organizations-2/>)
- Other opportunities for Student Involvement (<https://uwm.edu/studentinvolvement/>)

At a **School-level**, the Helen Bader School of Social Welfare offers student participation opportunities in the following ways:

- 2 Social Work student seats on the HBSSW Grievance and Appeals Committee
- Student participation in a Dean's advisory student group
- Student seats on the HBSSW Social Justice Committee

Students interested in learning more about the first two HBSSW opportunities can contact the HBSSW Dean's Office assistant, Quinn Cory at [qecory@uwm.edu](mailto:qecory@uwm.edu). Students interested in more information about the Social Justice Committee should review this webpage:

<https://uwm.edu/socialwelfare/students/social-justice-committee/>

Within the **Social Work Department**, students can participate, offer their feedback and have their voices be heard through a number of avenues, including:

- Student evaluations of courses and instructors for each course at the end of every semester. These evaluations will be distributed electronically by campus and student feedback is anonymous.
- Chair's Advisory Board is a group of students convened by the Social Work Department Chair on a regular basis throughout the academic year to give formative feedback and details of student experiences to the Chair in a supportive, conversational, group format. Interested students should contact the Social Work Department Chair, Dimitri Topitzes ([topitzes@uwm.edu](mailto:topitzes@uwm.edu)) for more information.
- Social Work Student Association – for both undergraduate and graduate social work students
- Student Gerontology Association – for both undergraduate and graduate social work students with a declared interest in practice with older adults
  - More information on both social work student associations referenced above can be found at this webpage:

<https://uwm.edu/socialwelfare/students/student-associations/>

**Student Resources: *Campus Support Services***

Accessibility Resource Center	Mitchell 115	414-229-6287
Career Planning & Resource Center	Mellencamp 128	414-229-4486
Center for Community-Based Learning, Leadership, and Research	Union G28	414-229-3169
Center for International Education	Garland 138	414-229-4846
Center for Student Involvement	Union 355	414-229-5780
Dean of Students	Union 345	414-229-4632
Financial Aid	Mellencamp 162	414-229-4541
Inclusive Excellence Center	Union W119	414-229-7234
LGBT Resource Center	Union WG89	414-229-4116
Military Education Benefits Office	Mellencamp 162	414-229-4541
Military & Veterans Resource Center	Union WG99	414-229-7211
Norris Health Center		414-229-4716
Office of Equity/Diversity Services	Mitchell 359	414-229-5923
Office of Undergraduate Research	Bolton 192	414-229-2666
Registrar's Office	Mellencamp 274	414-229-3800
Student Success Center (Tutoring, Supplemental Instruction, and Mentoring)	Bolton 120	414-229-5385
Study Abroad	Garland 138	414-229-4846
University Counseling Services	NWQ 5 <sup>th</sup> Floor	414-229-4133
UWM Libraries		414-229-4785
Woman's Resource Center	Union WG93	414-229-2852
UWM Help Desk	Bolton 225	414-229-4040

### *Peer Mentoring*

The [Peer Mentoring program](#) provides first-year students with the support they need to succeed. Every first-year student is assigned a Peer Mentor who works to support them. They offer a variety of services aimed at assisting students during their program at UWM.

### *Tutoring and Supplemental Instruction*

[Tutoring and Supplemental Instruction](#) are available to any UWM students who want to improve their grade in a specific course, do not want to fall behind in a course, want additional assistance in reviewing for an exam, or are taking a course that does not come easy to them.

### *Writing Center*

All UWM writers—students, faculty, and staff—can meet one-on-one, confidentially, with qualified tutors in person or online in real time in the [Writing Center](#). Any subject, any project, any level.

### *Campus Computers*

Campus computer labs are available throughout campus, including Enderis 1024/1040, for use by students, faculty, and staff. Additionally, PROWLnet allows access to the UWM wireless network at multiple sites across campus.



### Fields of Interest and Practice Areas of Employment

No matter what the political climate or the nature of personal and social problems, there will always be jobs for social workers because there will always be people in need of assistance.

#### Child Welfare

Social workers in child welfare strive to improve the physical and emotional well-being of deprived or troubled children in homes or in institutions. They also advise parents on childcare and arrange for educational, medical, or daycare services. A main thrust of social work today is in the area of child abuse and neglect. The social worker investigates physical, sexual, or emotional abuse of children, intervenes to provide for the child's protection, and sometimes initiates legal action. When parents and children must be separated, the social worker arranges temporary foster care or more permanent adoption.

#### Criminal Justice

Both public and private agencies hire social for various positions in law enforcement, courts, and corrections.

#### Developmental Disabilities

Physically or mentally disabled persons are increasingly finding their place in the mainstream of society, and social workers help them do this by providing counseling, referral, and education in daily living skills. The social worker plays a critical role in helping families with disabled children locate educational or other special services. The social worker also works closely with people suddenly disabled by accidents or critical illness to help them adjust to their disability and live as independently as possible.

#### Drug and Alcohol Abuse

Industry, hospitals, community group homes, clinics, and prisons are just a few settings where social workers help those with drug or alcohol addictions. Through individual and group counseling and community education, social workers provide necessary support and assistance.

### Family Practice

Social workers are unique among the helping professions in the way they regard the individual and his problem in the context of the total family and the social environment. By counseling individuals, families, and groups, and by linking the family with critical community resources, social workers in community service agencies as well as in private practice help families cope with marital problems, unemployment, drug abuse, alcoholism, mental illness, or emotional stress.

### Health Care

Social Workers are a vital part of the health care team, along with doctors and nurses, as it becomes increasingly recognized that patient problems go beyond physical ailments. Hospital social workers advocate for patients' rights and plan for discharge and re-entry into the community. The social worker can also arrange for home care and continued access to services for patients as needed. Social workers in public health—in public agencies, inner city clinics, rural health departments, and on American Indian reservations—work with the entire community to prevent disease and avoid health risks. Health care offers social workers a rapidly expanding area for practice. Approximately one third of all social workers are employed in health settings.

### Income Maintenance

Developing sound public policies and implementing programs and services for those who need support are traditional and critical areas of social work employment. These professionals work in local, state, or federal agencies, and their jobs range from client assistance to top administrative posts. With growing emphasis on W2 and related programs, some of these positions are going to private agencies. Social workers in many settings help to develop legislative strategies, organize communities, and lobby in the hope of influencing and improving the public welfare.

### Industry, Business, and Labor

Occupational social work is a growing area for professional social workers as their worth is realized in assisting employees with individual problems that affect their work performance. Many social workers in occupational settings work directly with employees and their families to solve such problems as alcoholism, marital discord, or work-related stress. Social work skills are also increasingly recognized as valuable in assisting a corporation with its social and community responsibility. Major international trade unions employ social workers to deliver services to members and their families, as well as to develop educational, recreational, and service programs for their active and retired members.

### Mental Health

Half of all mental health treatment in the U.S. is given by professional social workers. They are found in mental health centers, clinics, and psychiatric hospitals, to help patients and their families get needed assistance and plan for a speedy return to the community. Social workers also give direct mental health counseling services to individuals, families, and groups in private settings, and serve as administrators of large mental health agencies, both public and nonprofit. Social workers frequently help people who are experiencing stressful situations but who are not in any way mentally ill.

### Schools and Youth

Many schools employ social workers to detect problems among children, and to investigate and, if possible, resolve difficulties in the children's families. School social workers often teach child-rearing techniques to families, work with teachers on behavior management, and counsel children individually and in groups. One of the major challenges faced by school social workers is encouraging parents to become more involved in their children's education. Social workers interested in teenagers also work in runaway houses, recreational centers, storefront clinics, and correctional institutions. Catching and assisting with problems early in life helps turn a troubled young person into a contributing member of adult society.

### Services to the Aged

The fastest growing segment of the population are the elderly, and here social workers can find some of the greatest job opportunities of all. Social workers have vast new opportunities in helping the aged and their families obtain vital services, find meaningful activities and relationships, and adapt to the aging process. Social workers are also involved in developing innovative projects for older persons such as shared housing and job placements.

## Appendix 1: Expectations for Student Performance Policies and Procedures

### **HELEN BADER SCHOOL OF SOCIAL WELFARE DEPARTMENT OF SOCIAL WORK GRADUATE PROGRAM**

#### **Expectations for Student Performance**

Students in the Social Work Programs are expected to maintain the standards established by the Department of Social Work, the University, and the Social Work profession. These standards reference Academic and Non-academic performance along with expectations around Academic Integrity.

#### **I. Academic Performance**

Students in the Department of Social Work are expected to successfully complete all required courses and maintain a minimum GPA of 2.0 for undergraduate students and a 3.0 for graduate students.

Students must achieve no less than a B in field and practice methods courses.

#### **II. Non-academic Performance**

Because social work is a professional degree, meeting standards for Academic Performance is necessary but not sufficient to ensure continuation in our social work programs. Students are expected to demonstrate professional behavior that reflects adherence to professional standards around conduct and the values/ethics of the profession.

#### **III. Academic Integrity**

Students in the Department of Social Work are expected to follow UWM's policy on Academic Integrity. Violations of Academic Integrity constitute academic misconduct, most often plagiarism and cheating. Sanctions may include, but are not limited to, failure on an assignment, failure in a course, and/or dismissal from the program.

## Performance Review

Any student who does not meet the expectations of the social work program will be subject to review. In general, the intent of such a review is to identify possible corrective actions that would lead to successful completion of the program.

The types of issues that would call for a request for a student review by a faculty member could include, but are not limited to:

- Conduct that is not congruent with the values and ethics of the social work profession
- Failure to adhere to UWM policies, agency policies, or professional standards
- Failure to communicate effectively, both verbally and in written form
- Inadequate academic performance
- Unprofessional interactions or relationships with faculty, staff, students, peers, and field agency staff and clients
- Consistent pattern of unprofessional behavior
- Behavior that interferes with the functioning of others in academic and professional settings.

## Review Process

The review process presented is not necessarily sequential; the faculty member may choose a level for review that is appropriate to the behavior or issue of concern.

### Level 1 Review

*Level 1 review: meeting with faculty and student*

When a faculty member becomes concerned about a student, they have three options to address the concern at this level. The options are not presented as incremental; faculty members may choose which choice seems most appropriate to the situation.

1. *Option 1:* meet with the student, discuss the behavior of concern, and discuss solutions. No follow-up needed if this is sufficient to resolve the concern.
2. *Option 2:* meet with the student, discuss the behavior of concern, and discuss solutions. Follow-up with an email to the student summarizing the conversation and the expectations. If necessary, copy the Department Chair on the email.
3. *Option 3:* meet with the student, discuss the behavior of concern, and complete a contract that details the resolution agreed upon, signed by the student and faculty member. Indicate on contract whether the Department Chair will be receiving a copy of the contract.

**Level 2 Review**

Level 2 review: *meeting with student, Department Chair, relevant faculty*

At this level, the Department Chair is included in meetings with the student, and meetings and outcomes are documented. Level 2 is initiated:

1. By the Department Chair after receiving two or more formal or informal contracts related to a student. The Department Chair will meet with the student and the relevant faculty member(s).
2. By the faculty member when concerns have not been resolved at Level 1. This meeting is with the faculty member, student, and Department Chair.
3. By either a faculty member or the Department Chair when a student is out of compliance with University Standards or policies. This meeting is with the faculty member, student, and Department Chair.
4. By the Department Chair after a graduate student has received two grades of C or two Incompletes in the program. This review may only be a transcript review initially but could be followed by a meeting with the student and Department Chair

Level 2 review response:

The outcome of a Level 2 review could include any or all of the following:

1. Probationary status with a timeline for a follow-up review
2. An academic and/or non-academic remediation plan with specific expectations and a timeline for completion
3. Recommendation for review by the Faculty Review Panel

**Level 3 Review****Level 3 review: meeting with Faculty Review Panel (FRP)**

At this level, a review occurs with FRP because dismissal from the program is a possibility for reasons of Academic Performance or Non-academic Performance. This level review can be initiated for the following types of situations:

1. Because the behavior is sufficiently egregious for dismissal from the program to be considered.
2. When a student's GPA is 2.5 or less (graduate) or 1.5 (undergraduates). A GPA of 2.5-3.0 for graduate students or 1.5-2.0 for undergraduates can be reviewed by the Department Chair.
3. When concerns about student behavior and performance have not been adequately resolved at previous levels.

**Level 3 review response:**

The outcome of a review by the Faculty Review Panel (FRP) could include any of the following:

1. Permit student to continue in the program without contingencies
2. Permit student to continue in the program with contingencies for continuation (examples: time limits; additional coursework; evidence of ability to function; a plan of academic or non-academic expectations; requirements for monitoring)
3. Permit student to continue in the program by suspending or waiving a department requirement
4. Recommend dismissal from the program

*May 19, 2010*

## Appendix 2: Student Grievance and Grade Appeal Policies and Procedures

### HELEN BADER SCHOOL OF SOCIAL WELFARE DEPARTMENT OF SOCIAL WORK GRADUATE PROGRAM

#### STUDENT GRIEVANCE AND GRADE APPEAL PROCEDURES

##### FORMAL GRIEVANCE/GRADE APPEAL PROCEDURE

###### STEP ONE

The student appeals in writing to the faculty member or the faculty/staff body responsible for the decision within **30 working days** of the action which prompts the appeal or grievance. The faculty member or the faculty/staff body will provide a written statement of the reason for the decision. Students are encouraged to contact their faculty advisor for help with the appeals process.

###### STEP TWO

If the student is dissatisfied with the outcome of STEP ONE, the student may continue the appeal by submitting a written Statement of Appeal to the HBSSW Student Grievance and Grade Appeal Committee (SGGAC) within **10 working days** of the STEP ONE decision. The Statement of Appeal must have:

- Relevant facts surrounding the appeal/grievance, such as which policies or syllabus guidelines were violated
- The solution sought or the actions that will resolve the problem to the student's satisfaction
- Any evidential and supporting documentation

The HBSSW Appeals and Grievance Committee will review the materials to determine whether presented materials are in good order. If not, the Committee may return the materials to the student. If materials are complete, the Committee may decide to 1) conduct a hearing or 2) render a decision based on the materials submitted by the student. A student may request a hearing with the Committee. Within **10 working days** of receiving the written appeal materials, the Committee will inform the student in writing of its decision at a hearing.

The expectation is that the Committee will not substitute its judgment for that of the faculty when the merits of a student's work are involved. The obligation of the Committee is to determine whether the student was treated fairly and not to evaluate whether the assigned grade was justified. Further, grading is often relative to the course and the overall performance of all the students enrolled in the course.



### STEP THREE

If the STEP TWO decision is not acceptable to the student, he or she may:

- Graduate Students: appeal to the Associate Dean of the Graduate School within **10 working days** from the date of the decision by the Appeals and Grievance Committee. The Associate Dean will review all documents and supporting material and makes a recommendation to the Dean of the Graduate School, who makes the final decision.
- Undergraduate Students: appeal to the Dean of the Helen Bader School of Social Welfare within **10 working days** from the date of the decision by the Appeals and Grievance Committee. The Dean will review all documents and supporting material make the final decision.

### HEARING PROCEDURE

A request by a student for a hearing will be screened initially by the Appeals and Grievance Committee within ten working days upon receipt of request. A request for a hearing may be rejected for any of the following reasons:

1. The complaint is outside the authority of the Appeals and Grievance Committee.
2. The issue was not made within the time limits specified and is without a reasonable argument for a time extension.
3. No remedy is available for the Committee to recommend that would address the issue.
4. The substance of the appeal/grievance or the supporting evidence is not sufficient to call for further consideration by the Committee.

If a hearing is believed necessary by the Appeals and Grievance Committee, the following procedures will apply:

- A. When a hearing is thought necessary, the Committee chair shall immediately notify the faculty or faculty/staff body and provide a copy of the appeal. The chair shall set a hearing date taking into consideration the scheduling requirements of all parties. The chair shall notify all parties by mail of the time and place of the hearing and of the hearing procedures.
- B. In extenuating circumstances, the Committee may waive the time limits by a majority vote of the members present at the first screening of the appeal/grievance.
- C. The faculty may submit to the chair of the Committee a written answer to the appeal at least **5 working days** prior to the hearing.

- D. The student and the faculty may choose to be present at the hearing. All parties have a right to be present at the hearing. The student and the faculty may each be accompanied by one person, who may advise and counsel but not otherwise take part in the hearing. It is important to remember that the appeal procedures are primarily administrative in nature and are part of the educational process as distinguished from the judicial process.
- E. If one of the parties does not appear at the hearing, the hearing shall proceed, and the committee may reach a decision based on the written materials submitted to or obtained by the committee before the hearing, and the verbal or written materials presented at the hearing. If a party notifies the chair prior to the meeting that appearance at the meeting will be impossible, the chair may postpone the hearing and set a new hearing date, within **15 working days** of the original hearing date.
- F. The hearing will be open unless action is taken by the Appeals Committee to close the meeting in accord with Wis. Stat. 19.85.

a. Closed Session/Meetings

Closed meetings are defined under Wisconsin Statute s. 19.85. A closed session occurs when only members of the body are allowed to be in attendance. Section 19.85 (d) allows for a closed session when personnel matters are being considered or discussed by the committee. If the committee is meeting in closed session, a motion must be made to move into closed session pursuant to Wisconsin Statute s. 19.85 and the motion to be considered must be stated. A roll call/ballot vote is then taken and recorded.

To go into closed session, the following steps must be taken:

- The committee must first meet in open session
- A member of the committee must move that the group meet in closed session, stating the nature of the business to be considered
- The chair must reiterate the nature of the business to be considered in closed session and cite the relevant statute that provides authority for the closed session (Wisc. Stats. 19.85)
- The motion to go into closed session must be passed by majority vote of those present.
- The vote of each member on the motion to close the session must be found and recorded in the meeting's minutes.
- The contents of the announcement to go into closed session must be noted in the minutes

- G. The chair of the SGGAC will have full charge of the decorum of the hearing. The student may present one witness at a time. The faculty member may present one witness at a time. Upon recognition by the chair, committee members may question witnesses. Unless a majority of the committee votes to extend the hearing, no hearing shall last more than two hours.
- H. Student and faculty shall be afforded equal time to provide information to substantiate their claims.
- I. Upon the close of the hearing, the committee, if meeting in open session, may entertain a motion to close the session for deliberation under Wis. Stat. 19.85 (1)(a) or Wis. Stat. 19.85 (1)(c), or if meeting in closed session under Wis. Stat. 19.85 (1)(f), shall excuse the parties to deliberate the issues.
- J. The decision of the committee on the appeal shall be by simple majority vote. Members of the committee shall apply fair professional and academic standards in reaching a decision.
- K. The committee may recommend the redress sought by the appellant, may reject the appeal, or may recommend a different remedy than that sought by the appellant. All decisions of the Appeals and Grievance Committee are advisory only and are not authoritative or binding.
- L. For complaints related to faculty performance, the Committee will prepare a report consisting of facts and conclusions and the applicability of professional and academic standards. The report may include a recommendation for a suggested remedy. The hearing report should be sent to:
  - a. the parties involved
  - b. the Dean
  - c. the Executive Committee of the faculty member's department.
- M. Reports addressing complaints related to curriculum or course content should be sent to the Department Faculty.
- N. Appeal and Grievance materials and proceedings are considered confidential.

## COMMITTEE COMPOSITION

This committee is composed of five tenured faculty members appointed by the Dean of the Helen Bader School of Social Welfare. Four students shall be appointed from each of the school's programs, criminal justice and social work, two from each program at the undergraduate and graduate levels.

Terms are overlapping, two-year terms, including summers.

## COMMITTEE GOVERNANCE

### A. Quorum

The presence of three faculty and two student members is required to conduct all committee business. A simple majority vote is needed for deciding issues related to an appeal or grievance and the ultimate decision in the appeal or grievance.

### B. Chair

The Chair shall be elected by the committee from among those serving on the committee. At the end of the academic year, if the chair is not a continuing member, a convener will be appointed to assure that all pending committee business is handled in a prompt fashion until a chair is selected.

### C. Conflicts of Interest

Individual committee members with a perceived conflict of interest in a particular appeal shall not sit on the committee as it conducts business concerning that appeal. The Dean of the Helen Bader School of Social Welfare shall appoint a tenured faculty member to serve as an alternate to take part in all business concerning that appeal or grievance. The Dean shall determine that the alternate faculty member has no conflict of interest with the specific case.

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## Appendix 3: Student Dismissal Policies and Procedures

### HELEN BADER SCHOOL OF SOCIAL WELFARE DEPARTMENT OF SOCIAL WORK GRADUATE PROGRAM

#### FACULTY REVIEW PANEL

A Faculty Review Panel made up of three faculty members will be appointed by the Social Work Department Chair each academic year. The Panel will be charged with reviewing 1) students recommended for dismissal and 2) applicants for re-entry to the MSW program.

#### STUDENT DISMISSAL POLICIES & PROCEDURES

Students may be dismissed from the graduate program for any one of the following reasons:

1. Any student whose GPA falls below the minimum 3.0 may be recommended for dismissal from the Master's Program in Social Work.
2. Students who are admitted to this program on probation and whose GPA falls below 3.0 in any given semester may be recommended for dismissal unless they can provide reasons for their substandard performance, and unless they can prove their capacity to meet minimum standards of performance in the future.
3. Students whose performance in a field placement is unsatisfactory and/or who receive a grade of less than "B" in the placement may be recommended for dismissal from the program.
4. Any students whose performance in a methods course is unsatisfactory and who receive a grade of less than "B" in a methods course (SW 708, 709, 711, 811, 820) may be recommended for dismissal.
5. When seeking a field placement, students who are rejected for placement by three or more agencies for reasons that relate to their appropriateness or their readiness for placement may be recommended for dismissal from the program.
6. Students whose general performance is viewed as nonprofessional may be recommended for dismissal from the Graduate Social Work Program.

## PROCEDURES

1. Students subject to academic dismissal are referred to the Department Chair by faculty/staff. All issues related to field performance will be referred to the Department Chair by the Field Director. All referrals to the Department Chair should include a recommendation and proper documentation. Faculty/staff may request to be present at the meeting of the Faculty Review Panel.
2. Within ten days of receiving a referral for possible dismissal, the Department Chair shall review the materials to confirm that the situation is a possible dismissal. If the situation does involve one of the above policies relating to dismissal, the Department Chair will send a referral, in writing, to the Faculty Review Panel with copies to the student and his/her faculty advisor.
3. The student may choose to give evidence in writing of his/her ability to meet the performance standards of the program. All materials shall be submitted to the Department Chair and made available to the Review Panel prior to the scheduled meeting. The student may request to be present at the meeting of the Faculty Review Panel.
4. The Faculty Review Panel will meet promptly to review available materials and determine whether to request other written materials and/or the presence of the student, faculty, and/or staff.
5. The Panel will prepare a written report of their recommendation to the Department Chair for action.
6. The Department Chair will review the recommendations and reach a determination on the student's status in the program.
7. In those cases where the Department Chair recommends academic dismissal, the student has the option of submitting a request to be reviewed by the Appeals Committee, (which is step two in the graduate appeals process).
8. Following an appeals review, the Appeals Committee will notify the student and the Department Chair in writing of their final decision regarding the student's academic status.
9. In those cases where academic dismissal from the Graduate Social Work Program **is not** recommended, the Department Chair will notify the faculty advisor and designated staff regarding responsibilities for monitoring the future performance of the student. In those cases where academic dismissal from the Graduate Social Work Program **is** recommended, the Department Chair will send a recommendation for dismissal to the Graduate School.

**RE-ENTRY APPLICATIONS**

A student who was not in good standing in the MSW program will need to have their re-application reviewed by the Panel for a recommendation regarding re-entry. The re-application of students in good standing is automatically accepted.

**PROCEDURES**

2. The Faculty Review Panel will meet promptly to review available materials and determine whether to request other written materials and/or the presence of the student, faculty, and/or staff
3. The student may choose to give evidence in writing of his/her ability to meet the performance standards of the program. All materials shall be submitted to the Department Chair and made available to the Review Panel within 10 working days prior to the scheduled meeting.
4. The Panel will prepare a written report of their recommendation to the Department Chair for action.
5. The Department Chair will review the recommendations and reach a determination on the student's status in the program.
6. In those cases where the Department Chair denies re-entry to the MSW program, the student has the option of submitting a request to be reviewed by the Appeals Committee (which is step two in the graduate appeals process).
7. Following an appeals review, the Appeals Committee will notify the student, the Department Chair, and the Graduate School in writing of their final decision regarding the student's academic status.

Approved November 2, 2005