



COLLEGE OF SOCIAL WORK

University of South Carolina

BSW STUDENT POLICIES AND PROCEDURES MANUAL 2018-2019

**THIS MANUAL IS FOR BSW STUDENTS
BEGINNING THE PROGRAM IN FALL
2018**

www.sc.edu/cosw

This manual covers the Fall, Spring, and Summer terms of the 2018-2019 academic year. This manual is intended only to provide information for the guidance of the University of South Carolina College of Social Work students. The information is subject to change and the College of Social Work reserves the right to depart without notice from any policy or procedures referred to in this manual. This manual is not intended to be and should not be regarded as a contract between the University of South Carolina College of Social Work and any student or other person.

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Revised:

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PROGRAM MISSION, GOALS, AND LEARNING OUTCOMES

BSW Program Mission

The mission of the BSW program is to prepare graduates to become competent and ethical generalist practitioners who promote social and economic justice, social well-being, and an appreciation of diversity among vulnerable populations across South Carolina and beyond. This is accomplished through the program's emphasis on teaching, research, creative activity, and community engagement.

BSW Program Goals and Learning Outcomes

Based on the importance purposes of a generalist social work education and the BSW program, the mission of the BSW program, and academic climate, the BSW Program goals are as follows:

Goal 1: The program prepares students to appreciate the importance of human relationships for the provision of competent generalist practices

- Learning Outcome 1: Graduates will engage, assess, intervene, and evaluate with individuals, families, groups, organizations, and communities (2.1.10¹).

Goal 2: The program prepares students to demonstrate competent generalist practices within the parameters of the profession's ethics, values, emphasis on the dignity and worth of the person, and respect for diversity and difference.

- Learning Outcome 2: Graduates will identify as professional social workers and conduct themselves accordingly (2.1.1).
- Learning Outcome 3: Graduates will apply social work ethical principles to guide professional practice (2.1.2).
- Learning Outcome 4: Graduates will engage diversity and difference in practice (2.1.4).

Goal 3: The program prepares students to apply a person and environment framework to interpret practice contexts and relevant research.

- Learning Outcome 5: Graduates will apply knowledge of human behavior and the social environment (2.1.7).
- Learning Outcome 6: Graduates will engage in research-informed practice and practice-informed research (2.1.6).
- Learning Outcome 7: Graduates will respond to contexts that shape practice (2.1.9).

¹ Numbers refer to the CSWE's 2008 Educational Policy and Accreditation Standards (EPAS) Core Competencies

Goal 4: The program prepares students to understand the conditions that influence human rights, as well as the policies and practices that enhance social and economic justice

- Learning Outcome 8: Graduates will engage in policy practice to advance social and economic well-being and to deliver effective social work services (2.1.8).

Goal 5: The program prepares students to use critical thinking in serving and advocating for social and economic justice.

- Learning Outcome 9: Graduates will apply critical thinking to inform and communicate professional judgments (2.1.3).
- Learning Outcome 10: Graduates will advance human rights and social and economic justice (2.1.5).

Program Evaluation

The BSW Program routinely collects and evaluates data to monitor progress and achievement of program goals. Students are included in this process through their involvement in surveys for course evaluations, self-assessment of learning outcomes, evaluations of field organizations and field instructors, and others. Students are invited to provide additional feedback through the social work student associations and through student membership on College committees.

ADMISSIONS

Admission Requirements for the Upper Division

The admission policy for the BSW Program applies to every applicant for the undergraduate social work program. The admission policy for the BSW degree program applies to every applicant. All applicants must fulfill the general admission requirements of both the University and the College of Social Work. Students must submit a completed College of Social Work BSW Program application by the announced due dates published each year. The College of Social Work is committed to diversity in its student body. Admission is limited and competitive. Minimum requirements for admission include:

1. An institutional undergraduate GPA of 2.50 (on a 4.00 scale).
2. Earned minimum grade of C or higher in all required Carolina Core Effective, Engaged, and Persuasive Communication (Writing) – CMW courses.
3. Verified completion of 39 hours of general education courses at the time of application.
4. Verified completion of 54 hours of general education courses at the time of progression to upper division.
5. Verified completion of SOWK 201, or equivalency for transfer students.
6. At least three letters of reference submitted by individuals who can attest to the student's potential for undergraduate study and social work practice.

7. A personal statement that addresses the student's interests, resiliencies, and community service.

An interview may also be required.

All students are expected to meet with a social work advisor to receive information about and discuss the application process.

All students accepted into the BSW Program are expected to attend the BSW Program Upper Division orientation as well the Field Education orientation.

In addition to USC and College of Social Work policies and procedures, students are expected to abide by the National Association of Social Workers' (NASW) Code of Ethics.

Transfer Credit

Per University policy, students transferring to the University from another college or university must have their transcripts evaluated by the University **before** enrolling in classes. It is only after such evaluation that students will know definitively the transferability and equivalency of each transfer course. Additional information about the transferability, equivalency, and applicability of credits can be found in the [Course and Academic Credit Policies](#) section of the [Undergraduate Academic Regulations Bulletin](#).

A [transfer course](#) is not applicable towards any University of South Carolina academic program or degree if:

1. The transfer course was essentially remedial in nature.
2. The transfer course was occupational or technical in nature (examples: welding, paralegal, radiography courses).
3. A grade lower than 2.0 on a 4-point scale, or equivalent, was earned in the transfer course.
4. The transfer course was taken by a degree-seeking University of South Carolina student without prior approval as described in the Earning Credit in Transient Status section of this bulletin.
5. The transfer course was taken while a student was on an academic suspension from the university.
6. The student received any grade other than W an equivalent course at this university, unless the student was enrolled full time at least one year at the transfer institution.

Any student wishing to transfer credit to meet degree requirements must submit a course syllabus to the BSW Program Coordinator for consideration. If it appears that the requisite competencies, knowledge, and skills have been acquired, the student may be exempted from the BSW course requirement.

Admission to the BSW Upper Division Major

The BSW Program welcomes a new cohort of juniors into the BSW Upper Division Major each Fall term. Admission decisions are made by an Admissions Committee that is comprised of COSW faculty and staff members, typically those serving on the Undergraduate Program Committee. This process begins with a designated faculty or staff member preparing application packets for review. Two independent faculty and staff members evaluate each application packet and score the candidate's meeting of specified criteria using a standard rubric. Final admission decisions are ultimately determined by the Admissions Committee. Students are notified in writing about acceptance or denial to the Upper Division. For those students denied admission, the written communication provides additional information about opportunities to communicate with the program about reasons for denial and future options.

The minimum requirements for a completed application packet include (1) an application form, (2) a transcript that demonstrates an overall GPA of at least 2.50, (3) an admissions essay that covers all mandatory topic areas, and (4) three letters of reference. Application packets will be evaluated based on the following criteria:

- Academic Achievements/Cumulative GPA
- Admissions Essay – Content
- Admissions Essay – Writing Quality
- Quality of the Letters of Reference
- Service/Volunteer Experience

Progression Requirements

To remain in the BSW Program a student must make satisfactory academic progress toward the degree. A student who fails to make satisfactory progress may be placed on academic probation or removed from the program.

If the semester, yearly, or institutional grade point average falls below 2.50, the student will be notified in writing.

A student must have an institutional grade point average of at least 2.00 on all work attempted at USC and must have an institutional GPA of 2.50 for all Upper Division social work courses.

Per USC policy, students may attempt a social work core course a maximum of two times to fulfill the requirement. A grade of W (withdrawal) will be recognized as an attempt. A student may repeat a maximum of two core courses. In addition, all students are subject to the regulations on probation, suspension, and readmission stated in the [Academic Standards Policies](#) section of the [Undergraduate Academic Regulations Bulletin](#).

DEGREE REQUIREMENTS

Requirements for the BSW degree include the completion of 122 hours.

Carolina Core	31-43 Hours
College Requirements	6-18 Hours
Program Requirements	1-25 Hours
Major Requirements	60 Hours
Total Hours	122

Graduation Requirements and Application

To be eligible for graduation, students must meet all course requirements, be in good academic standing, meet all BSW Program requirements, and have a total institutional GPA of at least 2.00 on all work attempted at USC.

All candidates for degrees and certificates must file formal [applications](#) during the last academic term before graduation. Applications must be filed by the third week of the fall or spring semester in which the degree is to be awarded or within the first 10 days of the first summer session. If the student is not enrolled during the first summer session, the application must be filed within the first week of the second summer session for the student to graduate at the summer commencement.

CURRICULUM

Credit for Life Experience

In accordance with the mandates of the Council on Social Work Education, no credit is given for life experiences. Students will not receive academic credit for life experience or previous volunteer, service learning activities or assignments, or work experience in social work. Academic credit will not be granted for life experience or previous work experience, and such experience will not be substituted for any of the courses in the professional foundation areas or the field practicum.

BSW Program of Study and Major Map

The [Program of Study](#) for the BSW Program can be found in the Undergraduate Studies Bulletin for Social Work. All policies, course listings, and program information are subject to change as approved by the University of South Carolina, consistent with accreditation requirements set by the [Council on Social Work Education](#) and the [Southern Association of Colleges and Schools](#).

The undergraduate program offers the following degree options:

- Bachelor of Social Work
- Minor in Social Work

A major map is a layout of required courses in a given program of study, including critical courses and suggested course sequences to ensure a clear path to graduation.

The [major map](#) for the BSW program can be found in the [Undergraduate Studies Bulletin for Social Work](#).

Major maps reflect the recommended sequence of courses required in a program of study. Students will need to contact their academic advisor for assistance in the application of specific coursework to the social work program of study and course selection and planning.

Below are the plans of study for the Upper Division:

JUNIOR YEAR		
Upper Division		
FALL	SOWK 311	Generalist Practice I: Introduction to Social Work Practice
	SOWK 331	Diversity and Social Justice in Contemporary Society
	SOWK 341	Human Behavior and Social Environment (HBSE) I: Individual Development across the Life Span
	XXX	Elective* ²
	XXX	Elective*
SPRING	SOWK 312	Generalist Practice II: Social Work with Individuals and Families
	SOWK 322	Social Policy Analysis
	SOWK 342	Human Behavior and Social Environment (HBSE) II: Family Development and Diversity
	SOWK 352	Social Work and Scientific Inquiry
	SOWK 382	Introduction to Field Education
SENIOR YEAR		
Upper Division		
FALL	SOWK 411	Generalist Practice III: Social Work with Small Groups
	SOWK 441	Human Behavior and the Social Environment (HBSE) III: Large Systems
	SOWK 481	Practicum I: Field Education
	SOWK 483	Practicum Seminar
	XXX	Elective*

² *Students must complete 12 hours of electives, 6 of which **must** be social work electives.

SPRING	SOWK 412	Generalist Practice IV: Social Work with Communities & Organizations
	SOWK 422	Advocacy for Social and Economic Justice
	SOWK 482	Human Behavior and Social Environment (HBSE) I: Individual Development across the Life Span
	SOWK 484	Practicum II: Field Education
	XXX	Elective*

BSW Minor Plan of Study (18 credit hours)

Required Courses - Must Complete BOTH Courses Below (6 Hours)

SOWK 201	Introduction to Social Work Profession and Social Welfare
SOWK 222	Social Welfare Institutions, Policies, and Programs

Required Courses - Must Complete a Minimum of 4 of the Courses Below (12 Hours)

SOWK 303	Social Welfare for Children and Families
SOWK 304	Social Welfare for Families and Aged
SOWK 305	Social Welfare Services for Women and Minorities
SOWK 307	International Social Work and Social Justice
SOWK 309	Life Transitions: Grief and Loss
SOWK 322	Social Policy Analysis
SOWK 331	Diversity and Social Justice in Contemporary Society
SOWK 341	Human Behavior and Social Environment (HBSE) I: Individual Development across the Life Span
SOWK 352	Social Work and Scientific Inquiry
SOWK 399	Independent Study

COURSE DESCRIPTIONS

Descriptions for all courses, including credits hours, prerequisites, and leadership distinction credit can be found in the [Social Work, BSW Bulletin](#).

FIELD EDUCATION

The BSW Field Education Program at the College of Social Work at the University of South Carolina is structured according to the mandates of the Council on Social Work Education. The Program is guided by the Educational Policy and Accreditation Standards (EPAS) and the National Association of Social Worker's Code of Ethics. The tenets of these documents are found throughout the BSW curriculum including the BSW Field Education program.

Field education is the signature pedagogy of social work education. The intent of field instruction is to provide students with an opportunity to apply the knowledge, values, and skills learned in the classroom to actual social work practice situations in the field placement.

All BSW students are accountable to all policies, procedures, and practices that govern the BSW Field Education Program that can be found in the BSW Field Education Manual. Students should refer to the BSW Field Education Manual for additional information.

ADVISEMENT AND REGISTRATION

Academic Advisement

Undergraduate students are advised by an academic advisor. The purposes of these sessions are to review academic progression, including barriers that may be inhibitory to matriculation in the program, and to plan course selections. Advisement sessions tend to occur a month to several weeks prior to the date of course registration each semester.

Registration for Courses

Registering for classes is an online process that students complete through [Self Service Carolina](#). Students are encouraged to use the [Registration Checklists](#) located on the University Registrar's webpage to navigate the registration process. The basic process for course registration is as follows:

- Login to Self Service Carolina.
- Navigate to the Student section, then click on the Registration tab.
- Choose the Schedule Planner option and build your ideal schedule.
 - The social work course designator is SOWK.
 - Sections coded with a Y prefix are offered in the evening.
- Send your schedule to the Registration Cart and leave it there until your time ticket begins.
- Once your time ticket begins, revisit Schedule Planner, confirm your class selections, and send your final selections to the Registration Cart.
- Choose the Submit option. You will then see a screen that shows which sections you successfully registered in. If you need to select additional classes, revisit Schedule Planner and select the classes you need. Repeat the process above until you finalize your schedule.
- View Student Detail Schedule - As a final step, review your schedule.

[Degree Works](#) is the University's degree-auditing and tracking tool and is designed to help students monitor academic progress in accordance with university and major requirements. Student should use Degree Works to track their studies and ensure they are on target for graduation.

Course Loads

Undergraduate students who are enrolled in 12 semester hours or more for the fall, spring, or summer semester are considered full-time for academic purposes. Students who have been recognized as having a disability by the [Student Disability Resource Center](#) must be enrolled in 9 semester hours or more for the fall, spring or summer semesters to be considered full-time students. Additional information can be found in the [Course and Academic Credit Policies](#) section of the [Undergraduate Academic Regulations Bulletin](#).

ACADEMIC STANDARDS AND POLICIES

A student's progress is based on nonacademic as well as academic performance. Those nonacademic factors that could result in a student's suspension or dismissal from the College of Social Work, regardless of his/her academic performance, include violation of University regulations as described in the Carolina Creed, commission of acts or behaviors which violate the NASW Code of Ethics, commission or conviction of an offense that goes to the issue of moral turpitude (conduct that is considered contrary to community standards of justice, honesty or good morals), or pending charges of or conviction of a felonious offense. Students must maintain high standards of ethical behavior that are necessary for their professional practice as a social worker.

The following information highlights some of the key academic standards and policies for BSW students. It should be noted that not all standards and policies are included here. Students are expected to be familiar with [USC Policies and Procedures Manual](#), [Admissions Policies and Procedures](#), the [Undergraduate Academic Regulations](#), [Undergraduate Studies Bulletin](#), and the [Social Work, BSW Bulletin](#).

Class Attendance

Students are obligated to complete all assigned work promptly, to attend class regularly, and to participate in whatever class discussion may occur.

Absence from more than 10 percent of the scheduled class sessions, whether excused or unexcused, is excessive and the instructor may choose to exact a grade penalty for such absences. It is of particular importance that a student who anticipates absences in excess of 10 percent of the scheduled class sessions receives prior approval from the instructor before the last day to change schedule as published on the Office of the University Registrar's [webpage](#).

The "10 percent rule" stated above applies to both excused and unexcused absences.

Assignments

Assignments promote acquisition of the knowledge, skills, and values embedded in the program's learning outcomes and course objectives. Grades are provided as a basis for evaluating the students' mastery of course material. A **minimum** of three graded assignments are required for each three-credit course.

Final Examinations

Final examination schedules are published on the Office of the University Registrar's [webpage](#).

See the [Examination Policies](#) in the Undergraduate Policies and Regulation Bulletin for more information.

Grades and Credits

The BSW Program approved one grading scale to be used in all courses. This following grading scale should be included on all syllabi:

100-93 = A	92-88 = B+	87-80 = B
79-78 = C+	77-70 = C	69-60 = D
59-Below = F		

The BSW Program follows the [Grading Policies](#) in the [Undergraduate Policies and Regulation Bulletin](#). Refer to these policies for additional information.

- **A, B, C, D** represent passing grades in order from highest to lowest. **B+, C+, D+** may also be recorded. **F** represents failing performance.
- **S** and **U** indicate, respectively, satisfactory (passing) and unsatisfactory (failing) performance in courses carried under the Pass-Fail option.
- **FN** (Failure Non-Attendance) and **UN** (Unsatisfactory Non-Attendance) grades are assigned to students who never attended or have stopped attending class but have not officially dropped or withdrawn.
- **WF** is assigned for student withdrawal from a course after the penalty deadline prescribed in the academic and refund calendars on the registrar's Web site
- **W** is assigned for student withdrawal from a course after the late registration period but before the penalty date.
- **I** is assigned for Incomplete at the discretion of the instructor when a student is unable to complete some portion of the assigned work in a course because of an extenuating circumstances. Re-enrolling in the course will not make up an Incomplete.
- **NR** is assigned for No Record when the grade is not available at the time final grades are submitted.

Reporting of Grades

Each course syllabus provides the instructor's expectations including attendance, required assignments and exams and the weight to be accorded to each, and the grading scale. Grades are reported to students via Self-Service Carolina.

Dropping Courses and Withdrawal

There are multiple ways for students to drop or withdrawal from undergraduate classes. Each option has separately defined rules for grades and tuition/fees. See the Dropping Courses and Withdrawal under the [Registration Policies](#) of the [Undergraduate Polices and Academic Regulations Bulletin](#) for additional information.

Students may drop or withdraw from courses through [Self Service Carolina](#).

Auditing a Course

Auditing a course consists of attending classes and listening without responsibility for any assignments or examinations.

See the **Auditing** policy under the [Course and Academic Credit Policies](#) in the Undergraduate Polices and Regulation Bulletin for additional information.

Suspension and Termination

The College of Social Work has a responsibility to ensure its graduates will be prepared to meet the standards of professional social work practice, including the provision of competent service to client systems at all levels. All students will be provided access to and expected to understand the criteria and procedures for suspension and termination. These criteria and procedures are part of the student review policy located in **Appendix A** of this manual. Students will be asked to sign an acknowledgment form that will be maintained in their files.

Students also are expected to adhere to the [Code of Ethics](#) of the National Association of Social Workers.

Probation and Suspension Standards

Students with cumulative University of South Carolina GPAs less than a 2.00 at the end of any semester will be placed on academic **probation**.

Additional information about [Academic Probation](#) can be found on the University's Academic Advising webpages.

Additional information about [Academic Suspension](#) can be found on the University's Academic Advising webpages.

STUDENT SUPPORTS AND OPPORTUNITIES

University Leadership and Service Center

The University's [Leadership and Service Center](#) has a wealth of resources and services for the more than 500 student organizations that call the University of South Carolina home. Information about these organizations can be found via [Garnet Gate](#).

College of Social Work Student Associations

Students are offered the opportunity to participate in student associations within the College of Social Work. The associations are:

- The **Phi Alpha Social Work Honor Society** provides an opportunity for BSW students who have excelled in Social Work scholarship to form bonds and promote Social Work values. The Kappa Psi chapter at the University of South Carolina received its charter in 2007 and is a great opportunity to be involved in the College of Social Work and receive recognition for your scholastic achievements. Membership requirements are a minimum of 15 completed credit hours in the BSW Upper Division Program with a 3.5 or better Cumulative GPA. New members will be inducted in the spring semester.
- The **Undergraduate Social Work Student Association (USWSA)** encourages fellowship and on-campus participation of undergraduate social work majors and minors. Members actively provide services in the university- and community-settings, facilitate educational and social events, and participate in fundraising activities. Membership is open to any undergraduate student registered full-time or part-time at the University of South Carolina-Columbia. The organization is funded through USC Student Government and fundraising projects. Four officers of the association – the president, vice-president, secretary, and treasurer - are elected annually by the College of Social Work's student body from among the student population, and as a whole from the association's executive committee.

Student Participation on College of Social Work Committees

In addition to the opportunity for active participation through the student associations, several standing committees for the College of Social Work include student representation. Students selected by the student association attend these meetings as voting members representing the student body.

- **Undergraduate Program Committee:** The primary function of the

Undergraduate Program Committee is to administer the implementation of course, curriculum, and college objectives for the BSW Program. The Committee recommends curriculum changes to the faculty, as well as other changes to improve or enhance the program of study.

- **Field Education Advisory Committee:** This Committee advises and supports the Field Programs and includes one BSW student representative who will serve a one-year term.
- **Faculty Recruitment Committee:** The Committee is responsible for recruiting, screening, and coordinating campus visits for candidates; convening and facilitating a special faculty meeting to evaluate the candidates; and making recommendations to the Dean. Membership may include one BSW student.

Professional Development and Organizations

In addition to formal classroom and field experiences, students in the College of Social Work are encouraged to work on their professional development in the following ways:

- Attend available College sponsored trainings and colloquiums.
- Join the [National Association of Social Workers](#) (NASW). Be familiar with the position statements of the NSW, available in Social Work Speaks: NASW Policy Statements.
 - NASW is the largest membership organization of professional social workers in the world, with 132,000 members. NASW works to enhance the professional growth and development of its members, to create and maintain professional standards, and to advance sound social policies.
 - The NASW Code of Ethics is intended to serve as a guide to the everyday professional conduct of social workers.
- Join the [Association of Baccalaureate Social Work Program Directors](#) (BPD).
 - BPD is a voluntary, individual membership association that since 1975 has represented the interests of undergraduate education and practice in social work. The association's approximately 800 members represent BSW program directors, baccalaureate faculty and field coordinators, as well as social work educators and practitioners who have an interest in BSW education and practice.
- Join the [Council on Social Work Education](#) (CSWE).
 - CSWE is a nonprofit national association representing more than 2,500 individual members, as well as graduate and undergraduate programs of professional social work education. Founded in 1952, this partnership of educational and professional institutions, social welfare agencies, and private citizens is recognized by the Council for Higher Education Accreditation as the sole accrediting agency for social work education in this country.
- Join the [Society for Social Work and Research](#).
- Participate in the College's Student Associations.
- Stay current with social work issues and related research; Thomas Cooper Library subscribes to many professional social work journals.

STUDENT RIGHTS AND RESPONSIBILITIES

It is the responsibility of all students to be aware of the University of South Carolina's and the College of Social Work's standards regarding both academic and nonacademic expectations of students.

Equal Opportunity Statement

The University of South Carolina does not discriminate in educational or employment opportunities or decisions for qualified persons on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, or veteran status. The University of South Carolina has designated as the ADA Title II, Section 504, and Title IX coordinator the Executive Assistant to the President for Equal Opportunity Programs. The Office of the Executive Assistant to the President for Equal Opportunity Programs is located at 1600 Hampton Street, Suite 805, Columbia, SC; telephone 803.777.3854.

Student Rights and Protections at the University

Below are some key policies that address rights of protections of students at the University of South Carolina. This list is **not** an exhaustive list of all policies. More information can be under [Student Affairs and Academic Support](#) division of the USC Policies and Procedures Manual.

- Academic Freedom: www.sc.edu/policies/ppm/staf628.pdf
- Equal Opportunity and Affirmative Action: www.sc.edu/policies/eop100.html
- Non-discrimination Policy: www.sc.edu/policies/eop104.html
- Student Non-Discrimination and Non-Harassment Policy: www.sc.edu/policies/ppm/staf624.pdf
- Confidentiality of Student Records – Notification of Student Rights under FERPA: www.sc.edu/policies/acaf303.pdf
- Student Grievance Policy—Non-Academic: <http://www.sc.edu/policies/ppm/staf627.pdf>
- Academic Grievance Policy: <http://www.sc.edu/policies/ppm/staf630.pdf>

Professional and Academic Responsibility - Student Conduct and Academic Integrity

The [Office of Student Conduct and Academic Integrity](#) empowers students to be responsible citizens and uphold the core values of our academic community.

Students are expected to adhere to the University's policy on [Student Code of Conduct](#).

- Note that arrests by law enforcement agencies outside of USC's Division of Law Enforcement and Safety must be reported by the student to the Office of Student Conduct within 72 hours of arrest. Penalties for non-compliance to this mandate may include suspension or termination from the BSW Program and/or University.

Students are expected to adhere to the University's policy on [Academic Responsibility - The Honor Code](#).

Every student has a role in maintaining the academic reputation of the university. It is imperative that you refrain from engaging in plagiarism, cheating, falsifying your work and/or assisting other students in violating the Honor Code.

Two important components of the Honor Code:

- Faculty members are required to report potential violations of the Honor Code to the Office of Student Conduct and Academic Integrity.
- When a student is uncertain as to whether conduct would violate the Honor Code, it is their responsibility to seek clarification from the appropriate faculty member.

The [Carolinian Creed](#) is a complement to the University's conduct code and emphasizes openness and civility.

As a Carolinian...

- I will practice personal and academic integrity;
- I will respect the dignity of all persons;
- I will respect the rights and property of others;
- I will discourage bigotry, while striving to learn from differences in people, ideas and opinions;
- I will demonstrate concern for others, their feelings, and their need for conditions which support their work and development.

College of Social Work Grievances, Petitions, and Appeals

Please see **Appendix B** for information about grievances, petitions, and appeals in the College of Social Work.

RESOURCES

University of South Carolina Resources

[**Financial Assistance and Scholarships**](#): May be available for those students who qualify. Students are encouraged to apply as early as possible.

[**Writing Center**](#): Offers free consultations to USC students, faculty, and staff. Through collaborative consultations, the Center provides feedback to help writers accomplish their own goals.

Academic Success Resources: Resources are available for any student looking to improve performance in the classroom and in life. Faculty serve as teachers, advisers and mentors, while current students serve as peer leaders and tutors.

Student Disability Resource Center: Coordinates efforts to ensure that students with disabilities receive reasonable accommodations, and we serve as consultants to faculty, staff and campus partners. To apply for accommodations, students should start the application process as soon as they are admitted to the University.

Career Center : Helps students realize their career goals and locate employment upon graduation. Services include resume writing, job searches, interview preparation, exploration of graduate school, etc.

Thomas Cooper Library: Contains most of the University library collections on the Columbia campus. The Thomas Cooper Library includes more than 900 private locked carrels for faculty and graduate students involved in research and several study rooms seating up to four persons each.

Bill Sudduth is the Liaison for the College of Social Work at the library and is available for consultation.

Student Health Services: Provides comprehensive physical and mental health care services right on campus to help contribute to students' success and overall well-being.

Counseling & Psychiatry Services: Provides essential therapy and emotional wellness services for students at the University of South Carolina.

Interpersonal Violence Prevention and Support: Advocates offer support and a variety of services to students, faculty and staff who are survivors of interpersonal violence (sexual assault, attempted sexual assault, intimate partner violence and/or stalking).

Suicide Prevention: Provides support and education to students.

Carolina Closet: Is an exclusive professional attire rental program available to all students.

The Gamecock Pantry: Is a campus food pantry created for students, by students.

Wellness & Prevention: Encourages and supports healthy lifestyles for all members of the USC community.

Off-Campus Living & Neighborhood Relations: Provides information to students about off-campus housing.

Transfer Student Success: Offers support for transfer undergraduate students. The office advocates for the need of transition services on campus, provides support resources for a seamless transition into USC, and provides consultation services.

Office of Multicultural Student Affairs: The Office of Multicultural Student Affairs (OMSA) educates, empowers, and organizes students, campus and community partners to create opportunities for multicultural education, self-awareness, advocacy, cultural understanding, and social justice.

Office of Diversity and Inclusion: Supports USC's commitment to creating and sustaining an inclusive learning, living and working environment where all members of the university's community feel that they are welcomed, valued and supported.

International Student Services: Provides a wide range of services for international students, including pre-arrival information, orientation programs, immigration advising, personal assistance, and student programs and activities.

Parking and Transportation Services: A variety of parking options for students on the Columbia campus is available.

College of Social Work Technology Resources

Computer Lab: Several computers are provided in the BSW/MSW Student Computer Lab located in Hamilton College, Room 201B.

BSW Student Listserv COSWBSW@listserv.sc.edu: BSW students are automatically members of this listserv. The listserv is closed to the public - only current students, faculty and staff of the College of Social Work are eligible to join the listserv. The listserv is used by College administration to communicate with students about news, events, and activities.

Communication & Technology

Self Service Carolina: Students use system to register for classes, manage their financial aid information, and view their class schedule, while faculty use to communicate with students and assign grades.

Carolina Tech Zone: Formerly the iCARE Center, the Carolina Zone Tech provides hands-on technology support for all students. Our services include connecting to the network, installing software, diagnosing computer problems, removing viruses, providing mobile support and more.

University Student Email: USC provides free email to all students.

Adobe Connect: Students can join a virtual training class or conference, participate in discussions while sharing visual information, and collaborate on documents.

Blackboard Basic: All students and instructors are automatically given a Blackboard account. It is an online learning management system that allows instructors to develop and deliver course materials online.

Helpful Links

- **University of South Carolina**
 - College of Social Work: www.cosw.sc.edu
 - University Registrar: registrar.sc.edu
 - Bursar's Office: <http://sc.edu/bursar/index.shtml>
 - Thomas Cooper Library: www.sc.edu/library
- **Job Links and Social Service Resources**
 - SC State Government: <http://admin.sc.gov/humanresources/applicant-information/career-opportunities>
 - SC Department of Health and Environmental Control: <http://www.scdhetc.gov/>
 - SC Department of Mental Health: www.state.sc.us/dmh
 - SC Department of Social Services: www.state.sc.us/dss
 - SC Nonprofit Job opportunities: <https://jobs.togethersc.org/>
 - NC State Government: www.ncgov.com
 - Georgia State Government: <https://dol.georgia.gov/state-local-and-federal-government-jobs>
 - Social Service Jobs: www.socialservice.com
- **Social Work References**
 - S.C. Chapter of NASW: scnasw.org
 - National Association of Social Workers (NASW): www.socialworkers.org
 - NASW News: www.naswpress.org
 - Council on Social Work Education: www.cswe.org
 - Association of Social Work Boards: www.aswb.org
 - Social Work Examination Services: www.swes.net
 - SC Board of Social Work Examiners: www.llr.state.sc.us/POL/SocialWorkers
 - The Association of Baccalaureate Social Work Program Directors: www.bpdonline.org

Student Gateway

Check your grades, contact various departments, find out how to get involved, and read the latest university announcements at <http://sc.edu/students>.

Campus Directory

Search the University's directory for faculty, student and staff contact information at https://sc.edu/about/directory/advanced_directory_search.php.

APPENDIX

- A: Student Review Policy and Form**
- B. Grievances, Petitions, and Appeals**

APPENDIX A: Student Review Policy and Form

Student Review Policy

All COSW students are required to abide by the NASW Code of Ethics (<http://www.socialworkers.org/pubs/Code/code.asp>), and the rules for academic and behavioral conduct established by the University of South Carolina (for undergraduate academic rules and regulations: <http://bulletin.sc.edu/content.php?catoid=52&navoid=1280>; for graduate school academic rules and regulations: <http://gradschool.sc.edu/students/asa.asp?page=acad&sub=asa>; for USC's Student Code of Conduct: <http://www.sc.edu/policies/ppm/staf626.pdf>). Violations of these requirements may result in a review process, leading to possible sanctions including suspension or termination. Procedures for student review are described below.

Student Review Procedures

Efforts to remediate. When a faculty member, instructor, or staff person identifies a concern related to a student's behavior, they shall first try to address that concern with the student directly and explore ways to resolve the problem. If the problem is not successfully resolved, the faculty member, instructor, or staff person may request that the appropriate Program Coordinator (BSW, MSW, or PhD) or the Director of Field Education (if the problem is occurring in field) become involved. This involvement might include but is not limited to: meeting with the student, facilitating discussion between student and referring faculty/staff member, engaging the student's advisor, and referring the student to academic support, mental health, or other services. Program Coordinators and the Director of Field Education will document their involvement and the outcome of that involvement, and this documentation will be maintained in the student's official file.

When remediation is not adequate. When a student's behavioral problems do not respond to remediation, or they are serious enough that efforts at remediation are not determined to be appropriate by the faculty/staff member, the student will be referred for review to the University's Office of Student Conduct and/or to the appropriate program committee within the College of Social Work (BSW, MSW, or PhD).

- 1. COSW Program Committee Review.** Referrals for Program Committee review must be made in writing, to the appropriate Program Coordinator. The Program Coordinator will send written notification to the student, the student's faculty advisor, the Associate Dean for Academic and Student Affairs, the Student Services Coordinator and/or the academic advisor, and other relevant parties within five academic class days.

Within 5 academic class days of such notification, the chair will assign at least 3 members of the Program Committee who will hold a meeting with the student, the student's advisor, and other relevant parties. The student may invite the Student Ombudsperson to be present at this meeting. If the student chooses to invite others who are not University personnel, the student will be required to sign an Authorization for Release of Education Records and Information form. Signed forms will be maintained in the student's official file. (See the attached form for additional information.)

In the event of a conflict of interest, or perceived conflict of interest, members of the Program Committee may recuse themselves. If recusals result in a Committee having fewer than 3 members, additional ad hoc members will be appointed by the Program Coordinator.

At the review meeting, Committee members consider any evidence provided by the referring faculty/staff member or by the student, and will ask questions and give the student the opportunity to share any information or perspective they would like. Following the meeting, the Committee will deliberate based on all the information and determine the course of action, which may include (but is not limited to) these options:

- a. *Let the student continue in the program with no conditions.* In these situations, the concern has either been determined to be unfounded, or to have been addressed such that no further action by the student or program is required.
- b. *Establish formal conditions for the student continuing in the program.* In these situations, specific conditions must be met in order for the student to remain enrolled in the program. The disposition must include specific actions requested of the student and a timeline for these actions to be taken. Actions may include the student participating in mentoring; the student writing an essay or otherwise demonstrating increased awareness of the consequences of their actions; placing the student on probation and monitoring the student during the probationary period; referring the student to counseling and/or advising services. A failure to meet any of the requirements of the plan of remediation may result in the student's termination from the program.
- c. *Consult with and/or refer to University officials.* In some instances, depending on the nature of the problem, the University's VP for Student Affairs, the USC Office of General Counsel, or the Division of Law Enforcement and Safety may be notified or consulted. Situations that may result in notification or consultation include, but are not limited to, scholastic dishonesty, racial or sexual harassment, possession or use of firearms or other weapons on University property, damage, destruction, or misuse of University property, and conduct that endangers the health or safety of any University student, employee, or campus visitor.
- d. *Suspend the student from the program.* When the student is suspended from the program, the student will be provided with documentation regarding the specific reasons for suspension and the conditions under which the student may be reinstated.
- e. *Terminate the student from the program.* When the student is terminated from the program, the student will be provided with documentation regarding the specific reasons for his/her dismissal.

Upon completion of a Program Committee review, the Program Coordinator will inform the Associate Dean for Academic and Student Affairs of the Committee's disposition. The Associate Dean for Academic and Student Affairs will then inform the student in writing within two academic class days of the meeting. The final disposition will be documented in the student's official file.

2. **Appeal Process.** Students may appeal Program Committee review decisions to the Associate Dean for Academic and Student Affairs of the College of Social Work within 5 academic class days of receipt of the decision. The Associate Dean for Academic and Student Affairs shall issue a written decision within 10 academic class days of receipt of the appeal. This decision may then be appealed to the Dean of the College of Social Work within 5 academic class days of receipt of

the decision. The Dean shall issue a written decision within 10 academic class days of receipt of the appeal. Right to any further appeal, if any, shall be determined by applicable University policies and procedures. To the extent consistent with university policies and legal requirements, if a student is suspended or terminated from the program and appeals that decision, the student is allowed to continue in the program until the appeal is concluded.

All information disclosed during any of these stages of remediation and will be kept confidential unless other relevant parties need to be notified based on their role within the educational context, or there is a legal requirement to report. Review processes with the College of Social Work do not supersede any of the University's policies and procedures related to both academic and behavioral issues.



BSW Student Acknowledgment Form

I, _____, understand that I am subject to academic suspension or termination from the BSW Program in the College of Social Work. I understand that the criteria and procedures for suspension and termination are included in the Student Review Policy, located in Appendix A of the BSW Student Policies and Procedures Manual. I also understand that the criteria and procedures for Grievances, Petitions, and Appeals are located in Appendix B of the same manual.

I am aware that I can access the BSW manual at any time on the College of Social Work's BSW Program webpages.

If I have any questions about the suspension and termination criteria or procedures, I understand that I should contact my academic advisor, the Assistant Dean for Students, or the BSW Program Coordinator.

Student Signature

Date

Student Name (Print)

APPENDIX B: Grievances, Petitions, and Appeals

Grievances, Petitions, and Appeals – College of Social Work

There are times when a student may believe that a decision regarding his or her status as a student needs to be reconsidered. Students have a right to seek reconsideration. The procedures for the request vary depending on the nature of the concern.

Grade in a course or assessment of performance. If a student disagrees with the mark, grade, or assessment placed on his/her work, the student should discuss the matter with the instructor who assigned the grade. Final authority regarding assignment of the grade shall remain with the instructor. If a committee assigns the mark, grade, or assessment, the student should meet first with the chair of the committee. Final authority regarding assignment of the grade shall remain with the committee.

Unfair treatment. If a student is concerned that he or she has been treated unfairly, the student should seek the advice of the **College of Social Work Ombudsperson**, who can advise about the course of action to take. Options include the following:

- Concern about discrimination or harassment (when academic or nonacademic in the university context): If the student believes that he or she has been treated unfairly in the basis of age, race, color, sex, religion, national origin, disability status, veteran status, or sexual orientation, or has been sexually harassed, then the student shall seek assistance from the **USC Office of Equal Opportunity Programs** (<http://www.sc.edu/eop/>). Equal opportunity complaint processing policy is at: <http://www.sc.edu/policies/eop101.htm>.
 - Concern about responsible teaching: If the student believes the instructor has violated Teaching Responsibilities (contained in the *Faculty Manual*) or USC policies on Freedom of Expression or Protection Against Improper Disclosure (as stated in the *Carolina Community*), then the student may file a grievance with the **COSW Grievance and Appeals Committee**. Steps in the Grievance Procedure are below.
 - Concern about unjust or inequitable treatment that is not based in discrimination or treatment that creates unnecessary hardship: The student may file a grievance with the **COSW Grievance and Appeals Committee** if the student believes she or he has been treated unjustly or inequitably for reasons other than discrimination or has been required to face unnecessary hardship. Such grievances include, but are not limited to, such problems as: mistreatment by any University employee, wrongful assessment and processing of fees, records and registration errors, or violations of the stated college policies. The concern may be academic or nonacademic. Steps in the Grievance Procedure are below.

Petition for special exception. If a student seeks an exception to standard rules and policies, the appeal should be made to the Director/Coordinator of the program (BSW/Undergraduate, MSW, PhD, or Certificate). The Director/Coordinator may make a decision regarding typical requests or may bring the matter to the Program Committee. All decisions regarding exceptions, whether director or committee makes the decision, will be documented. Final authority regarding exceptions to the rules and policies shall remain with the **Program Committee**. Students should plan ahead and allow adequate time (at least two weeks) for the committee to consider the case and gather essential information before a decision can be made.

College of Social Work Grievance Procedure. Students who seek to file a grievance should attend to the following procedures.

Responsible Parties:

- The **College of Social Work Ombudsperson** will advise the student about the grievance or petition procedure. The student also may seek assistance from the USC Ombudsman. In cases

of alleged discrimination or harassment, the student may seek assistance from the USC Office of Equal Opportunity Programs (<http://www.sc.edu/eop>).

- The COSW Ombudsperson will notify the COSW Office of Academic and Student Affairs (Associate Dean) when a student has made a request. The COSW Ombudsperson is elected by the faculty to a two-year term.
- The **College of Social Work Grievance Committee** will be comprised of a core committee to hear all grievances from students. Additional program representatives serve on the Grievance Committee as members only for cases involving the program they represent. Thus the committee includes the following:
 - Core members (three faculty, elected by faculty for two-year terms);
 - Program representative members from the PhD program (one student elected by students; one faculty member from the PhD Program Committee, elected by the PhD Program Committee);
 - Program representative members from the MSW program (one student elected by students; one faculty member from the MSW Program Committee, elected by the MSW Program Committee); these representatives will hear matters pertaining to the MSW Or certificate programs;
 - Program representative members from the BSW/undergraduate program (one student elected by students; one faculty member from the BSW Program Committee, elected by the BSW Program Committee); these representatives will hear matters pertaining to the BSW or undergraduate programs.

Substitute members may be appointed by the dean on an ad hoc, time-limited basis to participate on the Grievance Committee when a regularly elected member cannot participate for reasons of conflict of interest or leave. The substitute must represent the same group (faculty, program, student) as the regular member.

Faculty adviser: The student may have a faculty adviser present during any grievance procedure and one other person of the student's choosing. However, the adviser and the other person are not permitted to participate directly in the grievance process, or to speak for the student.

Course of Action:

A student who wishes to bring a grievance within the College of Social Work should take this course of action.

1. The student should discuss the matter and seek resolution with the faculty member or other person alleged to have caused the grievance. This should occur within ten working days of the date when the situation occurred that precipitated the grievance.
2. If no satisfactory resolution is achieved, the student should contact the Program Director of the academic program in which the student is enrolled (BSW-Undergraduate, MSW-Certificate, PhD). This should occur within five working days after discussion with the faculty member or other person alleged to have caused the grievance.
3. If no satisfactory resolution is achieved, the student should contact the COSW Ombudsperson. This should occur within five working days after discussion with the Program Director.
4. If the Ombudsperson advises the student to file a grievance with the COSW Grievance Committee, within five days of the Ombudsperson's recommendation, the student should file a written request for a grievance hearing. The request is submitted to the Office of the Associate Dean for Academic Affairs, who notifies the chair of the Grievance Committee.
5. The student bringing the grievance will have the opportunity to present to the COSW Grievance Committee either in writing or in person any and all evidence pertaining to the grievance.
6. The student should be aware:

- a. Within ten working days of receiving the request for a hearing, the Grievance Committee will have a preliminary discussion of the case and will schedule a hearing. The Committee will notify all persons who may be a party to the grievance.
- b. Those persons who disagree with the claims of the grievance or have additional information will have the opportunity to present to the COSW Grievance Committee either in writing or in person and all evidence pertaining to the grievance.
- c. All parties to the grievance have a right to see all evidence pertaining to the grievance.
- d. If evidence is presented in person, the committee will have the opportunity to ask questions for points of clarification.
- e. The Committee will ask all parties to the grievance to leave the room so that committee members only can deliberate the case.
- f. The Committee may make the following determinations:
 - i. There is no cause for grievance, the meeting is over, and the parties are dismissed.
 - ii. There is cause for a grievance and a reasonable and fair solution to all parties will be decided. All parties will be brought back to the meeting to hear the resolution. All parties are bound by the committee's decisions unless any party decides to appeal the grievance further.
 - A student may appeal to the USC Ombudsman.
- g. The committee will make a written record of the findings and resolutions and submit a copy to all concerned parties and the Associate Dean for Academic Affairs.