



COLLEGE OF SOCIAL WORK

University of South Carolina

MSW STUDENT POLICIES AND PROCEDURES MANUAL

2017-2018

THIS MANUAL IS FOR MSW STUDENTS
BEGINNING THE PROGRAM IN SUMMER
OR FALL 2017

www.sc.edu/cosw

This manual covers the Fall, Spring, and Summer terms of the 2017-2018 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.

August 16, 2017

Revised: January 1, 2018

MSW Program Contact Information

College of Social Work

College of Social Work
Hamilton College
University of South Carolina
Columbia, SC 29208 USA
www.cosw.sc.edu

Phone Number: 803.777.5291
Fax Number: 803.777.3498
Student Services
Fax Number: 803.777.6259

Dean	Dr. Sarah Gehlert	803.777.4886	SGEHLERT@mailbox.sc.edu
Interim Assistant to the Dean	Leslie Cantelmi	803.777.9462	chreene@mailbox.sc.edu
Associate Dean	Dr. Ronald Pitner	803.777.6797	rpitner@sc.edu
Administrative Coordinator to the Associate Dean	Lynda Tilley	803.777.2147	L.Tilley@mailbox.sc.edu
MSW Program Coordinator	Dr. Naomi Farber	803.777.8816	naomif@mailbox.sc.edu
Director of Field Education	Dr. Melissa Reitmeier	803.777.5293	mcreitme@mailbox.sc.edu
Field Placement Coordinator	Jennifer Bosio-Mcardle	803.777.0383	bosio@mailbox.sc.edu
Field Student Services Program Coordinator	Janis Hogan	803.777.7753	janish@mailbox.sc.edu
Executive Administrative Assistant for Field	Jill Baxter	803.777.9820	coswfld@mailbox.sc.edu
Student Services Program Coordinator	Frances Spann	803.777.1545	frances@mailbox.sc.edu
Student Services Program Coordinator	Mosetta Ragin	803.777.6492	ranginmj@mailbox.sc.edu
Charleston Site Coordinator	Dr. Margriet Wright		margriet@mailbox.sc.edu
Greenville Site Coordinator	Michelle Scott	864.314.8586	mscott@mailbox.sc.edu

PROGRAM MISSION, GOALS, AND LEARNING OUTCOMES

MSW Program Mission

The College of Social Work MSW Program prepares graduates to become advanced practitioners who serve diverse communities in South Carolina and beyond through specialized practice competencies in one or more of the following areas: Children, Youth and Families; Health and Mental Health; Military and Veteran Communities; Aging; and/or Community, Social, and Economic Development. The MSW Program will provide students essential knowledge, skills, and values to practice effectively, ethically, and collaboratively to promote social well-being and social justice for vulnerable populations.

MSW Program Goals and Learning Outcomes

The program views its goals as supporting both practice competencies that are essential and unique to social work, as well as other key professional competencies (e.g., critical thinking, communication).

Goal 1

The program produces Master's-level social workers who provide competent and ethical practice with, and on behalf of, diverse and vulnerable populations.

- Learning Outcome 1: Apply social work ethical principles to guide professional practice (2.1.2¹)
- Learning Outcome 2: Engage diversity and difference in practice (2.1.4)
- Learning Outcome 3: Engage, assess, intervene, and evaluate with individuals, families, groups, organizations, and communities (2.1.10)

Goal 2

The program produces master's-level social workers who demonstrate a strong professional identity and ability to advance human rights and social and economic justice.

- Learning Outcome 4: Engage in policy practice to advance social and economic well-being and to deliver effective social work services (2.1.8)
- Learning Outcome 6: Advance human rights and social justice (2.1.1)
- Learning Outcome 5: Identify as a professional social worker and conduct oneself accordingly (2.1.5)

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

Goal 3

The program produces Master's-level social workers whose professional judgment demonstrates an understanding that person-in-environment perspective requires a critical analysis of practice contexts and research findings.

- Learning Outcome 7: Apply critical thinking to inform and communicate professional judgments (2.1.3)
- Learning Outcome 8: Engage in research-informed practice and practice-informed research (2.1.6)
- Learning Outcome 9: Apply knowledge of HBSE (2.1.7)
- Learning Outcome 10: Respond to contexts that shape practice (2.1.9)

Other Learning Outcome for the Advanced Year

In addition, students who have successfully completed the advanced year of the College's Master's program will be able to critically analyze problems at all systems levels and develop and defend practice decisions that are derived from current theory and knowledge, and are consistent with the values and ethics of the profession and respectful of client systems of diverse backgrounds.

Program Evaluation

The MSW Program routinely collects and evaluates data to monitor progress and achievement of program goals. Students are included in this process through their involvement in course evaluations, self-assessment of foundation and concentration year learning outcome objectives, evaluations of field organizations and field instructors, and other means. Students are invited to provide additional feedback through the social work student associations and through student membership on College committees.

DEGREE REQUIREMENTS

Requirements for the MSW degree include the completion of 60 hours for all full-time and part-time students and 42 hours for Advanced Standing students, with an average grade of 3.0 (B) or better on all classroom and foundation field courses and a grade of "S" on advanced practice field instruction courses.

All work for the Master of Social Work degree must be completed within a six-year period. Other general requirements for the Master of Social Work degree are the same as those established by [The Graduate School](#) and in accordance with accreditation standards established by the [Council on Social Work Education](#).

In the fall semester of the student's final year in the MSW program, every student must complete a Program of Study to be filed with the Graduate School. This form lists all courses taken and planned by the student.

Application for Degree

All students enrolled in a Master's degree program must file the application for degree/graduation available on the website of the [Office of the University Registrar](#) with [The Graduate School](#) within the first 15 class days of the fall or spring semester in which the degree is to be awarded, or within the first 10 class days of Summer Session if the degree is to be awarded at the end of the summer. See the [Application for Graduation and Degree Audit](#) for additional information.

CURRICULUM

Credit for Life Experience

The College of Social Work does not grant social work course credit for life experience or previous work experience in the MSW Program.

Programs of Study

The following are options for completing the MSW Program:

- Full-time program in Columbia
- Part-time program in Columbia
- Part-time program with modified options for specializations in Charleston and in Greenville
- Eleven-month Advanced Standing program

All program requirements, including those for the field practicum, are the same for regional center students as they are for Columbia students.

The following are *suggested* plans of study and are for informational purposes only. All policies, course listings, and program information are subject to change as approved by the [Graduate School](#) and 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](#).

Plans of Study

MSW Program Plan of Study: Full-Time Students

FULL-TIME STUDENT		
Foundation Year		
FALL	SOWK 712	Human Behavior and the Social Environment I
	SOWK 714	Diversity and Social Justice Issues for Social Work Practice
	SOWK 716	Human Behavior and the Social Environment II
	SOWK 781	Field Instruction I: Generalist Social Work Practice
	SOWK 791	Social Work Research Methodologies
SPRING	SOWK 722	Social Work Practice with Individuals, Families and Small Groups
	SOWK 732	Social Work Practice with Organizations and Communities
	SOWK 742	Social Welfare Policy Analysis
	SOWK 777	Advanced Theory for Social Work Practices
	SOWK 782	Field Instruction II: Generalist Social Work Practice
Advanced Year		
FALL	SOWK 779	Advanced Social Work Interventions
	SOWK 783	Field Instruction III: Advanced Social Work Practice
	SOWK 792/3	Evaluation of Social Work Practice/Evaluation of Social Work Programs
	Electives	6 Credit Hours
SPRING	SOWK 718	Systems Analysis of Social Work Practice
	SOWK 778	Advanced Analysis of Social Policy, Programs, and Services
	SOWK 784	Field Instruction IV: Advanced Social Work Practice
	Elective	Practice ² – 3 credit hours
	Elective	3 credit hours

² Students must complete a minimum of one (1) practice elective in all plans of study. Students may take additional practice courses. Approved practice courses are delivered via traditional face-to-face classroom instruction, not online.

MSW Program Plan of Study: Advanced Standing Student

ADVANCED STANDING STUDENT		
SUMMER	SOWK 714*	Diversity and Social Justice Issues for Social Work Practice
	SOWK 768	Professional Development Bridge
	SOWK 768*	Professional Writing for Social Work
	SOWK 777	Advanced Theory for Social Work Practices
FALL	SOWK 779	Advanced Social Work Interventions
	SOWK 783	Field Instruction III: Advanced Social Work Practice
	SOWK 792/3	Evaluation of Social Work Practice/Evaluation of Social Work Programs
	Electives	6 Credit Hours
SPRING	SOWK 718	Systems Analysis of Social Work Practice
	SOWK 778	Advanced Analysis of Social Policy, Programs, and Services
	SOWK 784	Field Instruction IV: Advanced Social Work Practice
	Elective	Practice ³ – 3 Credit Hours
	Elective	3 Credit Hours

*714 and 768 are required IF students are not granted exemptions.

MSW Program Plan of Study: Part-Time Students

PART-TIME STUDENT		
1st Year - Foundation Year		
FALL	SOWK 712	Human Behavior and the Social Environment I
	SOWK 714	Diversity and Social Justice Issues for Social Work Practice
SPRING	SOWK 716	Human Behavior and the Social Environment II
	SOWK 791	Social Work Research Methodologies
SUMMER	Elective	3 Credit Hours
	Elective	3 Credit Hours
2nd Year – Foundation Year		

³ Students must complete a minimum of one (1) practice elective in all plans of study. Students may take additional practice courses. Approved practice courses are delivered via traditional face-to-face classroom instruction, not online.

FALL	SOWK 722	Social Work Practice with Individuals, Families and Small Groups
	SOWK 742	Social Welfare Policy Analysis
	SOWK 781	Field Instruction I: Generalist Social Work Practice
SPRING	SOWK 732	Social Work Practice with Organizations and Communities
	SOWK 777	Advanced Theory for Social Work Practice
	SOWK 782	Field Instruction II: Generalist Social Work Practice
SUMMER	Elective	Practice ⁴ – 3 Credit Hours
	Elective	3 Credit Hours
3rd Year – Advanced Year		
FALL	SOWK 779	Advanced Social Work Interventions
	SOWK 783	Field Instruction III: Advanced Social Work Practice
	SOWK 792/793	Evaluation of Social Work Practice/Evaluation of Social Work Programs
SPRING	SOWK 718	Systems Analysis of Social Work Practice
	SOWK 778	Advanced Analysis of Social Policy, Programs, and Services
	SOWK 784	Field Instruction IV: Advanced Social Work Practice

Regional Classes

The MSW Program offers classes in Charleston at the [Lowcountry Graduate Center](#) (and in Greenville at the [University Center of Greenville](#)). Only the part-time program of study is offered in Charleston and Greenville. Any plan of study that deviates from the part-time study plan is the responsibility of the student. The College will not offer exceptions to students who decide to pursue a full-time plan of study while enrolled as a regional student.

If regional students decide to follow a full-time plan of study, they *may* be able to enroll in classes offered on-line and in Columbia, along with those offered at the regional sites; however, **the College does not guarantee this option.**

⁴ Students must complete a minimum of one (1) practice elective in all plans of study. Students may take additional practice courses. Approved practice courses are delivered via traditional face-to-face classroom instruction, not online.

Specializations

All students declare one of five specializations. Students must complete SOWK 777, 778, and 779 within the same specialization in order to graduate.

- All full-time and part-time students must complete SOWK 777 during the Spring term.
- All Advanced Standing students must complete SOWK 777 during the Summer term.

Students must complete SOWK 777 before completing SOWK 778 and 779. Students may change their specialization by re-taking SOWK 777 in a DIFFERENT specialization.

NOTE: Changing specializations **will** result in delaying graduation.

- If students change their specialization after completing SOWK 777, they must retake SOWK 777 in the newly selected specialization.
- If students change their specialization after taking SOWK 777 and 778, they must retake SOWK 777 and 778 in the newly selected specialization.

*****Note:** Only the Health and Mental Health specialization is offered in the Part-time program.

The College of Social Work offers the following five specializations:

- **Aging:** The Aging specialization at the College of Social Work, University of South Carolina is designed to prepare MSW students for competent social work practice in the field of gerontology to improve the quality of life of older persons in the US and internationally
- **Children, Youth, and Families:** The Children, Youth, and their Families (CYF) specialization is designed to prepare MSW graduates to engage in competent practice with children, youth, and their families through direct practice, case management, community advocacy, organizational change and policy development
- **Health and Mental Health:** The Health / Mental Health specialization prepares MSW graduates to become leaders in this new era of health, training students to use evidence-based practices to promote health among individuals, groups, families, organizations, and communities.
- **Community, Social, and Economic Development:** The Social, Community, and Economic Development (CSED) specialization is designed to prepare students for advanced social work practice in multifaceted development activities in the US and abroad.
- **Military and Veteran Communities:** The Military Social Work specialization prepares MSW graduates to engage in practice, policy, outreach, and advocacy as well as preventive, treatment and rehabilitative services to service members, veterans, couples, and their families.

Certificate Programs

The **Certificate of Graduate Study in Gerontology Program** is an interdisciplinary program providing knowledge and skills to professionals who will be engaged in planning, administration, and provision of services for older adults. The certificate can

be acquired in 21 credit hours, and students who are also concurrently working toward a Master's degree will be able to cross-list up to nine (9) credit hours for both programs. A separate application for admission to the Certificate Program must be submitted through the Graduate School. For more information, contact Dr. Katherine Leith at leith@sc.edu.

The **Graduate Certificate in Drug and Addiction Studies** provides post-baccalaureate students with opportunities to develop competencies in preparation for employment in a range of settings addressing alcohol and drug-related problems. For more information, contact Dr. Nancy Brown 803.777.3511 or at nancyb@mailbox.sc.edu.

The **Graduate Certificate for Social and Behavioral Health with Military Members, Veterans, and Military Families** provides MSW students with specific knowledge and skills necessary to interact in a military setting and in community settings where the needs of veterans and their families are met. For more information, contact Dr. Nancy Brown at 803.777.3511 or nancyb@mailbox.sc.edu.

In addition, social work students may enroll in a **Certificate Program in Women's and Gender Studies**. For more information, contact Dr. J. Daniel Jenkins at jenkinsj3@mailbox.sc.edu.

Dual Degree Programs

The College of Social Work participates in three dual degree programs: the Master of Public Administration (MPA), Master of Public Health (MPH), and Juris Doctor (JD).

- The Master of Social Work and the Master of Public Administration degrees can be earned in 87 credit hours.
- The Master of Social Work and the Master of Public Health degrees can be earned in 87 credit hours.
- The Master of Social Work and the JD in law can be earned in 135 credit hours.

NOTE: Specific total credit hours for each program depend on individual circumstances and can vary; dual degree students must remain in ongoing communication with their advisor(s) while developing their programs of study.

For admission into a dual degree program, separate applications for admission must be submitted, via the Graduate School, to the College of Social Work, and to the Arnold School of Public Health (for the MSW/MPH) or to the College of Liberal Arts and Sciences, Department of Political Science; Public Administration and Public Policy (for the MSW/MPA); and to the Law School directly (for the MSW/JD).

Dual degree applicants must submit either GRE scores (for the MSW/MPH and the MSW/MPA) or LSAT scores (for the MSW/JD). Acceptance into the MSW, MPA, MPH, or JD program occurs independently; admission to one program does not guarantee admission into another. Once admitted, dual degree students must complete a separate but complementary program of study with each school/college.

Please refer to the College's MSW Dual Degree webpage for more information:
www.cosw.sc.edu/academic-program/msw-program/msw-dual-degree.

COURSE DESCRIPTIONS

Descriptions for all courses, including credits hours, can be found in the [Graduate Social Work Bulletin](#).

FIELD EDUCATION

The MSW 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 (CSWE). 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 MSW curriculum including the MSW 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 MSW students are accountable to all policies, procedures, and practices that govern the MSW Field Education Program that can be found in the MSW Field Education Manual. All students are required to complete the mandatory field orientation to assist with field placement readiness. Students should refer to the MSW Field Education Manual for additional information.

ADVISEMENT

Academic Advisement

All students are assigned two advisors at the beginning of their academic studies: a faculty advisor and an academic advisor. Many important questions are raised by students in the MSW program about their areas of interest, professional development, career options, and identity as a social worker. The role of the faculty advisor is to be a resource for students who wish to discuss these issues with someone in the profession of social work within the College of Social Work.

The academic advisor provides information about the mechanics of matriculation through the College. Any questions regarding registration, financial aid, sequencing of courses, Graduate Assistantships, graduation, or other technical questions should be referred to the Student Services Program Coordinators. The email address for student services is coswstsv@mailbox.sc.edu.

At the end of each semester, academic performance is evaluated and students are informed by mail of academic difficulty and procedures to improve or resolve the situation. Students who are experiencing academic difficulty will be advised of College and Graduate School policies. Students who are identified as experiencing academic or other difficulties may be referred to the MSW Program Coordinator for assessment, and to develop a plan for addressing identified difficulties.

Registration for Courses

Registration for courses is conducted via Self-Service Carolina site my.sc.edu.

Students are advised to consult the master schedule on the Registrar's website registrar.sc.edu for course listings. The social work course designator is SOWK.

Sections with a "J" prefix are offered online. Some online courses require special departmental permission.

Information on Distributed Learning Support Services can be found at www.sc.edu/dl.

Course Loads

A student may enroll for a semester load not to exceed 15 hours (including audits and undergraduate courses). Students requesting an overload exception over 15 hours must submit the required [Course Overload Enrollment Authorization \(CEO\) Form](#) to the Dean of Graduate Studies for approval prior to the beginning of the term for which the exception is requested.

The Bursar's Office considers a student enrolled in 12 hours or more to be full-time for fee purposes. However, the Graduate School considers a student enrolled in nine (9) hours or more during a fall or spring semester, or six hours during the summer session, to be academically full-time.

Full-time benefits for veterans are determined by the [Office of Veterans Services](#)

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 Community, commission of acts or behaviors that violate the NASW Code of Ethics, commission or conviction of an offense which goes to the issue of moral turpitude, or conviction of a felonious offense. Students must maintain high standards of moral and 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 MSW students. It should be noted that not all standards and policies are included here. Students are expected to be familiar with the [USC Policies and Procedures](#)

[Manual](#), the [Graduate Studies Bulletin](#), and the [Graduate Policies and Regulations Bulletin](#).

Academic Progression in the College of Social Work

The “4 C” Rule

Any MSW student who has an accumulation of "C+", "C", "D" or "F and/or U" grades or any combination thereof on 12 hours of graduate coursework taken at the University of South Carolina prior to his/her final semester of study will be suspended from the program.

Minimum GPA

Academic standards for grade point average (GPA), progression, and suspension can be found in the [Graduate Academic Regulations Bulletin](#).

At the time of graduation, the student's graduate cumulative grade point average (GPA) must be at least 3.00 (B) on a 4.00 scale

Students are subject to both College of Social Work and [The Graduate School](#) standards and policies.

Academic Progression in the MSW Program

Students must complete 30 hours of coursework during the Foundation Year. These 30 hours include courses focused on the basic knowledge common to social work practice in the areas of human behavior and the social environment, research, social welfare policy, methods, practice theory, and field instruction. The foundation practice courses—722, 732, and 742—must be taken in sequence and concurrently with the appropriate field instruction course (unless prior approval for advanced practice block placement has been given). Only required foundation courses will be used to determine GPA for purposes of approving students to progress to the Advanced Year.

A student must earn a grade of C or better in any Foundation Year course (SOWK 712, 714, 716, 722, 732, 742, and 791) in order to progress to the Advanced Year.

Students who receive a grade less than C, or withdraw from, a Foundation Year practice course (SOWK 722, 732, and 742) will not be allowed to continue in their foundation field placement.

Performance in foundation field practicum (SOWK 781 and 782) is graded. A grade of C or below in foundation field instruction (SOWK 781 and 782) will prevent the student from progressing to the advanced practice year.

A student must earn a grade of C or better in any Advanced Year course (SOWK 777, 778, 779, 792, 718, and 792 or 793).

Students who receive a grade less than C in, or withdraw from, SOWK 778 or SOWK 779 will not be allowed to continue in advanced field placement.

Advanced Standing students must earn a grade of C or better in all Advanced Standing summer courses in order to enter the Advanced Year.

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. There are a **minimum** of three graded assignments required for a three-credit course.

Grades and Credits

The credit value for each course is usually equal to the number of hours the class meets each week for one term (e.g., three hours/week for a 3-credit course).

- The letter grades of "A", "B+", "B", "C+", "C", "D+", "D" and "F" are employed to designate excellent, good, fair, unacceptable, and failing work, respectively.
- A "C" is the lowest grade permissible for graduate credit in any course.
- Grade points assigned to letter grades are: "A" = 4.0; "B" = 3.0, "C" = 2.0, "D" = (1.0) "F" = 0.0.
- "Plus" grades do count in calculating grade point averages (i.e., a "B+" = 3.5; a "C+" = 2.5; a "D+" = 1.5).

Reporting of Grades

Each syllabus should clearly explain the instructor's expectations including attendance, required assignments and exams and the weight to be accorded to each, and the grading scale. Grading scales may vary across courses and course sections and are established at the discretion of each instructor.

Students' grades are kept confidential in accordance with federal law (the Family Educational Rights and Privacy Act of 1974, as amended). Grades are reported to students via Self-Service Carolina my.sc.edu.

Incomplete Grade (I) and No Report (NR)

The MSW Program follows the Grading Policies listed in the [Graduate Bulletin](#).

Withdrawing from a Course

Students who are experiencing academic difficulty and/or personal or family crises that interfere with their successful completion of course work are strongly encouraged to consult with their instructors, the Student Services Program Coordinators, their faculty advisor, and/or the MSW Program Coordinator. Students must abide by the Graduate School policies outlined below and available on the Graduate School website at: bulletin.sc.edu/index.php.

Auditing a Course

The option of auditing a course in the College of Social Work is available with prior approval of both the Dean of the College and the faculty member involved. University policy on auditing at the graduate level requires that a student be enrolled in at least one course for credit unless permission from the Dean of the Graduate School is given for an audit only. Regularly enrolled students are always given priority over auditors concerning seats in a class. No record of an audit shall appear on a transcript unless the student has attended a minimum of seventy-five percent of all regularly scheduled classes in the course being audited.

Dropping Courses and Withdrawal

Students who are experiencing academic difficulty and/or personal or family crises that interfere with their successful completion of course work are strongly encouraged to consult with their faculty advisor and/or the PhD Program Coordinator.

There are multiple ways for students to drop or withdrawal from graduate classes. Each option has separately defined rules for grades and tuition/fees. See the [Graduate Policies and Regulation Bulletin](#) for additional information for additional information about dropping or withdrawing from courses.

Transfer of Credits

Students may request transfer of graduate credits from other programs. Credits for required social work courses must be from CSWE-accredited programs; other courses may transfer as electives. Transcripts, course descriptions, and syllabi must be submitted to the MSW Program Coordinator for review. Applicants must have earned at least a B in each course for which credit is requested. Transfer credits must be approved by the Graduate School. No more than 30 Foundation Year or electives course credits may be transferred and all courses must have been taken within the previous six years. Transfer credits will not appear on official USC transcripts until students are ready to graduate.

Revalidation of Out-of-Date Courses

Students may request revalidation of USC graduate courses over six (6) years old for inclusion on the Master's program of study. All [instructions for revalidation](#) must be followed and the Permit for Revalidation Examination ([PRE](#)) form must be completed and submitted to the dean of The Graduate School for approval prior to revalidation. Proof of payment of revalidation fees must be submitted with the Permit for Revalidation Examination form.

Note: Coursework taken at other institutions may not be revalidated.

Academic Suspension – University Graduate School Policy

Graduate degree-seeking students whose cumulative grade point average (GPA) drops below 3.00 (B) will be placed on academic probation by The Graduate School and allowed one calendar year in which to raise the cumulative GPA to at least 3.00.

See the [Academic Suspension Policy](#) and the [Reinstatement After Suspension Policy](#) in the Graduate Academic Regulation Bulletin for additional information.

Suspension and Termination

The College of Social Work has a responsibility to ensure that 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 kept in students' files.

Students also are expected to read the Code of Ethics of the National Association of Social Workers (NASW) and be familiar with it: www.socialworkers.org/pubs/code/default.asp.

STUDENT SUPPORTS AND OPPORTUNITIES

University Student Associations

The University of South Carolina recognizes both the right to exist and the mutual benefit of existence of co-curricular activities. Membership in registered student organizations shall be limited to persons officially connected with the University of South Carolina. Students may participate in several University student organizations. 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 National Social Work Honor Society** provides an opportunity for MSW 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 MSW program with a 3.5 or better GPA. New members will be inducted in the spring semester.
- The **Social Work Student Association (SWSA)** promotes interest in social work

and social work issues through association with others who are interested in this field; provides supplemental educational experiences for students; acts as an advocate for students in academic and administrative matters; and enhances social interaction among the membership. Membership is open to any MSW student registered full-time or part-time in the College of Social Work at the University of South Carolina. 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.

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.

- **MSW Program Committee:** The primary function of the MSW Program Committee is to administer the implementation of course, curriculum, and college objectives for the MSW Program. The Committee recommends curriculum changes to the faculty, as well as other changes to improve or enhance the program of study.
- **Dean's Advisory Council:** The Council provides the means by which students communicate with the Dean on a regular basis about concerns expressed by students as well as consult for purposes of identifying important current issues and planning.
- **Field Education Advisory Committee:** This Committee advises and supports the Field Programs and includes one MSW 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 MSW student.

Funding Opportunities

Information about scholarships, grants, and other forms of financial aid is available at www.cosw.sc.edu/financial-aid.

Information about scholarships and fellowships is available at www.cosw.sc.edu/financial-aid/scholarships-fellowships.

Professional Development

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. See applicable websites for

additional information: www.socialworkers.org and www.scnasw.org.

- 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, many of which are available on-line.
- Become familiar with the position statements of the National Association of Social Workers. This information is available in Social Work Speaks: NASW Policy Statements. The most recent edition can be checked out from Thomas Cooper Library.
- Use USC's Writing Center to help with their assignments and improve their writing skills if indicated. Students are expected to use APA format for their academic assignments. See apastyle.org/learn.

Professional Organizations

The **Council on Social Work Education** (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.

The **National Association of Social Workers** (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. The Code can be accessed via the following link: socialworkers.org/pubs/code/default.asp.

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

- 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
- Campus Safety and Building Security: www.sc.edu/univ101/instructors/presentations/campus_safety.html
- Other Key University policies: www.sc.edu/policies/policiesbydivision.php#STAF

Professional and Academic Responsibility

- Academic Responsibility (Honor Code): www.sc.edu/policies/staf625.pdf www.sa.sc.edu/academicintegrity/honor-code-policy-information
- Carolinian Creed: www.sa.sc.edu/creed www.sc.edu/policies/ppm/staf102.pdf
- USC Graduate School Academic Standards and Appeals: gradschool.sc.edu/students/asa.asp?page=acad
- Student Code of Conduct: www.sc.edu/policies/staf626.pdf
- Alcohol Policy and Guidelines for the University Community: www.sc.edu/policies/ppm/staf302.pdf

University of South Carolina Office of Student Conduct

The [Office of Student Conduct](#) promotes individual student development and a campus climate of civility and accountability. The Office encourages education and accountability by providing processes designed to uphold the behavioral expectations of the Code of Conduct, and aims to advance responsible community citizenship through promotion of The Carolinian's Creed.

The Office of Student Conduct has three main areas of focus:

- Student Conduct
- Behavioral Intervention Team (BIT)
- Carolina Judicial Council

University of South Carolina Office of Academic Integrity and the Honor Code

Students have a responsibility to uphold high academic ethical standards. The Office of Academic Integrity (OAI) assists the Carolina community in upholding those standards. OAI is also responsible for addressing academically dishonest behavior when it occurs. Instructors are asked to report violations to the Office of Academic Integrity. Students

should review information, including policies and procedures, concerning alleged violations found on the OAI's website: www.sc.edu/academicintegrity/policy.html.

Per the [Honor Code Policy](#) webpage, "It is the responsibility of every student at the University of South Carolina to adhere steadfastly to truthfulness and to avoid dishonesty, fraud, or deceit of any type in connection with any academic program."

Students are expected to adhere to the University's policy on Academic Responsibility - The Honor Code ([STAF 6.25](#)).

Carolinian Creed

The [Carolinian Creed](#) is a complement to the University's conduct code. It emphasizes integrity, openness and the general principles of civility, and expectations of students.

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.
- ✓ Allegiance to these ideals requires each Carolinian to refrain from and discourage behaviors which threaten the freedom and respect every individual.

University Grievance Policies

Student Grievance Policy—Non-Academic ([STAF 6.27](#)):

Academic Grievance Policy ([STAF 6.30](#))

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.

Textbooks: The **University Bookstore** () is the official bookstore of USC, and is located in the Russell House University Union.

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 is located in the Center for Health and Well-Being.

Counseling & Psychiatry Services: Provides students a safe place to speak privately and confidentially with a trained counselor or psychiatrist about a variety of concerns. These may include stress, anxiety, loneliness, depression, relationship difficulties, questions about identity, eating concerns, substance use, sexuality, managing an existing mental health condition or any other issue.

Sexual Assault and Violence Intervention & Prevention (SAVIP) (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.

Healthy Campus Initiatives: Encourages and supports healthy lifestyles for all members of the USC community.

Off-Campus Student Services: 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.

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: A variety of parking options for students on the Columbia campus is available.

College of Social Work Resources

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

Mailboxes (Columbia Students):

- Mailboxes for MSW students are located on the 1st floor of Hamilton College
- Mailboxes for faculty and staff are located on 1st floor of Hamilton College
- Mailboxes for PhD student instructors are located on the 1st floor of Hamilton College

MSW Student Listserv (COSWMSW@listserv.sc.edu): MSW 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 (SSC): Is the system used by students, faculty, and staff to manage their personal information and perform many common, day-to-day transactions. Students use SSC to register for classes, manage their financial aid information, and view their class schedule, while faculty 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: The University of South Carolina provides free email to all students. Information and instructions can be found at www.sc.edu/universityemail/doc_forwarding.shtml.

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
- Registrar's Office: registrar.sc.edu
- Bursar (Fees): <http://sc.edu/bursar/index.shtml>
- Thomas Cooper Library (Electronic Resources): www.sc.edu/library
- USC On-Line Directory: web.csd.sc.edu/phonebook
- USC Career Center: www.sc.edu/career
- Student Disability Resource Center: www.sa.sc.edu/sds/faq

- **Job Links and Social Service Resources**

- Greenville Online: www.scjobs.com
- Georgia State Government: www.state.ga.us
- Social Service Jobs: www.socialservice.com
- SC Department of Health and Environmental Control: www.scdhetc.net
- SC Department of Mental Health: www.state.sc.us/dmh
- SC Department of Social Services: www.state.sc.us/dss
- SC Jobs Directory: southcarolina-jobs.com
- SC State Government: www.myscgov.com
- NC State Government: www.ncgov.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
- Social Work Examination Services: www.swes.net
- Association of Social Work Boards: <https://www.aswb.org/>
- SC Board of Social Work Examiners: www.llr.state.sc.us/POL/SocialWorkers

- **Other**

- American Medical Association: www.ama-assn.org
- American Psychological Association: www.apa.org
- HIPAA (Health Insurance Portability and Accountability Act): www.hhs.gov/ocr/hipaa
- Occupational Safety & Health Administration: www.osha.gov

- o FERPA: registrar.sc.edu/html/ferpa/ferpa1.stm

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: 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

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.



UNIVERSITY OF
SOUTH CAROLINA
College of Social Work

Student Acknowledgment Form

I, _____, understand that I am subject to academic suspension or termination from any 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 Student Policies and Procedures Manual. I can access my program manual at any time on the College of Social Work's webpages.

If I have any questions about the suspension and termination criteria or procedures, I understand that I should contact my Student Services Program Coordinator, the Program Coordinator, or the Associate Dean for Academic and Student Affairs.

Student Signature

Date

Student Name (Print)

I am a student in the (check one): BSW Program

MSW Program

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.