



**SOCIAL WORK PROGRAM
STUDENT HANDBOOK**

**Social Work Program
Heritage University
3240 Fort Road
Toppenish, Washington 98948
(509) 865-8500**

Revised 2017
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Preface

The student handbook has been developed to inform BSW students, faculty, field practicum instructors, social agencies, and the community at large of the policies and procedures utilized by the Heritage University Social Work Program in carrying out its mission, and in meeting its goals and objectives for social work education.

Corey Hodge, MSW
Chair, Social Work Program

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Welcome to the Social Work Program

Welcome to the Social Work Program at Heritage University. The Heritage University Bachelor of Social Work is accredited by the Council on Social Work Education (CSWE), the national accrediting body for social work education. This accreditation means that the social work program meets the high standards of CSWE and prepares students for beginning-level careers in the social work field.

The faculty is always happy to talk with you further about the Social Work Program and your career in this premier helping profession. The Student Handbook is designed to provide you with information and answers to your questions about social work and Heritage University. If you have additional questions or would like to discuss a career in social work with one of our faculty, please stop by the University of Arts and Sciences and ask to see a faculty advisor in social work.

Social Work Career Opportunities

Many and varied career opportunities are available to persons holding the BSW degree. These include, but are not limited to, the following fields:

Schools	Child Welfare	Behavioral Health/Mental Health
Public Welfare	Juvenile Justice	Chemical Dependency
Human Services	Gerontology	LGBTQ Services
Health Care	Disabilities	Crime Victims Advocacy
Family Services	Criminal Justice	Housing

Social work is a profession with a primary concern of helping others realize their own potential. As a profession, social work is based on the belief of the worth and dignity of all persons and the positive value of cultural, gender and experiential differences. The social worker utilizes a strengths viewpoint. These values and the needs of the professional social worker shape the mission and objectives of our program in Social Work.

Social work is a challenging and rewarding profession for those willing to give of themselves. It requires a high level of emotional and intellectual resource as well as an acceptance of the values and ethics of the profession. Many students find themselves initially attracted to social work for a number of reasons. Sometimes, they may come to realize that they are unsuited because of their own values, beliefs, academic ability, priorities, emotional strength, and commitment to undertake such a demanding career. Such a decision demonstrates wisdom and real caring for potential clients. The social work faculty is always ready to assist students in considering their best academic alternatives in such situations.

General Policies and Procedures

The Social Work Program establishes policies and procedures in order that the university community and affiliated agencies may be informed of some guiding principles for the BSW program. While this section provides general information specific policies are explicated throughout the handbook. The program and the university reserve the right to change policies as needed. Students and others will be informed as such changes occur.

1. Students follow the Heritage University academic calendar found in the [Catalog](#).
2. Students are expected to accept responsibility for their own successes and challenges, and to be aware of all BSW degree requirements as well as university, Social Work Program, and field practicum agency policies, practices, and procedures.
3. Students are expected to follow standards of professional conduct specified in *Heritage University Student Handbook*, *Social Work Program Student Handbook*, *Field Practicum Manual*, the *NASW Code of Ethics*, and field practicum agency guidelines.
4. Students are expected to make initial contact and have regular meetings with the faculty advisor to whom they have been assigned. The advisor provides vital input for field practicum placement, approves course registrations, provides input into course scheduling according to needs of student and degree requirements, initiates graduation application, and is an advocate for her/his student. The advisor also provides support surrounding career and graduate school goals.
5. Students are required to attend each class on time and to remain for the full session. In some classes, there are grade penalties for excessive absences and/or non-participation in class discussions.
6. Assignments are to be submitted on time and in the format required by the instructor. A grade penalty may be exacted for each late assignment.
7. Students are assigned grades based on the instructor's scales for examinations, assignments and final grade. The individual requirements are found in each course syllabus. Students may be awarded the "I" or incomplete grade under certain conditions, i.e., health or other specific conditions, fully discussed with and approved by the instructor and as defined in the Heritage catalog. Neither the "WA" or "I" grade is awarded in lieu of the "F" grade.
8. The field practicum seminar is a required component of the the field practicum course.
9. The University provides insurance coverage within the scope of performing services on behalf or under direction of the program. Students are expected to abide by University rules, Social Work Program Policies and Practices, agency procedures, and the *NASW Code of Ethics*. Students should report to the Social Work Program any incidents which may give rise to a malpractice or liability claim against the student, university, or agency.
10. Students do not report to their field placement or go near the assigned site in the event of a strike or work stoppage. The student contacts the Practicum Coordinator should there be any question(s) about his/her protection.
11. Students and faculty use informal problem-solving methods in attempts to reach solutions to issues and problems. Formal grievance procedures are applied should informal techniques fall short of satisfying all parties involved.
12. It is the student's responsibility to inform the instructor of any extenuating circumstances which may interfere with his/her fulfillment of course requirements.

13. Students who violate policies of Heritage University, the Social Work Program, NASW Code of Ethics, and/or Field Practicum Agency procedures are subject to disciplinary action. The student's rights to due process and appeal are respected in the event of such action.
14. The Social Work Program's actions for below-standard academic work and/or ethical violations may range from reprimand and additional coursework to probationary status and termination of enrollment in the BSW Program.
15. Social Work Program faculty perform a "gatekeeping" role for the profession. Faculty are responsible to involve a student in problem-solving when academic, ethical, and/or other professional practice issues arise.
16. In those instances when the policies and practices employed by the program or university have not been successful in resolving a student's academic, personal and/or professional issue, the student is terminated from the BSW program.
17. Faculty actions may not be arbitrary or unfairly directed at a student or student group. Students' rights are respected in all matters pertaining to educational mission and objectives for social work education.

The National Association of Social Workers (NASW) Code of Ethics is located at:

<https://www.socialworkers.org/About/Ethics/Code-of-Ethics/Code-of-Ethics-English>

Underlying Social Work Values

The professional practice of social work and the preparation for practice are based on knowledge, skills, values, and cognitive and affective processes. The social work courses include all components. An awareness of values grows through self-examination, group discussion, and experiences. It is necessary that social worker be aware of their values and how these values affect their work. It is also important to be aware of the values and attitudes of others in order to be an effective professional. One challenge for the social work educator is to help students learn to be aware of their values and assess how these values will affect their professional practice. This for the purpose of helping students examine the effect their own value system will have on their work.

The following are some of values and attitudes that are important to practice in social work.

1. A commitment to the dignity of the individual, to the right to fulfill his/her potential, and to the kind of community which makes this possible.
2. A belief that an individual has worth because they exist, not because of something they do to prove worth.
3. A belief in the right of each individual to determine their own goals.
4. A respect for and non-judgmental understanding of differences including racial, ethnic, and cultural diversity, differences in ability, socioeconomic statuses, religious or spiritual beliefs, gender expression and sexual orientation.
5. Sensitivity to the needs and feelings of others and an awareness of the ways in which one's own needs and feelings affect relationships.
6. An ability to collaborate with other professionals within organized systems to provide a team effort in serving the individual and community.

7. A desire to become involved in contemporary events, issues, and problems relevant to social welfare and social justice.
8. A commitment to active involvement in activities which promote social justice and informed choice for all people.

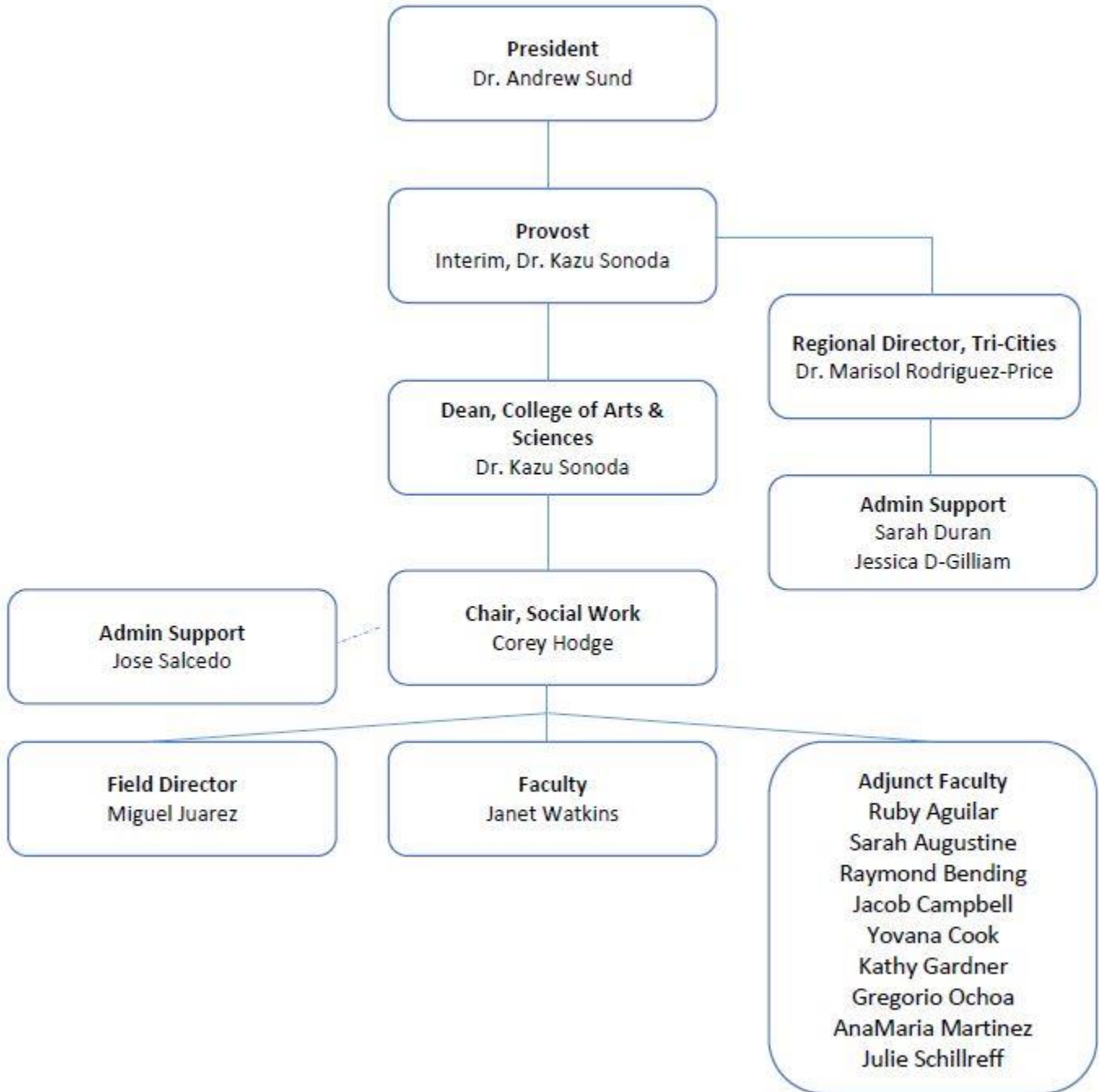
Program

College of Arts and Sciences

The Social Work Program at Heritage University is located within the College of Arts and Sciences. The College of Arts and Sciences is composed of Business Administration and Accounting, Clinical Laboratory Sciences, English, Humanities, Mathematics and Computer Sciences, Nursing Education, Natural Sciences, Psychology, Social Sciences, Social Work, and Visual Arts. These programs are designed to prepare students for careers in professions that meet the needs of a modern multicultural society. Understanding of basic principles and practical applications are emphasized in all the College's programs. The College is structured to include certification studies, Associate of Arts degrees, and Baccalaureate degrees to meet the spectrum of educational needs of our students.

Organizational Chart

Following is an organizational chart of the academic area specific to the Social Work Program.



Program Mission Statement

The mission of the Social Work Department at Heritage University is to prepare students for entry-level generalist social work practice with individuals, families, groups, organizations and communities. The generalist practitioner engages in a multi-layered practice with a diverse society. The Social Work Program places a special emphasis on the needs of the multi-cultural, rural constituency and humanistic values. This philosophy respects and supports the rights, the dignity, and the worth of all people regardless of their color, creed, race, or national origin, age, gender, sexual orientation, economic, social status, political orientation or disabilities. In addition, this philosophy recognizes the potential of each student and strongly believes that student's diverse cultural and ethnic background is an asset to his/her educational process.

Conceptual Framework

The Bachelor of Social Work Program's curriculum philosophy focuses upon the preparation of generalist social work practitioners. Students acquire and develop social welfare knowledge, values, skills, and cognitive and affective processes required for competent and effective social work interventions with diverse populations of individuals, families, groups, organizations, and communities within complex multicultural society. The BSW Program curriculum emphasizes ongoing critical analysis of issues that include:

1. Social and economic justice, to include social stratification
2. Populations-at-risk
3. Social problems and effective issue resolution strategies
4. Social systems and ecological perspective
5. Celebration of human diversity

This conceptual framework connotes a social work generalist as a professional with a broad view i.e., one who can view a situation from multiple perspectives, analyze the interactions of client systems within the environment and intervene appropriately and when needed.

The generalist is skilled at coordinating and mobilizing the knowledge and skills of the profession for the benefit of the individual client or client system. The generalist social worker utilizes critical thinking skills in the performance of his/her duties.

The generalist social worker utilizes a problem-solving process in the following areas:

1. Engagement or relationship building with the client system
2. Assessment
3. Planning for intervention
4. Implementation of the plan
5. Evaluation (including monitoring mechanisms needed for research and effective intervention)
6. Termination and
7. Follow-ups

The professional knowledge base of the generalist social worker includes the following:

1. Fields of practice
2. Systems theories
3. The ecological perspective
4. Human behavior and the social environment
5. Social welfare policy and policy practice
6. Social work practice
7. Research-informed practice and practice-informed research
8. Values and principles that guide practice

The ethics and value base of the generalist social worker includes:

1. NASW Code of Ethics
2. Awareness of personal values
3. Management of ethical dilemmas.

This overall perspective is consistent with our program and the resources of our communities for the following reasons:

1. The educational mission and resources of Heritage University
2. The characteristics of the university faculty and the student population
3. The nature of social service agencies in the geographic areas served by the University
4. The rural makeup of the communities in which most practitioners function in Eastern Washington
5. The educational framework for our social work program

Generalist Social Work

Heritage University Baccalaureate Social Work Program is a Generalist Program. From the NASW, “Generalist practice is grounded in the liberal arts and the person-in-environment framework. To promote human and social well-being, generalist practitioners use a range of prevention and intervention methods in their practice with diverse individuals, families, groups, organizations, and communities based on scientific inquiry and best practices. The generalist practitioner identifies with the social work profession and applies ethical principles and critical thinking in practice at the micro, mezzo, and macro levels. Generalist practitioners engage diversity in their practice and advocate for human rights and social and economic justice. They recognize, support, and build on the strengths and resiliency of all human beings. They engage in research-informed practice and are proactive in responding to the impact of context on professional practice.”

The baccalaureate program in social work prepares students for generalist practice. The descriptions of the nine Social Work Competencies presented in the [Council on Social Work Education Educational Policies and Accreditation Standards \(EPAS\)](#) identify the knowledge, values, skills, cognitive and affective processes, and behaviors associated with competence at the generalist level of practice. Below are the nine CSWE Core Competencies:

CSWE Competencies

1. Demonstrate ethical and professional behavior
2. Engage diversity and difference in practice
3. Advance human rights and social, economic, and environmental justice
4. Engage in practice-informed research and research-informed practice
5. Engage in policy practice
6. Engage with individuals, families, groups, organizations, and communities
7. Assess individuals, families, groups, organizations, and communities
8. Intervene with individuals, families, groups, organizations, and communities
9. Evaluate practice with individuals, families, groups, organizations, and communities

BSW Program Goals

The Social Work Program has established the following goals:

1. Provides quality educational preparation for beginning generalist social work practice with individuals, families, groups, organizations and communities
2. Focus on the specific needs of the multicultural, diverse populations in the rural and urban regions of the Northwest
3. Prepares students academically to pursue graduate level education.

Integration of the Social Work Program and the University Mission

The mission and purposes of the Social Work Program are consistent with Heritage University's mission and academic purposes. The University's Mission is to empower a multi-cultural and inclusive student body to overcome the social, cultural, economic and geographic barriers that limit access to higher education. Rooted in the homeland of the Yakama Nation, we embrace transformational student-centered education that cultivates leadership and a commitment to the promotion of a more just society.

The Social Work Program supports the university mission by preparing students for entry-level generalist social work practice necessary to function effectively in a multicultural and diverse society. Consistent with the mission of the university, the program emphasizes developing competencies to serve a multicultural and rural constituency. It teaches students to notice, understand, and assist others in coping with human life dilemmas.

The Social Work Program is an integral part of the university's College of Arts and Sciences. Both the program and college work together to promote critical thinking, intellectual inquiry, maximize student respect for nature, critical examination of society, others and self. Both the program and division teach students critical problem analysis and resolution through cross discipline application of concepts and insight.

Admission to the BSW Program

The intent of the Social Work Program is to enroll students who are committed to the values, goals and philosophy of the profession and the Social Work Program. The university has a policy of nondiscrimination in the provision of educational and other services to the public. Heritage University does not discriminate in admission or access to its educational facilities, or in its treatment of students or employees, in its programs and activities, on the basis of race, ethnicity, national origin, gender, sexual orientation, religion, age, veteran status, or disabling conditions, in violation of federal or state law.

Students may declare a social work major at any time, but admission to the program is completed prior to the start of the junior year. Applicants complete a packet which includes

- An analysis of completed lower-division requirements
- A commitment to abide by the NASW Code of Ethics
- Disclosure of factors that might negatively impact ability to practice social work
- Permission to run a criminal background check
- A short essay on social work as the student's career choice

Applications are reviewed by at least one full-time faculty member. The program strives to admit any student who meets the minimum requirements and acknowledges that faculty cannot know the upper limits of student capacity. Applications that are questionable are reviewed by the Program Chair and another full-time faculty member in order to make a decision. The student may be accepted, accepted provisional (pending receipt of documents or completion of prerequisite coursework) or denied. The regular student appeal process is available to students who are denied admission.

The Social Work Program will audit transcripts for completion of lower division requirements. In order for students to enroll in social work practice classes beyond "Introduction to Social Work," they must have completed 60% of the lower division requirements for the BSW Program and have applied for admission. However, in some cases a candidate for admission who has not been formally admitted but meets most prerequisites may be allowed to take courses in the social work curriculum which are ordinarily open only to majors. Such exception would be granted by the Program Chair upon the recommendation of the faculty advisor. In no case will such an exception be granted for more than one semester. A minimum of 2.00 GPA is required for admission.

Applicants with criminal backgrounds are carefully reviewed. While criminal offenses that did not result in harm to humans or animals do not automatically disqualify an applicant from the program, these can limit the applicant's ability to secure a field practicum placement and/or employment. Such an applicant should work closely with their advisor in order to determine the merits of pursuing the profession.

For all students, any waivers, substitutions, or other modifications of degree plans must be approved by the advisor, the Social Work Program Chair, and Registrar. Most of these decisions are made at the point of admission to the social work program.

Degree Requirements

The BSW degree requires the following:

1. Students must complete the General University Course Requirements or transfer to Heritage University with a Associate of Arts Degree (AA-DTA).
2. Complete three lower division requirements
 - a. BIOL 101 - Biology from a Human Perspective
BIOL 101L - Lab Biology from a Human Perspective
Note: Another Biology course, preferably human biology, can be substituted
 - b. PSY 101 - Introduction to Psychology
 - c. SOC 101 - Introduction to Sociology 101 *or* SOC 201 - Social Problems
3. Complete the required social work major courses
ENG 350W - Writing for Social Sciences
SOWK 306 - Social Justice & Diverse Populations
SOWK 312 - Human Behavior in Social Environment I
SOWK 313 - Human Behavior in the Social Environment II
SOWK 316 - Social Policy I
SOWK 317 - Social Policy II
SOWK 388 - Preparation for Field Practicum
SOWK 430 - Ethics in Practice/History of Social Work
SOWK 459W - Social Science Research Methods
SOWK 460W - Social Programs/Evaluation
SOWK 486W - Theory of Practice I
SOWK 487W - Theory of Practice II
SOWK 488W - Theory of Practice III
SOWK 490 - Field Practicum I
SOWK 491 - Field Practicum II
4. Electives (as needed to earn a total of 120 credits)

See [Heritage University Catalog](#) for course descriptions. Course prerequisites specified in the catalog are the minimum preparation required. Students should consult with their advisor if they are not sure of their preparation for a specific course. In their first two years of college, students need to work closely with their advisors to schedule the necessary General University Course Requirements and lower division core courses to properly prepare for upper division studies.

Advisement

Students who begin as first-time freshmen or are undeclared are served by the Heritage University Advising Center. Any student or potential student who wishes to discuss career and educational opportunities in social work is welcome to make an appointment with a Social Work Program faculty member or drop-in to faculty office hours. Upon declaration of social work major, a faculty advisor from the Social Work Program is assigned to the student. Students at the Tri-Cities campus are advised by the full-time faculty member at that site. Students at the Toppenish campus are assigned to an advisor based on last name. Last names A-L are assigned to the Program Director, and last names M-Z are assigned to the Field Director. All students who

intend to declare a social work major meet with an advisor to obtain assistance in course selection; orientation to the substance and structure of the BSW curriculum; and explanation of the expectations entailed in the role of student.

The student is placed at the center of their learning, as the student has primary responsibility for the educational effort. Faculty advisors are responsible for fostering integration of the total educational experience and facilitating student progress toward educational and career goals. Students meet with an advisor throughout the program and at least two times per year in order to:

- monitor student progress ensuring that all degree/curriculum requirements are fulfilled in an orderly, timely, and satisfactory manner;
- provide information about graduate school options and support with application processes;
- explore advisee's career interests and options for achieving career goals including referral to community mentors and opportunities;
- provide advice, support, and referral to resources to advisees when they are experiencing difficulties;
- consult with advisee's instructors about problems impacting the student's performance, discussing the matter with the student and maintaining accurate and up-to-date student records within the university's computerized advising system with relevant and regular notations;
- advocate on behalf of advisee to find appropriate solutions to problems, especially when factors within the educational system are involved;
- support and protect the rights of students by informing them of grievance procedures;
- "counsel-out" an advisee whom a majority of faculty agree is unable to accept social work principles and values, act in accordance with the ethical standards of the program and the profession, or function at an acceptable level academically, professionally, and/or emotionally.

Advisors are required to maintain and post consistent office hours each week and otherwise be available to advisees by appointment and to drop-ins when possible, to ensure sufficient accessibility when assistance is needed.

Student Rights/Responsibilities

Students Rights:

- All members of the Social Work Program community should be free to participate in the governance of the program
- Students individually and collectively have the freedom to examine and discuss all questions of interest to them and to express their opinions publicly or privately on these issues.

- Students have the right to be protected from improper disclosure of information pertaining to academic records, evaluations of others, and personal comments made in confidence. Information about students will be released only to persons who have a legitimate “need to know” as defined by the Family Education Rights and Privacy Act as amended or by other University policies.
- Students have a right to express their thoughts and positions on all issues pertaining to curricular material presented in the classroom. Students have a right to utilize their rights as citizens accorded any citizen of the United States.
- Students should be free to participate in off-campus activities of their own choosing.

Students Responsibility:

- It is the responsibility of all members of the Social Work Program community, including students, to utilize existing channels of participation, communication, and appeal to involve themselves in and express their opinions of decisions made in the governance process.
- Students have the responsibility to refrain from illegal expressions of opinion as well as expressions which substantially or materially disrupt the activities of the Program or interfere with the rights of others.
- The freedom to demonstrate or protest carries with it the responsibility to insure that the freedom of non protesters is respected.
- Student publications are responsible for ensuring that balanced representation of views on controversial issues is accorded all interested parties.
- Individuals must be responsible for their own actions off-campus without expecting university or program assistance.
- Activities conducted by members of the Program or University are not conducted in the name of the university unless authorized, and participants are responsible to civil authorities for their actions.

Student Organization

The Social Work Student Association (SWSA) is organized as an official club recognized by the Associated Student Body. The SWSA performs service projects, discusses Social Work Program policies and procedures, provides input to the Social Work Program faculty, arranges club activities and organizes fundraisers to support club activities, as long as students pay the activity fee. Students at regional sites do not pay an activity fee.

The status of the SWSA is currently ‘inactive.’ The club could be moved to an active status if a faculty member(s) is selected to serve the organization as Faculty Advisor and Liaison person. The Faculty Advisor and Liaison attends most of the student organization’s meetings. The Faculty Advisor and Liaison serves principally in a consultative capacity, but is free to assume a more active role in organizational affairs at the request of the organization’s members or officers. In addition to faculty participation, the SWSA has space for displaying club and BSW information, the use of program department funds for duplication, and distribution of literature to students.

Students interested in re-activating the SWSA are encouraged to ask Student Life for guidance on completing the appropriate elections and paperwork.

Student Participation in Policy Decisions

Students are encouraged to participate in the information and modification of policies affecting academic and student affairs as well as program evaluation both informal and formal ways. Informally, students are asked for input during class sessions and advising meetings. Any significant revision to the curriculum includes discussion and approval in Curriculum Committee and Academic Affairs Assembly. Both bodies have student representation. In addition, any significant changes to the program or curriculum will include focus group input chosen from the current social work majors. Since a significant proportion of policy formulation and modification occurs in faculty meetings, student representatives will be afforded the opportunity to participate in discussions and decision-making on these issues. Student participation is intended to insure that their point-of-view is represented in these deliberations and in any decisions which result from them.

Student Evaluation of Faculty/Courses

Each student at Heritage University is afforded an opportunity to complete a formal evaluation of faculty at the end of each course.

Other Avenues of Participation

In addition to these collective and individual opportunities of a formal nature, other informal means of student participation are also available within the Social Work Program. These means include discussion with the faculty or department administrators on student's academic or personal concerns. As a matter of principle, the department faculty encourage student involvement in policy decisions. Students are encouraged to freely communicate their concerns and interests relative to department policies to any faculty member with whom they have a relationship. This faculty member is often, but not necessarily, the student's advisor. Faculty members are committed to the philosophy that students have both rights and a responsibility to participate in the ongoing development of policies and procedures which affect the educational program.

Evaluation of Student Performance

There are both general and specific criteria for evaluating students' academic performance. These general criteria, including requirements or specific grade point averages, are enumerated in detail in the [Heritage University Catalog](#) under the heading "Academic Policies." The handbook is housed on our Heritage website.

In addition to having the responsibility of meeting the university undergraduate program requirements to maintain degree seeking status, students in the Social Work Program must meet specific requirements for academic performances for each class. These requirements may vary from class to class and from instructor to instructor for the same class, but these specific requirements are provided to each student on the first day of class in the syllabus for that course. As a general rule, student learning objectives in terms of values, knowledge, and skills are detailed, accompanied by the specific assignments and grading plan for that semester's work.

Life Experience

Although Heritage University awards academic credit for life experience in some curricular areas, no credit for life experience is awarded for required social work courses, specifically those courses required by the social work major that contains the SOWK prefix.

Academic Review

The academic record of each student is reviewed at the end of each semester, and, where appropriate, the student is notified in order to insure:

- sound program advisement and proper course enrollment;
- that an overall minimum GPA of 2.0 is maintained;
- that required course work and all other criteria are met regarding BSW Degree Candidacy, continuation in the BSW program, and/or for assignment to field practicum; and
- that satisfactory progress toward earning the degree is evident.

Probation/Suspension

When the student's overall GPA falls below standard of 2.0 she/he is placed on Academic Probation within the program. The BSW student has two consecutive semesters to achieve the minimum grade point standard or face Academic Suspension from the program.

Repeating Course(s)

The BSW student may repeat a social work course. The original and the repeated course remain on the transcript, but only the higher grade is computed in the grade point average, and credit is awarded only once.

Academic Problems

When the student manifests a problem(s), e.g., excessive “I,” “W,” and below standard grades, a request to meet with an advisor is sent to the student. The advising appointment explores:

- barriers to success and strategies to overcome those barriers;
- careful program planning and course enrollment;
- appropriateness of fit of social work major and other educational or career opportunities; and
- referral to Student Support Services or other resources.

Review Committees

The student exhibiting on-going academic, field practicum, and/or personal problems which indicate a current or potential problem for the student, university, department, program, community, or practicum agency is subject to review by an appointed Social Work Program Faculty Committee. These faculty will (a) review materials pertaining to the student including the option of requesting a written statement from the student; (b) if appropriate, invite the student to appear before the faculty committee to discuss the matter; and (c) submit Committee recommendation(s) to the BSW Program Director or Field Practicum Coordinator. The Social Work Program Director reviews the entire process and renders the final decision.

The student may appeal the decision first to the Dean of the College of Arts and Sciences and then following [University procedures for grievances/appeals](#).

All matters pertaining to the Social Work Program’s academic standards, policies and practices consider the student’s right to due process, academic review, and those appeal procedures are outlined herein and in university publications.

Miscellaneous Information

The student should refer to the University Catalog to be aware of all academic requirements for graduation and follows the catalog of the year of their initial registration as a degree-seeking student.

The student should be aware that:

1. The Student may, by informing their faculty advisor in writing, choose a subsequent catalog year.
2. No social work student may pursue a course, program, or degree which has been discontinued by Heritage University regardless of the student’s entry date. Additional stipulations for students are Heritage University’s regulations as outlined in the Heritage University Catalog and other publications.
3. The BSW student must complete forty-eight upper division credits. At least 32 credits must be earned at Heritage, including 14 upper-division credits.
4. The BSW student must plan to complete all BSW degree requirements within five calendar years, following admission in the program.

5. The student must have at least a 2.0 GPA at time of admission and must be maintained throughout the program until graduation. Failure to maintain that will result in academic probation and/of other actions in accordance with [Heritage policies](#).

Procedures for Counseling Out a Student

In accordance with Council on Social Work Education guidelines, all social work majors are expected to conduct themselves in a professional manner consistent with the NASW [Code of Ethics](#). The Social Work Program reserves the right to refuse enrollment or continuation to any student who, in the judgment of a majority of the Social Work Program regular faculty, displays behaviors which would be detrimental to the welfare of the clients whom the student would serve or who exhibits such irresponsible behavior as to preclude confidence in his/her completion of Field Practicum. This right includes the more difficult problem of the student who performs well academically but does not relate appropriately to people or displays emotional or psychological instability or immaturity.

Such a student may be referred to the university's social and mental health counselor, if appropriate. The Social Work Program may also recommend the student consider other alternatives to gain further experience, maturity, and perspective. The student might be advised that they cannot continue in the program with every effort made to help them understand and accept this decision, and transfer to another degree program if appropriate.

If a social work major in the majority opinion of the Social Work faculty violates the [NASW Code of Ethics](#) or other professional standards, the student is subject to the following process:

1. Informal Advisement: The student will receive a verbal warning conveyed to the student by the Social Work Program Director or the assigned advisor.
2. Formal Advisement: the student will receive a written warning delineating the specific concerns through the assigned advisor.
3. Program Termination: If the preceding steps have not brought about acceptable changes in the student's conduct or if the student's conduct flagrantly violates the [NASW Code of Ethics](#) or other professional standards, it may be recommended that the student be terminated from the Bachelor of Social Work Program.

Termination of Enrollment - Policy Statement

In Field Practicum and/or the Social Work Program - Professional Conduct

In the event student's academic performance or professional conduct falls outside the acceptable norms, the program exercises its right to terminate the student's field practicum placement and enrollment in the program.

The Social Work Program exercises its right to terminate a student's field practicum placement and/or enrollment in the BSW Program for disregarding professional ethics and academic norms, and/or displaying inappropriate conduct. Academic dishonesty or other violations of the student code or other university codes of behavior are examples of grounds for automatic dismissal from the BSW Program in addition to other sanctions levied by the University.

The Social Work Program takes particular care to insure that all students are familiar with and committed to the *NASW Code of Ethics*. Students who evidence a disregard for these ethical principles are provided with counseling from their advisor regarding the nature of the ethical violations and means for remedying them. Every effort is made to permit students to experience ethical growth, including referral for personal counseling. It may also be necessary for action to be taken which temporarily or permanently interrupts student's continued participation in the Social Work Program. It is the responsibility of the faculty advisor, instructor, practicum coordinator, or agency supervisor to document the nature and degree of the student's conduct which necessitates such action and degree of the student's conduct which necessitates such decision is neither random nor capricious.

In the case where several faculty members share concerns regarding the ethical conduct of the same student, there will be documentation of conferences held regarding the student's continuation in the BSW program. A final determination regarding the student's status is made after review by the faculty serving as a Committee of the Whole.

All faculty committee decisions regarding the student's continuation in the BSW program are subject to review by the Social Work Program Director and when appropriate by the University, if an appeal utilizing University appeal procedures initiated by the student.

Criteria for Possible Dismissal or Termination from the BSW Program

Student may be dismissed from the Social Work Program for any of the following actions:

1. Plagiarism or other forms of cheating;
2. Disruptive or inappropriate conduct in classes or field placement;
3. Destruction or concealment of library or other resources needed by others;
4. Professional misrepresentation such as: (a) Events surrounding an incident involving professional conduct; (b) Fabrication of client data pertaining to course or internship assignments; (c) Professional qualifications, education, experience, or affiliations;
5. Engaging in social work practice while under the influence of drugs, alcohol, or other chemicals;
6. Breach of professional confidentiality;
7. Sexual harassment of clients, colleagues, or supervisors;

8. Engagement in consensual sexual relationship where either conflict of interest or abuse of power differential is present;
9. Exploitation of professional relationships for personal gain;
10. Engagement in any form of discrimination on the basis of race, color, sex, sexual orientation, gender, gender expression, age, religion, national origin, or disability;
11. Involvement in criminal activity;
12. Other violation of the *NASW Code of Ethics*; or
13. Other infractions as outlined in the Heritage University Student Handbook.

Procedures for Denial of Admission or Termination from the BSW Program

When a faculty member has reasonable cause to believe that one of the criteria listed in the BSW Student Handbook has occurred, the following procedures will be followed:

1. The faculty member, or the student's academic advisor, and/or the Program Chair will discuss with the respective student concerning the violation, ways to remediate, and other possible courses of action to be pursued. This will be put in writing. In the event the student has only provisional acceptance into the program, a committee of social work faculty will be convened to review the application to determine if full admission into the program is feasible in light of knowledge of violations. This is especially significant if the violation occurs, for example, in the realm of "academic honesty" and adherence to the *NASW Code of Ethics* to which each student pledges in the application packet for admission into the program.
2. The faculty member will report this conference to the Program Chair and document it in the student's file.
3. A second conference will be held with the student to assess the progress and/or non-progress of the remediation efforts. If there is none, then the Program Chair will meet with a social work faculty committee to review the situation. The student is invited to submit, in writing, his/her view of the situation. If the decision is made to terminate the student from the program, the Program Chair will notify the student with the following instructions:
 - a) You have the right to appeal to the Dean of the College of Arts and Sciences.
 - b) If still unsatisfied, you may follow the appeal procedures as outlined in the University Student Handbook grievance procedures found on pp. 9-10.
4. In the case of a student with only provisional acceptance, admission would be determined by a faculty committee convened by the Program Chair to review the student's application packet. If that committee votes to deny admission in light of the reported violation, especially in the area of violations to *NASW Code of Ethics*, the student can appeal, first through the Dean of the College of Arts and Sciences, and if unsatisfied, to the Provost/Vice-President for Academic Affairs. The student can also access the formal grievance procedure as outlined in the University Student Handbook cited above.

Grievance Procedure

Academic Issues

Students who feel that an academic decision affecting them should be re-examined may present their case according to the following grievance process. A student is expected to resolve problems related to grading or the classroom practices of a faculty member through direct contact with the instructor.

The Heritage University Catalog outlines the following steps to be followed until the concern is resolved:

A student confers with the instructor concerned.

If the student believes the matter has not been satisfactorily resolved, the student confers with the department chair or department director.

If the student believes the matter has not been satisfactorily resolved, the student confers with the college dean to seek assistance in resolving the concern.

A student makes an appointment with the Provost/vice president of Academic Affairs to seek assistance in resolving the concern.

The student and the Provost/vice president of Academic Affairs may request a hearing committee to review the matter.

The Provost/vice president of Academic Affairs communicates the decision to the concerned student.

The grievance procedure is explained in the student handbook, which is available in the Student Services Center.

If contact with the instructor does not lead to resolution, the matter should be referred through the appropriate channels. If the instructor involved happens to be the Program Chair, the matter should be referred to the next level of administration. On all levels, the administration official investigates in order to determine the validity of the complaint, to promote understanding between the individuals involved, and to affect a resolution.

Policy on Access to Student Files

Given the sensitive (quasi-legal) and confidential nature of the information contained in each student's file, it is essential that access be subject to certain specific restrictions and/or conditions as follows:

1. The student requesting to see their file must submit in writing any such request to the BSW Program Chair, or the Field Practicum Coordinator. If access to a specific piece of information (e.g. field evaluation, application for admission, etc.) is being sought, this should be identified in the letter along with a brief accompanying rationale. **Note:** The student should not request to see materials for which she/he has already signed a waiver of their right to see e.g., reference letter.
2. Without exception, all students are granted access to their records subject to the following constraints:

- a) A minimum of 24 hours will be needed to process any request prior to actual release to the student. This will provide ample time to redact any confidential information (e.g., references) to which student access is prohibited.
- b) Under no circumstances will a file be released to a student in the absence or without supervision by a member of the staff or faculty. Such monitoring is necessary to ensure that all information is returned to the file without exception or alteration.
- c) Any student-initiated additions to the record (e.g., reports, responses, etc.) should be channeled through the BSW Program Chair or Field Practicum Coordinator.
- d) Any request for copies of information from the files will be carefully evaluated and referred to staff for disposition. The student will not be permitted to abscond with file material for any purpose, including copying.

Non-Discrimination Policy

The Social Work Program at Heritage University is committed to non-discrimination and equal employment opportunities. It is the Program's policy not to discriminate on the basis of age, ancestry, race, creed, disability, marital or parental status, national origin, participation in constitutionally protected activities, political affiliations or beliefs, race religion, gender, sexual orientation, and/or Vietnam Era veteran status in program, benefits, services, or aid programs.

Complainants who believe that they are victims of discriminatory harassment are encouraged to use the University's internal procedures to resolve complaints.

The complainant may elect any of several internal procedures. The complainant may seek an informal resolution by:

- where possible and comfortable, informing the offending person of perception of their words and actions;
- consulting with administrators who oversee the respondent;
- initiating formal procedures through the Human Resources Department.

Heritage University's policy on non-discrimination can be found here: <http://www.heritage.edu/university-policies/522-anti-harassment-anti-discrimination/>

Sexual Harassment and/or Romantic Relationships Policies

Sexual harassment is a form of sex discrimination where work or study relationships are inappropriately and gratuitously sexualized. It includes:

1. The use of sexual favors as a basis for actions affecting an individual's welfare as a student or employee.
2. Flagrant or repeated sexual advances, requests for sexual favors, and physical contacts of a sexual nature harmful to another's work or academic performance of the work or learning environment.

3. Repeated demeaning verbal or expressive behavior which is harmful to another's work or academic performance or to the work or learning environment.
4. Unwelcome sexual conduct with such conduct becoming a term or condition of an individual's education or employment.

Heritage University's policy on Sexual Harassment can be found here: <http://www.heritage.edu/university-policies/522-anti-harassment-anti-discrimination/>

Heritage's university's policy on sexual/romantic relationships acknowledges that a sexual/romantic relationship between a faculty member and a student heightens the vulnerability for the subordinate person and is sensitive to potential for conflicts of interest and sexual harassment.

The Social Work Program fully supports the Heritage University policies on sexual harassment. It is the position of the department that sexual harassment will not be tolerated in any form within any aspect of the social work program including both classroom and field activities. Sexual/romantic relationships between student and faculty members or student and field instructor will be considered a conflict of interest and a breach of the faculty/field instructor responsibilities to the student and University.

Concerns, complaints, or questions with respect to sexual harassment and consensual relationships should be directed to the Program Chair or Dean of the College of Arts and Sciences.

Harassment

Heritage University is committed to creating a safe learning and working environment. Harassment is defined as conduct which threatens, intimidates, alarms, or puts a person in fear of their safety. Harassment is unwanted, unwelcomed and uninvited behavior that demeans, threatens or offends the victim and results in a hostile environment for the victim. Harassing behavior may include, but is not limited to, epithets, derogatory comments or slurs and lewd propositions, assault, blocking movement, offensive touching and visual insults, such as derogatory posters or cartoons. Students experiencing harassment regarding a staff, faculty member, or third party vendor of Heritage University are encouraged to contact the Human Resources Department as soon as possible. If the harassment involves another student, please contact the Student Affairs to report the problem and seek assistance. Students are expected to communicate concerns in a direct and respectful manner. If it is not feasible to approach another student directly, then the student with the concern should contact the Student Affairs for assistance with resolving the matter.

Reporting Procedures

Any individual who feels that he or she has been the victim of harassment is encouraged to promptly report his or her concerns to the Program Chair, Vice-President for Student Affairs, or the Human Resources Director without fear of retaliation. Any employee who knows of or receives reports of offending behavior must promptly notify the Human Resources Director. An investigation of a complaint will be conducted promptly, assuring maximum confidentiality consistent with the principles of due process and fundamental fairness.