



2023-2024 BSW STUDENT POLICIES AND PROCEDURES MANUAL

This manual covers the Fall, Spring, and Summer terms of the 2023-2024 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 policies 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.



College of Social Work
UNIVERSITY OF SOUTH CAROLINA

PROGRAM MISSION, GOALS, AND LEARNING OUTCOMES

BSW Program Mission

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

BSW Program Goals and Learning Outcomes

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

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

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

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

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

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

Program Evaluation

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

ADMISSIONS

University of South Carolina admission requirements and processes for freshmen, transfer students, and former students seeking readmission are managed by the Office of Undergraduate Admissions. Once admitted to the University of South Carolina, students may declare social work as their major at any time

and are assigned to the Undergraduate Academic Advisor in the College of Social Work. The Undergraduate Academic Advisor works with the student throughout the program of study. The BSW program is structured so that most of the social work major courses are taken in a sequence beginning in the fall of the junior year. Before entering the major sequence that begins with SOWK 311, students must apply for entry and attain verification from the Undergraduate Academic Advisor in the College of Social Work that they have met the requirements for admission to Upper Division.

Admission Requirements for the Upper Division

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

1. Students must have completed 54 or more hours of degree-applicable course credits at entrance to the major sequence (beginning with SOWK 311).
2. Students must have an institutional GPA of 2.50 or higher.
3. Students must have completed and earned a grade of C or higher in ENGL 101 and ENGL 102, or transfer equivalency.
4. Students must have completed and earned a grade of C or higher in SOWK 201, or [equivalency for transfer students](#). If a transfer student lacks the SOWK 201 equivalency, they must enroll in SOWK 201 in their first semester at USC.
5. Students must have completed and earned a grade of C or higher in SOWK 222 or must take SOWK 222 and SOWK 311 concurrently. Transfer students must enroll in SOWK 222 in their first semester at USC if they lack an equivalency.
6. An interview may also be required.

Additionally, all students are expected to:

- Meet with the Undergraduate Academic Advisor in the College of Social Work to discuss the application process.
- Attend the BSW Program Upper Division orientation as well as the Field Education orientation.
- Abide by the National Association of Social Workers' (NASW) [Code of Ethics](#).

Transfer Credit

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

A transfer course is not applicable towards any University of South Carolina academic program or degree if:

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

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

Admission to the BSW Upper Division Major

In the spring of the sophomore year, students must apply for entrance into the major sequence, which begins in the fall of the junior year with SOWK 311. An application checklist based on the above requirements is completed by the student online and is checked by the Undergraduate Academic Advisor in the College of Social Work. The COSW Admissions Office in consultation with the Undergraduate Academic Advisor in the College of Social Work is responsible for clearing students for admittance. The COSW Admissions Office in consultation with the Undergraduate Program Director notifies students of decisions regarding application in writing.

Students may be conditionally admitted to the major sequence on the basis of GPA or credits. If an applicant's GPA is 2.4 or above, they must raise the GPA to 2.5 or higher by the end of junior year fall semester. If an applicant falls short of credit requirements, by 1-6 courses, they may be offered conditional admission to the BSW program under the condition that a customized plan of study from student advisement be strictly adhered to.

Students who are denied admittance to the major sequence will have an appointment with the Undergraduate Program Director. Students may choose to continue to work on other course requirements and re-apply for admission the following spring, or students may work with the Undergraduate Academic Advisor in the College of Social Work to be reassigned to the University Advising Center for further career counseling and advisement outside of social work. Students may only apply to the BSW major sequence twice.

It should be noted that any admittance to the major sequence of the BSW program does not guarantee the field placement needed for completion of the degree, as application to field is a separate process.

The minimum requirements for Upper Division admission include:

- Current student status at the University of South Carolina and good academic standing
- A minimum GPA of 2.50 on a 4.00 scale
- Declared social work as a major
- Verified completion of 54 hours of general education courses

- Completion of SOWK 201 [SOWK 222 (preferred)]

Once a student meets the above minimum requirements, they should notify the Undergraduate Academic Advisor in the College of Social Work for Upper Division consideration and admission.

Progression Requirements

To progress through the major sequence of the BSW Program, all students must maintain an institutional GPA of 2.50 or higher and must earn a grade of C or higher in all social work courses. A student may repeat no more than two (2) social work courses to complete a course with a grade of C or higher. A grade of W (Withdrawal) will be recognized as an attempt. If a student in the major sequence fails to earn a grade of C or higher on a repeated degree-applicable course, the student is terminated from the BSW program and is reassigned to the University Advising Center for further career counseling and advisement.

If a student in the major sequence falls below the required institutional GPA of 2.5, the student is on academic probation within the BSW program and has one semester to bring the GPA to 2.5 or higher. If this does not occur, the student is terminated from the BSW program and reassigned to the University Advising Center for further career counseling and advisement.

All BSW students are also subject to all University regulations regarding probation, suspension, and readmission.

DEGREE REQUIREMENTS

Requirements for the Bachelor of Social Work degree include the completion of 120 credit hours of study.

Carolina Core	31-43 Hours
Program Requirements	17-29 Hours
Major Requirements	60 Hours
Total Hours	120

Graduation Requirements and Application

The last 25% of a student's degree must be completed in residence at the University, and at least half of the hours in the student's major courses and in the student's minor courses (if applicable) must be taken at the University. To be eligible for graduation, students must meet all course requirements, be in good academic standing, meet all BSW Program requirements, have an institutional GPA of at least 2.00 on all work attempted at USC and must maintain a minimum GPA of 2.50 in the social work major with a grade of C or higher in all major courses.

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

[Conferral and Graduation Policies](#) in the Undergraduate Academic Regulations bulletin for more information.

CURRICULUM

Credit for Life Experience

In accordance with the mandates of the Council on Social Work Education, no credit is given for life experiences. Students will not receive academic credit for life experience or previous volunteer or service-learning activities or assignments, or for work experience in social work.

State Authorization Reciprocity Agreement (SARA)

The State Authorization Reciprocity Agreement (SARA) is a national initiative to provide more access to online courses while maintaining compliance standards with state regulatory agencies. SARA allows institutions to provide online courses outside of their own state borders by seeking and maintaining state approvals via a streamlined process. The University of South Carolina Columbia pursues authorization to offer distance education programs and experiential learning opportunities (internships, practica, clinicals, and fieldwork) in other states.

Social Work licensure and certification vary by state. Each state has its own licensing board with its own social work licensure requirements. As a program fully accredited by the Council on Social Work Education (CSWE), Bachelor of Social Work degree graduates from the University of South Carolina are eligible to sit for professional licensure in the state of South Carolina. The program cannot confirm that it meets the specific requirements for professional licensure in another state. Students planning to seek licensure should visit the [South Carolina Board of Social Work Examiners](#) website and/or the Association of Social Work Boards (ASWB) [Licensing Board for College Websites, Statutes and Administrative Rules](#) webpage.

Social Work Major (Upper Division – 60 Hours)

The [Major Map](#) for social work can be found in the Undergraduate Studies Bulletin for Social Work.

Below is the plan of study for the social work major program. All policies, course listings, and program information are subject to change as approved by the University of South Carolina, consistent with accreditation requirements set by the [Council on Social Work Education](#) and the [Southern Association of Colleges and Schools](#).

JUNIOR YEAR		
Upper Division		
FALL	SOWK 311	Foundations of Social Work Practice
	SOWK 331	Diversity and Social Justice in Contemporary Society

	SOWK 341	Theories for Understanding Individuals, Families, and Groups
	XXX	Elective* ¹
	XXX	Elective*
SPRING	SOWK 312	Social Work with Individuals and Families
	SOWK 322	Social Policy Analysis
	SOWK 352	Social Work and Scientific Inquiry
	SOWK 382	Introduction to Field Education
	XXX	Elective*
SENIOR YEAR		
Upper Division		
FALL	SOWK 411	Social Work with Groups
	SOWK 441	Theories for Understanding Organizations and Communities
	SOWK 481	Practicum I: Field Education
	SOWK 483	Practicum Seminar
	XXX	Elective*
SPRING	SOWK 412	Social Work with Communities & Organizations
	SOWK 422	Advocacy for Social and Economic Justice
	SOWK 482	Practicum II: Field Education
	SOWK 484	Capstone
	XXX	Elective*

Social Work Minor (18 Hours)

Below is the plan of study for social work minor program. All policies, course listings, and program information are subject to change as approved by the University of South Carolina, consistent with accreditation requirements set by the [Council on Social Work Education](#) and the [Southern Association of Colleges and Schools](#).

Required Courses - Must complete both courses (6 Hours)		
SOWK 201	Introduction to Social Work	
SOWK 222	Social Welfare Policies and Programs	
Elective Courses - Must Complete a minimum of four courses (12 Hours)		
SOWK 303	Social Work with Children, Youth, and Families	

¹ *Students must complete a minimum of 9 hours of social work electives.

SOWK 304	Social Work with Older Adults and Families	
SOWK 305	Gender, Race, and Social Justice	
SOWK 307	Global Inequalities and Social Justice	
SOWK 309	Life Transitions: Grief and Loss	
SOWK 322	Social Policy Analysis	
SOWK 331	Diversity and Social Justice in Contemporary Society	
SOWK 341	Theories for Understanding Individuals, Families, and Groups	
SOWK 352	Social Work and Scientific Inquiry	
SOWK 399	Independent Study	
SOWK 404	Current Issues in Social Welfare	

COURSE DESCRIPTIONS

[Course Descriptions](#), including credits hours, prerequisites, and leadership distinction credit, can be found in Undergraduate Studies Bulletin.

FIELD PRACTICUM EDUCATION

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

Practicum education is the signature pedagogy of social work education. The intent of practicum 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 practicum placement.

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

ADVISEMENT AND REGISTRATION

Academic Advisement

All social work majors are advised by the Undergraduate Academic Advisor in the College of Social Work to review academic progression and plan semester course schedules. Students must be advised for courses each semester and will not be allowed to register until advisement has occurred. Students may seek advice from their advisor at any time during the semester, especially when seeking to drop a course or alter the planned program of study in any way.

Registration for Courses

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

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

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

Course Loads

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

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

ACADEMIC STANDARDS AND POLICIES

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

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

Class Attendance

The BSW Program follows the [Undergraduate Bulletin policy](#), which states:

Unexcused Absences: The “5% Rule”

The University recognizes that students may occasionally miss classes for legitimate reasons not rising to the level of a formal excuse. For this reason, course attendance policies may penalize unexcused absences in a student's grade only after a student's unexcused absences exceed a set percentage of the total classes that the student missed without excuse. Once unexcused absences exceed this set percentage, every unexcused absence may accrue a penalty to a student's grade.

For traditional lecture-based, face-to-face classes, the minimum percentage of unexcused absences allowed must be at least 5 percent of total class meeting time. For example, students in a traditional, face-to-face 3-credit course, which meets in class for a total of 2100 minutes, may not be penalized for absences that total less than 105 minutes of class time (a minimum of one allowable unexcused absence for a class meeting two times per week for 75 minutes; two for a class meeting three times per week for 50 minutes); students may be penalized for each unexcused absence beyond 105 minutes.

Exceptions:

1. Clinical courses, “practicum” courses, laboratory courses, and certain other special kinds of courses may have allowable percentages shorter than 5 percent of class time.
2. Online courses (asynchronous or synchronous) may also set their own policies for participation in online activities and/or meetings, to which the 5-percent minimum does not apply.

Any instructor assessing a grade penalty for absence must specify in the course syllabus the percentage of allowable unexcused absences (with a minimum of 5% for traditional face-to-face classes) and the penalty to a student's grade for each unexcused absence in excess of that percentage. Online courses should specify any penalties for not participating in activities in the allotted time without a valid excuse.

Instructors have full discretion to set their own policy regarding the late acceptance of course work missed due to an unexcused absence; this policy should be specified in the course syllabus.

Final Examinations

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

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

Grades and Credits

Grades are determined by quality of work, performance on course assignments, examination grades, and class attendance and participation. The BSW Program has one approved grading scale for all classes:

100-93 = A, 92-88 = B+, 87-80 = B, 79-78 = C+, 77-70 = C,
69-68 = D+, 67-60 = D, Below 60 = F

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

- **A, B, C, D** represent passing grades in order from highest to lowest. **B+, C+, D+** may also be recorded. **F** represents failing performance.
- **S** and **U** indicate, respectively, satisfactory (passing) and unsatisfactory (failing) performance in courses carried under the Pass-Fail option. The S/U designation is used also for some research courses, workshops, and seminars in which the regular academic grades are not used. The use of the Pass-Fail grading option in such courses is indicated in their bulletin descriptions. No course carried under the Pass-Fail option will affect a student's grade point average or the evaluation of suspension conditions.
- **FN** (Failure Non-Attendance) and **UN** (Unsatisfactory Non-Attendance) grades are assigned to students who never attended or have stopped attending class but have not officially dropped or withdrawn. FN and UN grades are displayed and calculated as F and U grades on the official transcript.
- **WF** is assigned for student withdrawal from a course after the penalty deadline prescribed in the academic and refund calendars on the registrar's Web site. The grade of WF is treated as an F in the evaluation of suspension conditions and grade point average computation.
- **W** is assigned for student withdrawal from a course after the late registration period but before the penalty date. Courses dropped during the late registration period (as published in the academic and refund calendars on the registrar's Web site) will not be recorded on a student's permanent record. In exceptional cases, the grade W will be used after the first seven weeks of a semester, primarily in cases of withdrawal from the University or from a course for medical reasons. A grade of W will not enter into the evaluation of suspension conditions or in grade point average computation but will be recorded on a student's permanent record.
- **I** is assigned for Incomplete at the discretion of the instructor when a student is unable to complete some portion of the assigned work in a course because of an extenuating circumstances. Re-enrolling in the course will not make up an Incomplete.
- **NR** is assigned for No Record when the grade is not available at the time final grades are submitted.

Students' grades are reported on Self Service Carolina. Students may also access grade reports in person at

the Office of the University Registrar. Course syllabi provide the instructor's expectations including attendance, required assignments and exams and the weight to be accorded to each, and the grading scale.

Auditing a Course

A student must be admitted to the University and go through the regular registration process to be eligible for auditing any course. Auditing a course consists of attending classes and listening without responsibility for any assignments or examinations.

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

Dropping Courses and Withdrawal

Students should check for the last day to drop a course without a grade of 'W' being recorded and for the last day to drop a course or withdraw without a grade of 'WF' being recorded by referring to the [Academic Calendar](#). Failure to complete the official course withdrawal process has serious implications for calculation of the final course grade and calculation of grade point averages.

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

Students are prevented from dropping or adding courses during the Free Drop/Add Period if they have an active registration hold on their record. Students may drop or withdraw from courses through [Self Service Carolina](#).

Withdrawal from all courses constitutes withdrawal from the University. All students wishing to withdraw from the University, or to discontinue enrollment from all courses for the semester, should first consult with their academic advisor. When requesting to drop the last course and to withdraw from the University, the student should follow the instructions on Self Service Carolina. Additionally, the Student Ombudsman Office can provide information, referral assistance or counseling. Students requesting withdrawal for extenuating circumstances after the penalty date (last day for W grade) should contact their academic advisor or the Undergraduate Program Director.

Students should be aware of the academic and financial consequences incurred by withdrawing from all courses. Financial Aid and Scholarship recipients should contact the [Office of Financial Aid and Scholarships](#). University Housing residents should contact [Housing](#) before withdrawing.

Probation, Suspension, and Termination

The College of Social Work has a responsibility to ensure its graduates will be prepared to meet the standards of professional social work practice, including the provision of competent service to client systems at all levels. All students will be provided access to and be 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 B** of this manual. Students will be asked to sign an acknowledgment form that will be maintained in their files.

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

Per University policy, students with cumulative University of South Carolina GPAs less than a 2.00 at the end of any semester will be placed on academic probation. Students must also maintain a minimum GPA of 2.50 in the major and must earn a grade of C or higher in all social work major courses.

- Additional information about [Academic Probation](#) may be found on the University's Academic Advising webpage.
- Additional information about [Academic Suspension](#) may be found on the University's Academic Advising webpage.

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 and policies regarding both academic and nonacademic expectations of students.

Equal Opportunity Statement

The University of South Carolina does not discriminate in educational or employment opportunities on the basis of race, sex, gender, gender identity, transgender status, age, color, religion, national origin, disability, sexual orientation, genetics, protected veteran status, pregnancy, childbirth or related medical conditions.

Student Rights and Protections at the University

Below are some key policies that address the rights and protections of students at the University of South Carolina - this is **not** an exhaustive list. The full policies and procedures manual can be found [here](#).

- [Academic Freedom](#)
- [Student Non-Discrimination and Non-Harassment Policy](#)
- [Handling of Student Records \(Student Rights under FERPA\)](#)
- [Student Grievance Policy—Non-Academic](#)
- [Academic Grievance Policy](#)

Professional and Academic Responsibility - Student Conduct and Academic Integrity

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

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

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

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

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

Two important components of the Honor Code:

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

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

As a Carolinian...

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

College of Social Work Grievances, Petitions, and Appeals

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

STUDENT AWARDS, OPPORTUNITIES, AND PROFESSIONAL DEVELOPMENT

BSW Senior Awards

The BSW Program awards four awards to eligible seniors each year. The Undergraduate Program Director makes a call for nominations to COSW faculty and staff to nominate students for the awards at the beginning of spring semester. The Undergraduate Program Committee and Undergraduate Program Director make the final decision on award recipients via a voting process based on nominations received. Award recipients are recognized at the University Awards Day and the BSW commencement ceremonies. Award descriptions are listed below.

BSW Student Achievement Award

This award is designated for a student who demonstrates outstanding achievement within and outside the classroom, effectively representing the profession of social work. The award is formally presented at the University Awards Day and acknowledged at the BSW commencement ceremonies.

BSW Diversity and Inclusion Award

This award is designated for a student who uplifts, empowers, and advocates for marginalized or underrepresented populations in the College of Social Work, the campus community, and/or other communities, representing social work's values and ethics. The award is formally presented at the University Awards Day and acknowledged at the BSW commencement ceremonies.

BSW Community Engagement Award

This award is designated for a student who demonstrates high levels of effective engagement in the College of Social Work community, the campus community, and/or other communities, representing social work's values and ethics. The award is formally presented at the University Awards Day and acknowledged at the BSW commencement ceremonies.

BSW Student of the Year

This award honors an undergraduate social work student who has demonstrated academic excellence and active pursuit of the values, knowledge and skills of the social work profession. To be considered for the honor, individuals must engage in work or volunteer commitments that emphasize a strong desire and capacity to make a difference in the lives of others, through the use of social work knowledge, skills and abilities, practice, and advocacy. The award is formally presented at the University Awards Day and acknowledged at the BSW commencement ceremonies.

University Leadership and Service

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

College of Social Work Student Associations

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

- The **Phi Alpha Social Work Honor Society** provides an opportunity for BSW students who have excelled in Social Work scholarship to form bonds and promote Social Work values. Membership requirements are a minimum of 15 completed credit hours in the BSW Upper Division Program with a 3.5 or better Cumulative GPA.
- The **Undergraduate Social Work Student Association (USWSA)**. Members actively provide community service, facilitate educational and social events, and participate in fundraising activities. Membership is open to any undergraduate student registered full-time or part-time at the University of South Carolina-Columbia. 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.
- **Black Social Work Student Association (BSWSA)** seeks to create a world in which people of African ancestry will live free from racial domination, economic exploitation, and cultural oppression. This organization supports efforts to create dialogue and action around race and social justice issues and encourage networking and professional development.
- **Students Promoting Advocacy through Macro Social Work (SPAM)** – Members include undergraduate social work and public health students with an interest in macro social work. The mission of the organization is to expose its members to the broad systemic issues that contribute to and facilitate unequal access to resources, maintain self-awareness of macro practice as a minority method in the social work field, and initiate the cultivation of like-minded individuals to obtain more knowledge about systems that lead to oppression.

Student Participation on College of Social Work Committees

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

- **Undergraduate Program Committee:** The primary function of the Undergraduate Program Committee is to administer the implementation of course, curriculum, and College objectives for the BSW Program. One student representing the junior cohort is elected each fall for service through the current academic year. One student representing the senior cohort is elected each spring among juniors for service through the following academic year.
- **Field Education Advisory Committee:** This Committee advises and supports the Field Programs and includes one BSW student representative who will serve a one-year term.
- **Faculty Recruitment Committee:** The Committee is responsible for recruiting, screening, and coordinating campus visits for candidates; convening and facilitating a special faculty meeting to evaluate the candidates; and making recommendations to the Dean. Membership may include one BSW student.

Please find additional information about Student Representative Opportunities and Rights in **Appendices L and O**.

Professional Development and Organizations

In addition to formal classroom and field experiences, students in the BSW Program are encouraged to work on their professional development in the following ways:

- Attend available College sponsored trainings and events.
- Join the [National Association of Social Workers](#) (NASW).
- Join the [Association of Baccalaureate Social Work Program Directors](#) (BPD).
- Join the [Council on Social Work Education](#) (CSWE).
- Join the [Society for Social Work and Research](#) (SSWR).

STUDENT 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.

[Information Technology](#): Provides information and support to students for common resources such as Blackboard, email, IDs and security.

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

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

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

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

[Thomas Cooper Library](#): Main library on the Columbia campus.

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

[Wellness & Prevention](#): Encourages and supports healthy lifestyles for all members of the USC community.

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

[Stop Sexual Assault](#): 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](#): Provides business professional clothes to the University of South Carolina students.

[The Gamecock Pantry](#): Campus food pantry created for students, by students.

[Off-Campus Living & Neighborhood Relations](#): Provides information to students about off-campus housing.

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

[Office of Multicultural Student Affairs](#): Encourages students to work together to create an inclusive learning community at the University of South Carolina.

[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. Students have access to diversity data and programs, the *Student Access Scholarship* application, and the portal to report incidents of bias or hate.

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

[Parking and Transportation Services](#): A variety of parking options for the Columbia campus is available.

College of Social Work Resources

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

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

BSW Blackboard Page BSW students are automatically members of this blackboard page where they can find regularly updated information on college resources, upcoming events, student organizations, job postings, trainings, and licensure prep materials. Navigate to "Organizations" on Blackboard and click "COSW-Student Services-BSW".

FoodShare The COSW offers boxes of fresh produce at little to no cost to students. Boxes can be picked up in the lobby of the Hamilton College of Social Work on select weeks. Order forms/links are regularly

available in the Monday COSW Communications email newsletter for bi-weekly delivery at Hamilton College.

Field Closet Clothing Exchange The COSW offers a clothing exchange program to students at no cost to help support students needing attire for field practicum or employment. Students can bring old, gently-used professional wear and swap it for something new. Located in Hamilton 128. The closet is open Monday - Thursday 11am-3pm or by appointment.

Meditation Room The COSW has a meditation room for students seeking quiet and solitude for mediation, prayer, and other needs. Located in Hamilton 116.

COSW Food Pantry Lunch and snacks are available in the first-floor student lounge for students to take what they need.

APPENDIX

- A. Evaluating Professional Performance Policy**
- B. Student Review Policy and Form**
- C. Grievances and Appeals Regarding Academic Performance and/or Standing Policy**
- D. Reinstatement After Suspension Policy**
- E. Course Credit for Life Experience Policy**
- F. Evaluating BSW Admission Applications Policy**
- G. Notification to BSW Applicants of Admission Decision Policy**
- H. Notification to BSW Applicants for Conditional Admission Policy**
- I. Transfer of Course Credit Policy**
- J. Academic Advising Policy**
- K. Professional Advising Policy**
- L. Undergraduate Students' Rights and Opportunities to Participate in Academic and Student Affairs Policymaking Policy**
- M. Evaluating Academic Performance Policy**
- N. Termination of Student Enrollment due Academic Performance Policy**
- O. Undergraduate Students' Responsibilities to Participate in Academic and Student Affairs Policymaking Policy**

APPENDIX A: Evaluating Professional Performance Policy

Evaluating Professional Performance

Preamble

The goal of the College of Social Work is to provide undergraduate and graduate students with the educational opportunities and skills needed for competent practice within the field of Social Work. Toward this end, this Professional Performance Policy has been created to establish guidelines for both students and faculty regarding behaviors that are expected of individuals who enter the field of Social Work. In all cases, dignity and worth of each student and the value of the relationship between students, staff, and faculty are paramount, consistent with the NASW Code of Ethics. Within this framework, the following policy and associated guidelines are offered.

Policy

Professional performance policies and procedures for the University of South Carolina (USC) College of Social Work (CoSW) degree and certificate programs set forth the responsibilities and expectations of all CoSW students (social work minor, BSW, MSW, certificate, PhD). These policies and procedures are guided by regulations pertaining to Council on Social Work Education accreditation, the National Association of Social Workers (NASW) Code of Ethics, and professional licensure for social work.

In all its activities the CoSW is committed to upholding the ethical standards required of social workers in their relationships with clients, classmates, colleagues, co-workers, and members of the public. Students are expected to engage in ethical conduct and decision-making in accordance with the values, ethics and standards established for the profession of social work, as formalized in the [NASW Code of Ethics](#) and as written in the program manuals. The faculty of our College has approved curricular outcome competencies that each student is expected to master.

One of the most important competencies is the demonstration of personal values and ethical principles in all professional and social contexts. To minimize ambiguity with regard to unprofessional and unacceptable behaviors, professional behavior policies are presented here in some detail to show that violation of such may result in disciplinary action.

Professional Conduct

Students must:

1. Act ethically in conformity with the law, agency, and university standards, and social work values.
2. Ensure that appearance, dress, and general demeanor are appropriate to the context.
3. Demonstrate suitability for the profession and commitment to the profession's core values of service, social justice, honesty, and competence.
4. Maintain constructive interpersonal relations with faculty and staff, field agency representatives, fellow students, and other professional colleagues.
5. Understand and adhere to all of the academic and field education policies and procedures detailed in the respective program Student Handbook and the Field Education Manual.
6. Deal with conflict and disagreement in a respectful and forthright manner.
7. Follow the USC's [Honor Code](#) and [Carolinian Creed](#) and show respect and courtesy to other members of the campus community.

Essential Performance Expectations

1. **Communication:** Students are expected to communicate effectively and respectfully with others orally and in writing in all communication modes (i.e., including but not limited to written assignments, text messaging, social media, telephone, video conference, email).
2. **Self-Awareness and Reflection:** Students are expected to assess their own suitability for professional practice. This requires the ability to engage in self-evaluation and to modify behaviors that may interfere with academic and/or professional performance.
3. **Judgment:** Students are expected to exercise sound professional and personal judgment and effectively attend to professional roles and boundaries.
4. **Cross-Cultural Skills:** Students are expected to acquire cross-cultural proficiency sufficient to successfully work with a wide variety of diverse groups and communities. Cross-cultural proficiency includes eliminating displays of personal bias and imposition of personal values on others, as well as approaching differences with an attitude of humility and respect, acknowledging the importance of cultural differences in shaping life experiences.
5. **Emotional Management and Coping:** Students are expected to be aware of the manner in which they manage their expression of emotions in the academic and professional environments and all other times. Building self-regulatory and coping skills in a manner that enables students to remain consistently engaged, attentive to duties, and professional in conduct and attitude is expected. This may include seeking and using professional support, if appropriate or as needed.
6. **Physical and Mental Abilities:** Students are expected to have sufficient physical and mental capacities to meet the demands of a professional or academic Social Work degree program. These capacities include the ability to concurrently attend classes, and for BSW and MSW students to complete field education courses as required by the degree program in which the student is enrolled. If students need accommodations, they must register with the [Student Disability Resource Center \(SDRC\)](#). The SDRC will formally communicate with faculty members, in advance of assignments or coursework, any necessary accommodations.
7. **Required Student Disclosures:** Students are expected to disclose to the USC CoSW Dean, Associate Dean for Curriculum, their Program Director, Field Education Director and their Academic Advisor, any legal involvement that takes place before or during enrollment in the program, including arrest, criminal and civil charges, criminal conviction, plea of guilty, plea of no contest and no contest, plea of nolo contendere, Alfred plea, deferred prosecution, prayer for judgment, or any other acceptance of responsibility for the commission of a crime other than a traffic-related misdemeanor or infraction. Students are also expected to disclose any discipline imposed by a state licensing board, the National Association of Social Workers, or similar organizations.

Violations of Behavioral Standards

Circumstances that may result in a review of a student's behavioral performance can include (but are not limited to) any of the following:

- Failure to meet or maintain any of the professional performance standards stated herein or contained elsewhere in the respective Student Handbook; Certificate Handbook, Student Guide to Field Education; or the [Graduate Division Guide to Graduate Policy](#).
- Any violation of field placement agency policies, procedures, or regulations.
- Any violation of graduate assistantship policies, procedures, or regulations.

- Violations of the [NASW Code of Ethics](#) or the [Campus Code of Student Conduct](#).
- Any form of scholastic dishonesty or other violation of academic integrity.
- Any threat or attempt to harm oneself or others.
- Consistent pattern of unprofessional behavior.

Procedure

1. Initial Conversation:

When a faculty member, instructor, or staff member has concern about a student's behavior, they shall first try to address that concern and explore ways to resolve it with the student directly. The goal of this initial conversation is to work toward a mutual understanding and resolution of the concern. Faculty members, instructors, staff members or students may consult with the program director or student services staff, as well as other campus resources, for advice and technical assistance with campus policies and procedures.

2. Informal Behavior Review

If concern about the behavior is not successfully resolved by this direct intervention, the faculty member, instructor, or staff member may request involvement by the student's Program Director (BSW, MSW, or PhD) or the Field Education Director (if the problem occurs in or affects the field placement). This involvement may include meeting with the student individually, facilitating discussion between the referring faculty/staff member and student, engaging the student's advisor, and referring the student to academic support, mental health, or other services on campus. The Program Director or Field Education Director shall report their involvement and the outcome of that involvement to Student Services for inclusion in the student's file.

3. Official Behavior Reports

Faculty members, instructors, or staff members shall automatically report certain student behaviors to appropriate college officials, university officials, or both:

- Certain behaviors merit an automatic report by faculty members to the student's Program Coordinator and Assistant Dean of Students to initiate possible supportive intervention. These behaviors include excessive absences, nonresponse, and other concerns that undermine academic performance. Report these concerns using the [Absent, Disengaged or Struggling Student Form](#). As appropriate, attach emails or other documentation to substantiate the report.
- Certain behaviors merit an automatic report to the [USC Student Care and Outreach Team](#). These behaviors include self-injurious behavior (e.g., suicide attempt or talking about suicide, self-harming, illegal drug use, disordered eating).
- Certain behavior that impedes learning may also merit reporting (e.g., substance use, unusual behavior, victimization, grieving, emotional distress). If so, report these behaviors using the [Student Care and Outreach Team Incident Report](#).
- Certain behaviors merit an automatic report to [USC Student Conduct and Academic Integrity](#). These include potential academic integrity violations such as plagiarism, cheating, and other forms of academic dishonesty. Instructors report suspected violations using the [Honor Code Violation Report](#).
- Other behaviors also merit an automatic report to [USC Student Conduct and Academic Integrity](#). These include alcohol and drug misconduct, damage to property, disruptive activity, fraudulent

behavior, health and safety concerns, theft and burglary, violent conduct, and weapons.

Instructors and others report these behaviors using the [Code of Conduct Violation Report](#).

- Behaviors that merit automatic report to any USC offices above, also merit report to the student's program coordinator. A behavior report and any response by COSW officials will become part of the student's file kept by Student Services.

4. Formal Behavior Review:

When a student's behavior problems do not respond to remediation or efforts at remediation are not adequate, the faculty member, instructor, staff member, program coordinator or student services shall refer the student for review by the student's program coordinator.

A. Program Review Committee.

The Program Coordinator assigns a Review Committee from membership of the Program Committee. In the event of a conflict of interest, or perceived conflict of interest, members of the Review Committee may recuse themselves. If recusals result in a Review Committee having fewer than three members, the Program Coordinator will appoint additional ad hoc members from the faculty. Review Committee members shall designate one member to serve as chair of the committee.

Program Coordinator will send written documentation about the behavior concern to the Review Committee. The Program Coordinator will also send written notification of the review committee to the student, the student's faculty advisor, the student's academic advisor, the Associate Dean for Curriculum, and other relevant parties within one week.

The Review Committee may meet to determine how to proceed with the review process and to schedule a meeting with the student. The Review Committee will hold a meeting with the student, the student's advisors, 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 USC personnel, the student must sign a [FERPA Release Form](#). Signed forms will be maintained in the student's permanent file.

At their meeting with the student, Review Committee members consider any evidence provided by the referring faculty member, instructor, staff member, or student. They will ask questions and allow the student to share information and offer perspective.

Following the meeting, the Review Committee will deliberate based on the information presented and recommend a course of action. The committee may recommend one or more of the following actions:

- **Continuation.** Allow the student to continue in the program with no conditions. In these situations, the concern has either been determined to be unfounded or not to require further action by the student or program. If determined unfounded, no record will be kept.
- **Continuation with conditions.** Establish formal conditions for the student to continue in the program. In these situations, specific conditions must be met for the student to remain enrolled in the program. The disposition must include specific actions requested of the student and a timeline for completing these actions. Actions may include participating in mentoring; writing an essay or otherwise demonstrating increased awareness of the consequences of their actions; referring the student to counseling and/or advising services. A student's failure to meet requirements for continuation may result in termination from the program.

- **Probation.** In consultation with the Associate Dean for Curriculum, the student's Program Coordinator may recommend to the CoSW Dean that the student be placed on probation. Like continuation with conditions, probation establishes formal conditions for the student to continue in the program. These specific conditions must be met for the student to remain enrolled in the program. The disposition must include specific actions requested of the student and a timeline for completing these actions. Unlike continuation with conditions, probation generally involves more stringent conditions and requires Dean approval.
- **Consult with and/or refer to USC officials.** For some behaviors, the USC Vice President for Student Affairs, Office of General Counsel, or the Division of Law Enforcement and Safety may be consulted or notified. Behaviors that may result in consultation or referral include scholastic dishonesty; racial or sexual harassment; possession or use of firearms or other weapons on USC property; damage, destruction, or misuse of USC property; and conduct that endangers the health or safety of any University student, employee, or campus visitor.
- **Suspension.** 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. Suspension requires Dean approval.
- **Termination.** When a student is terminated from the program, the student will be provided with documentation regarding the specific reasons for his/her dismissal. Termination requires Dean approval.

Within one week of meeting with the student, a Review Committee shall submit a written report and recommendation to the student's Program Coordinator and Associate Dean for Curriculum.

Within one week of receiving the Review Committee report, the Program Coordinator shall inform the student in writing of the final disposition. The Program Coordinator may simply endorse the Review Committee's recommendation or reach another conclusion. If the decision requires Dean approval, the Program Coordinator must obtain it before informing the student of a final decision. The final disposition shall be documented in the student's permanent file.

B. Grievance and Appeal Process.

Students sometimes face a performance issue or problem that requires assistance to resolve. These issues or problems are categorized as grievances, appeals and petitions. In general,

- **Grievances** are alleged violations of the teaching responsibilities of the faculty, free expression policies, or other violations of responsibilities as stated in the USC Faculty Manual or of the official policies or procedures of the University.
- **Appeals** are requests to reconsider decisions that have been rendered.
- **Petitions** are requests to make individual exceptions to written requirements imposed by the program, the College of Social Work, the Graduate School or by the University. For further discussion, refer to the Graduate Bulletin concerning Academic Exception Petitions and Appeal of Academic Decisions and the Undergraduate Bulletin concerning Academic Standard Policies.

Note: This policy does not refer to issues involving allegations of harassment or discrimination. For such issues, students are referred to the USC Office of Civil Rights & Title IX and the associated policies.

A student may appeal the Program Coordinator's decision to the CoSW Associate Dean for Curriculum within one week of receiving the final disposition. The Associate Dean for Curriculum shall issue a written decision within one week of receiving the student's appeal. The Associate Dean's decision may be appealed to the CoSW Dean within one week of receiving the decision. The Dean shall issue a written decision within one week of receiving the student's appeal. Right to any further appeal, if any, shall be determined by applicable USC 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 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 CoSW do not supersede any USC policies and procedures related to both academic and behavioral issues.

Termination from the Program

A student may be subject to termination from a CoSW program for:

1. Failure to meet the necessary professional behavior standards in a professional program.
2. Violations of the Code of Student Conduct as determined by the Vice Chancellor, Division of Student Affairs at the recommendation of the Office of Student Conduct and with the concurrence of the Dean.

APPENDIX B: Student Review Policy

Student Review Policy

All COSW students are required to abide by the NASW Code of Ethics (<https://www.socialworkers.org/about/ethics/code-of-ethics>), and the rules for academic and behavioral conduct established by the University of South Carolina (for Undergraduate Academic Regulations: <https://academicbulletins.sc.edu/undergraduate/policies-regulations/undergraduate-academic-regulations/>; for Graduate Academic Regulations: <https://academicbulletins.sc.edu/graduate/policies-regulations/graduate-academic-regulations/#text>; 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 Academic Integrity 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 Curriculum, the academic advisor, and other relevant parties within five academic class days.

Within 5 academic class days of such notification, the Program Coordinator 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 Vice President 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 Curriculum of the Committee's disposition. The Associate Dean for Curriculum 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 Curriculum of the College of Social Work within 5 academic class days of receipt of the decision. The Associate Dean for Curriculum 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.

**APPENDIX C: Grievances and Appeals Regarding Academic Performance and/or
Standing Policy**

Grievances and Appeals Regarding Academic Performance and/or Standing

Policy:

Students sometimes face an academic issue or problem that requires assistance to resolve. These issues or problems are categorized as grievances, appeals and petitions. In general,

- **Grievances** are alleged violations of the teaching responsibilities of the faculty, free expression policies, or other violations of responsibilities as stated in the USC Faculty Manual or of the official policies or procedures of the University.
- **Appeals** are requests to reconsider decisions that have been rendered.
- **Petitions** are requests to make individual exceptions to written requirements imposed by the program, the College of Social Work, the Graduate School or by the University. For further discussion, refer to the Graduate Bulletin concerning [Academic Exception Petitions and Appeal of Academic Decisions](#) and the Undergraduate Bulletin concerning [Academic Standard Policies](#).

This policy follows the procedures set forth in STAF 6.30, [Academic Grievance Policy](#) for the University of South Carolina, and STAF 6.27, [Student Grievance Policy-Non-Academic](#).

Note: Grievances, Appeals and Petitions do not extend to matters of grading student work, where the substance of the complaint is simply student disagreement with the mark or grade placed upon the work. Such matters are to be discussed between the student and course instructor. Final authority for grade assignment shall remain with the course instructor.

Note: This policy does not refer to issues involving allegations of harassment or discrimination. For such issues, students are referred to the [USC Office of Civil Rights & Title IX](#) and the associated policies.

The primary objective of the grievance procedure is to ensure that concerns are promptly dealt with, and resolutions reached in a fair and just manner.

A grievance must be initiated within 30 calendar days from the date of the alleged violation. The CoSW student ombudsman will advise students on grievance procedures. Students are encouraged to first attempt to resolve the grievance with the person with whom they have a grievance. If the student has good reason not to attempt a resolution with this person or cannot reach a resolution, the CoSW student ombudsman will arrange for the student to meet with the Associate Dean of Curriculum within two weeks to address the grievance. The Associate Dean of Curriculum will respond in writing within two weeks of receiving the grievance. If the student wishes to appeal the Associate Dean's decision, the CoSW student ombudsman may facilitate a meeting between the student and the Dean. The dean will respond to the grievance in writing within two weeks. Students who wish to appeal the Dean's decision may contact the university ombuds for further guidance.

Procedure:

When a student decides to file a grievance, they begin by reaching out to the CoSW Ombudsperson via phone or email. The Ombudsperson will meet with the student to listen to their concerns. The ombudsperson will provide the student with the grievance policy and procedure and answer any questions they may have about the policy or procedure.

The ombudsperson will first encourage the student to attempt to resolve the grievance with the person with whom they have a grievance. If the student has already attempted this without success, or has good reason not to attempt the resolution, the ombudsperson will instruct the student to put the grievance in writing and send it to the Associate Dean of Curriculum via email within one week. The ombudsperson will also arrange for the student to meet with the Associate Dean of Curriculum if needed.

The Associate Dean of Curriculum will review and respond to the grievance in writing within two weeks of receiving the grievance. The Associate Dean of Curriculum may also choose to meet with the student within this time frame. The Associate Dean of Curriculum will also inform the student of their right to appeal the response/decision to the dean.

If the student wishes to appeal, they will send the written grievance to the dean via email within one week of receiving the Associate Dean of Curriculum's decision.

The dean will review and respond to the appeal in writing within two weeks of receiving the appeal. The dean may also choose to meet the student within the same time frame. The dean will also inform the student of their right to contact the university ombudsperson for further guidance should they wish to appeal the dean's decision.

APPENDIX D: Reinstatement after Suspension Policy and Procedure Policy

Reinstatement After Suspension

Policy:

Reinstatement after suspension to undergraduate study cannot be granted sooner than one fall or spring semester and the contiguous summer (approximately eight months). If it is the first time being suspended and the student is suspended after the spring semester, the suspension period is the following summer and fall semesters. If a student is suspended after the fall semester, the suspension period is the following spring and summer semesters. The duration of a second suspension, or indefinite suspension, is a minimum of two years. Please note: The ability to resume studies after return is contingent upon course offerings.

Procedure:

Appeals for reinstatement in the BSW Program may be initiated at any point following suspension period. Students seeking reinstatement in the BSW Program must submit a completed petition packet to [Undergraduate Admissions](#) by the general deadlines listed below (*subject to change by university*):

- November 1st for spring semester reinstatement
- April 1st for summer semester reinstatement
- July 1st for fall semester reinstatement

The Program Coordinator and/or the Associate Dean for Curriculum will only consider completed petition packets from Undergraduate Admissions which contain all required letters, documentation, and recommendations. The student must submit the following petition documents:

1. A letter from the student to the Program Coordinator explaining the factors that resulted in their academic suspension. The letter must also include their readiness to re-engage in courses including practicum, resources or supports they will utilize to ensure their success, how the student will overcome the extenuating circumstances noted in the student's letter (e.g., engagement with on campus resources, change of major, adjustment of work demands) and raise their GPA. Supporting documentation of extenuating circumstances must be included.
2. An adjusted Program of Study completed by the student and academic advisor.
3. A current unofficial transcript with current GPA and a feasible projection of what grades will be required in what courses and which semesters to yield the requisite overall cumulative GPA of 2.5

Following review of the above stated petition packet, the Program Coordinator will contact the student to schedule an interview for collaborative planning and assessment. A student seeking reinstatement after suspension from the COSW must participate in an interview with their Program Coordinator and Academic Advisor to assess the student's readiness to re-engage in the program/curriculum and to review their petition pack and supporting documents. Based on the review of the above documentation and interview, the Program Coordinator may write a letter confirming that all materials for this petition are in order, endorsing the letter from the student, and recommending reinstatement. The Program Coordinator must recommend reinstatement for petition to go forward within 2-4 weeks of the student interview.

In cases when the Program Coordinator does not recommend reinstatement and the student believes that the decision needs to be reconsidered, the student may file a grievance using the Grievances, Petitions, and Appeals Policy and Procedure as outlined in the BSW Student Manual.

APPENDIX E: Course Credit for Life Experience Policy

Course Credit for Life Experience

Policy:

As required by the Council on Social Work Education, the college of social work does not grant social work course credit for life experience or previous work experience.

Procedure:

The program informs applicants and other constituencies in the university bulletin, student manual, and at the program orientation.

APPENDIX F: Evaluating BSW Admission Applications Policy

Evaluation of BSW Admission Applications

Policy:

The COSW reviews and evaluates all completed application files for admission to the Upper Division of the BSW Program. Evaluation of BSW admissions applications occurs in spring and summer terms for fall admissions and is conducted by the Undergraduate Academic Advisor in the COSW and the BSW Program Coordinator. Students may only apply to the BSW major sequence twice. It should be noted that any admittance to the major sequence of the BSW program does not guarantee the practicum placement needed for completion of the degree because application to practicum requires a separate process.

Procedure:

- Entrance Requirements for the BSW Program:
 - University of South Carolina admission requirements and processes for freshmen, transfer students, and former students seeking readmission are managed by the Office of Undergraduate Admissions. Once admitted to the University of South Carolina, students may declare social work as their major at any time and are assigned to the Undergraduate Academic Advisor in the College of Social Work. The Undergraduate Academic Advisor works with the student throughout the program of study.
 - The BSW program is structured so that most of the social work major courses are taken in a sequence beginning in the fall of the junior year. Before entering the major sequence that begins with SOWK 311 students must apply online for entry and attain verification from the program coordinator that they have met the following requirements:
 - Students must have completed 54 or more hours of degree-applicable course credits at entrance to the major sequence (beginning with SOWK 311).
 - Students must have an institutional GPA of 2.50 or higher.
 - Students must have completed and earned a grade of C or higher in ENGL 101 and ENG 102L, or transfer equivalency.
 - Students must have completed and earned a grade of C or higher in SOWK 201, or transfer equivalency. If a transfer student lacks the SOWK 201 equivalency, they must enroll in SOWK 201 in their first semester at USC.
 - Students must have completed and earned a grade of C or higher in SOWK 222 or must take SOWK 222 and SOWK 311 concurrently. Transfer students must enroll in SOWK 222 in their first semester at USC if they lack an equivalency.
- Application to the Major Sequence/BSW Upper Division:
 - In the spring of the sophomore year, students must apply for entrance into the major sequence, which begins in the fall of the junior year with SOWK 311.
 - An application checklist based on the above requirements is completed by the student online and is reviewed by the Undergraduate Academic Advisor in the College of Social Work. The checklist acts as an official intent to enroll in Upper Division courses in the following academic year and confirms an expectation to meet admission criteria based on the completed course work and/or current coursework.
 - The Undergraduate Academic Advisor in the College of Social Work reviews applicant transcript data to confirm completion status of each admission criteria. Students are then determined to be qualified for full admission (no conditions) based on projected completion of [then] currently enrolled coursework or conditional admission based on a calculated inability to complete all admission criteria. Conditional admission criteria include all outstanding admission requirements based on this calculation.

- The Undergraduate Academic Advisor in the College of Social Work determines eligibility for Upper Division admission based on the outlined criteria and relays a readiness for review to the BSW Program Coordinator within the week (5 days) following the closure of application 'waves'. The application review time is contained within each 'wave' and includes all applications received following the due date of the prior wave up until the wave in question.
- Application due date waves (approximately):
 - December midpoint
 - The final date of January
 - The final date of February
 - The final date of March
- The BSW Program Coordinator works in consultation with the Undergraduate Academic Advisor in the College of Social Work and is responsible for clearing students for admittance.

APPENDIX G: Notification to BSW Applicants of Admission Decision Policy

Notification to BSW Applicants of Admission Decision

Policy:

The CoSW notifies all BSW applicants with complete applications whether they have been recommended for program admission to BSW Upper Division. After reviewing the applicants' credentials and the Undergraduate Academic Advisor's recommendations based on the applicants' meeting the admission requirements, the BSW Program Coordinator makes the final admission decision and notifies the applicants.

Procedure:

1. Following completion of the Upper Division application, the Undergraduate Advisor corroborates received application data with those reflected in preliminary eligibility list.
2. The undergraduate advisor then does the following:
 - a. Notes recommended application outcome.
 - b. Explicitly outlines conditions for admission, if applicable.
 - c. Notes readiness for outcome disposition.
3. The Undergraduate Advisor relays a readiness for review to the BSW Program Coordinator within the week (5 days) following the closure of application 'waves'.
 - a. Application due date waves (approximately):
 - i. December midpoint
 - ii. The final date of January
 - iii. The final date of February
 - iv. The final date of March
4. The BSW Program Coordinator informs applicants of Upper Division admission disposition via email within 2 weeks of application being received and reviewed.
5. Applicants can be informed of any of the following admission decisions:
 - a. Accept without condition – Occurs upon students' successful completion of currently enrolled courses
 - b. Conditional acceptance – Occurs when students must complete core hours, improve GPA, or both
 - c. Deny – Occurs when students are not eligible for admission due to:
 - i. Changed major
 - ii. Changes in student status (e.g., suspension, leave of absence)
 - iii. Lapses in enrollment following preliminary eligibility determination
 - d. Deferral to the following Cohort Year– Occurs when the Undergraduate Advisor's preliminary determination for eligibility is not on trajectory to remain accurate.

APPENDIX H: Notification to BSW Applicants for Conditional Admission Policy

Notification to BSW Applicants of Conditional Admission

Policy:

The CoSW notifies all BSW applicants with complete applications whether they have been recommended for program admission to BSW Upper Division with any conditions. After reviewing the applicants' credentials and the undergraduate advisor's recommendations based on the applicants' meeting the admission requirements, the BSW Program Coordinator makes the final admission decision and notifies the applicants of Upper Division admission disposition with any conditions.

Students may be conditionally admitted to the major sequence/BSW Upper Division if their GPA is 2.4 or above but must raise the GPA to 2.5 or higher by the end of junior year fall semester. Students may also be conditionally admitted if they need additional courses for full admission but must complete the required courses by the end of junior year fall semester.

Procedure:

1. Following completion of the Upper Division application, the Undergraduate Advisor corroborates received application data with those reflected in preliminary eligibility list.
2. The undergraduate advisor then does the following:
 - a. Notes recommended application outcome.
 - b. Explicitly outlines condition(s) for admission, if applicable.
 - c. Notes readiness for outcome disposition.
3. The Undergraduate Advisor relays a readiness for review to the BSW Program Coordinator within the week (5 days) following the closure of application 'waves'.
 - a. Application due date waves (approximately):
 - i. December midpoint
 - ii. The final date of January
 - iii. The final date of February
 - iv. The final date of March
4. The BSW Program Coordinator informs applicants of Upper Division admission disposition with conditions via email within 2 weeks of application being received and reviewed which includes expectations for successful matriculation.
5. Conditions for admission are outlined within the written Upper Division offer and confirmation of intent to enroll by the student carries with it approval of said conditions.
6. Students with conditional admission offers are required to meet with the Undergraduate Advisor in the College of Social Work no later than the onset of the fall semester of Upper Division entry to complete an Alternate Plan of Study to spell out the requirements for conditional admission.
7. Conditions must be met at the conclusion of the fall semester. Failure to meet conditions will result in a review for recommendation for dismissal.

APPENDIX I: Transfer of Course Credit Policy

BSW Transfer of Course Credit**Policy:**

Course work not part of a completed degree from USC or another institution may be eligible for transfer for academic credit toward a bachelor's degree. Students may request transfer of academic credits from other CSWE-accredited programs. Any transferred credit must be approved by the BSW Program Director and the Associate Dean of Curriculum. Transfer credits must also be approved by the University.

The BSW Program follows the [Course and Academic Credit](#) policies in the Undergraduate Academic Regulations Bulletin and the [Transfer Admission](#) policies in the Undergraduate Admissions Policies and Procedures. A transfer course is not applicable toward any USC academic program or degree if:

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

In addition to general requirements for transfer of credits, some departments and colleges with the University set additional requirements that may be higher than the University's minimum standards. In the College of Social Work, a transfer course is not applicable to social work core or elective requirements if:

- The social work course transferred for credit toward a BSW degree is not from a CSWE-accredited program.

Procedure:

Students transferring to the University from another college or university into the BSW program must complete and submit the [Transfer application](#) with the Office of Undergraduate Admissions.

As part of the application, students will submit official transcripts from all other colleges and universities to the Office of Undergraduate Admissions. The University Registrar evaluates all transcripts and grants the student transfer credit, if possible, for coursework completed at other schools. Students must apply and be admitted to USC before an official review of transcripts and transfer credits occurs by the University. After the evaluation, students will know definitively the transferability and equivalency of each transfer course.

While awaiting a determination from the University, students can use the University Registrar's [course equivalency table](#) to see how their classes may transfer to USC. If students do not find the course they are looking for on the course equivalency table, they may complete the [Undergraduate Course Evaluation form](#).

Applicability of credit toward a BSW degree will be determined by the College of Social Work. Any student wishing to transfer social work credits must submit course syllabus that includes learning objectives assignments, and the titles and authors of textbooks to the BSW Program Director.

If not already on file with the University, students must request the official transcript for the potential transfer course(s) be sent to the [Office of Undergraduate Admissions](#).

APPENDIX J: Academic Advising Policy

Student Academic advising

Policy:

The college assigns two advisors to each degree student: An Academic Advisor and a Faculty Advisor.

All degree students will be provided academic advisement throughout their matriculation through the program.

Academic Advisors will provide guidance regarding plan of study, course registration, program progression, campus resources and completing university forms (e.g., Registration Exception Form, Registration overrides, Course Overload Form).

Procedure:

- The program assigns all BSW students an Undergraduate Academic Advisor upon major declaration or intra college transfer
- Academic advising occurs for new students at USC first-year student orientation, transfer student orientation, and after an incoming major change within USC.
- Academic advising occurs for continuing students once per semester (Fall and Spring)
- Advising Model: 4-Year, One assigned Undergraduate Academic Advisor
- Academic Advising session is facilitated by the Undergraduate Academic Advisor
- All continuing BSW students are advised once per semester
- The Undergraduate Academic Advisor schedules individualized 30-minute advising appointments
- The Undergraduate Academic Advisor lifts the advising hold **only** after the student completes advisement as confirmed by the signature of acknowledgement on advisement form

Prospective/Incoming Social Work Majors:

Academic advising for students seeking a social work major, including first-year students, transfer students, and those changing majors within USC, consists of individualized orientation and advising.

Declared Social Work Majors:

Fall advising session for **Spring** registration discussion points by student classification, provided in order by registration priority. Registration priority is decided on credit hours earned from greatest to least.

- **Seniors**
 - Graduation checklist; currently enrolled courses, Spring classes, and completion of previous classes in past undergraduate years
 - Career options and goals that they want to achieve post graduation
 - Graduation with Leadership Distinction review (if applicable)
- **Juniors**
 - First semester of upper division
 - Goodness of fit in the major and coursework includes discussion of Spring courses
 - Explore interests for practicum in the Fall term
 - Graduation with Leadership Distinction review (if applicable)
 - Degree Works review and course selection for subsequent semester
- **Sophomores**
 - Upper division application and requirements
 - Expectations with classes and grades
 - Degree Works review and course selection for subsequent semester
- **Freshman**

- Campus fit, new student transition
- Adjusting to the campus and being acclimated with the university
- Established an understanding of campus resources such as tutoring, USC Student Success Center and USC Counseling and Psychiatry services
- Degree Works review and course selection for subsequent semester

Spring advising session for **Summer and Fall** registration discussion points by student classification, provided in order by registration priority:

- **Seniors** do not meet during this time, but the Undergraduate Academic Advisor is available to meet as needed
- **Juniors**
 - Practicum expectations and their process
 - Interests about potential practicum sites
 - Interest in summer class registration or transient enrollment
 - Degree Works review and course planning for next semester
- **Sophomores**
 - Upper Division admission and requirements
 - Degree Works review and course selection for subsequent semester
 - Carolina Core review
- **Freshman:**
 - Introduction to study abroad
 - Degree Works review and course selection for subsequent semester
 - Carolina Core review

APPENDIX K: Professional Advising Policy

Student Professional advising

Policy:

The college assigns two advisors to each degree student: An Academic Advisor and a Faculty Advisor.

Faculty Advisors will provide guidance and mentoring regarding the social work profession, career choices, and professional identity. Faculty Advisors may refer students to campus resources. To access further resources, Undergraduate Faculty Advisors may submit [Faculty Referral for Absent or Disengaged Students](#).

Procedure:

- CoSW full-time faculty provide professional advising.
- The Assistant Dean for Students assigns Faculty Advisors immediately following acceptance into BSW Upper division and before the first day of the Fall semester.
- Students are notified of their assigned faculty advisor via email.
- In contrast to academic advising, professional advising is typically student initiated; Faculty Advisors respond to students upon request, but may also contact advisees.
- Faculty Advisors:
 - facilitate professional advising via in-person or via the online platform Microsoft Teams;
 - meet with advisee individually or in a group once per semester upon student request; and
 - have clearly posted office hours (at least one hour per week) on their door so that advisees know when there is a time that the advisor is available.
- Faculty Advisors provide the following guidance to advisees on the following:
 - professional coaching
 - career exploration
 - graduate school application
 - licensure preparation
 - professional identity
 - research preparation, publications, or presentations at professional conferences
 - refer students to campus resources such as the USC Career Center
- Faculty lead workshops on various topics each year such as resume writing and interviewing skills.
- A faculty member maintains up to date licensure information on Blackboard, the university's learning management system.

APPENDIX L: Undergraduate Students' Rights and Opportunities to Participate in Academic and Student Affairs Policymaking Policy

Undergraduate Students’ rights and opportunities to participate in formulating and modifying policies affecting academic and student affairs

Policy:

Students serve on several standing committees within the College to review, formulate and modify policies affecting academic and student affairs.

The committees that include student representatives are:

- Undergraduate Program Committee
- Practicum Education and Workforce Advisory Committee
- Diversity, Equity, Inclusion & Anti-Racism Committee
- Ad hoc committees (May include student representatives as appropriate)

Student members will be excused when the committee meets in executive session to discuss confidential student matters as it relates to FERPA or individual personnel issues.

Procedure:

The committees that include student representatives are:

Committee	Seat QTY
Undergraduate Program Committee (Junior Rep, Senior Rep)	2
Practicum Education and Workforce Advisory Committee	1
Diversity, Equity, Inclusion & Anti-Racism Committee	1

Description

Student Cohort Representatives (Reps) are elected from each BSW cohort. With the support of academic staff/faculty, students elect the candidate(s) they wish to represent their cohort. Representatives are elected each year and may continue, if re-elected.

Election Process

One student representing the freshman, sophomore, junior, and senior cohort is elected each year for service through the current academic year.

Freshman and Sophomore Cohort Representatives

Freshman and Sophomore Reps are elected each year at the BSW Annual Program Meeting in the Fall. Nominations open at the BSW Annual Program Meeting and close two weeks later. Students may be nominated for the position by faculty, staff, peers, or self. Students who are nominated by others will be notified of this nomination by the close of the nomination cycle and will be given an opportunity to accept or decline the nomination. All final and accepted nominations for student representatives will be presented to the respective cohorts and a vote among each cohort will take place from which a student representative for each cohort is named. Each selected nominee will serve as the representative for their respective cohort for the current academic year.

Freshman and Sophomore Cohort Representative Election Calendar

Electoral Action	Deadline
Nominations Open	At the BSW Annual Program Meeting

Nominations Close	2 weeks following the BSW Annual Program Meeting
Elections Open	1 st week of September
Elections Close	2 nd week of September
Candidate Announcements	3 rd week of September

Junior and Senior Representatives

Junior and Senior Cohort Reps are elected each Spring. Nominations open in 2nd week of Spring semester and close the first week of February. Students may be nominated for the position by faculty, staff, peers, or self. Students who are nominated by others will be notified of this nomination by the close of the nomination cycle and will be given an opportunity to accept or decline the nomination. All final and accepted nominations for student representatives will be presented to the respective cohorts and a vote among each cohort will take place from which a student representative for each cohort is named. Each selected nominee will serve as the representative for their respective cohort for the following academic year.

Junior and Senior Representative Election Calendar

Electoral Action	Deadline
Nominations Open	2 nd week of Spring semester
Nominations Close	1 st week of February
Elections Open	1 st week of February
Elections Close	2 nd week of February
Candidate Announcements	3 rd week of February

Please note: The position of “student representative” is limited to one year, but may be renewed if re-elected. The college reserves the right to intervene during the election or while the Student Rep is in office if malfeasance or misrepresentation occurs.

Election Facilitator

The Election Facilitator announces the schedule, prepares for the election, facilitates the voting, and informs members and the broader college community of the results. The Election Facilitator is the Chair of the Undergraduate Program Committee.

Voting Rights

Junior and Senior elected Student Representatives have voting rights on the Undergraduate Program Committee. The Freshman BSW Representative and Sophomore BSW Representative do not have voting rights.

Voting System, One Vote Election

In a One-Vote Election, each student is allowed one vote per position and the candidate with the highest number of votes wins. In the event of a tie, the election facilitator could be the tie breaker. If no nominations are submitted for a cohort, the election facilitator has the right to appointment a student to the representative role.

Student Representatives are only elected by students in their cohort.

Reference Letter

As a formal recognition of the importance of the role, the Program Director will provide a guaranteed reference letter to each Student Representative upon request and successful completion of their tenure for graduate school and/or job applications. The letter will include details regarding the student’s contribution as a Representative.

APPENDIX M: Evaluating Academic Performance Policy

Evaluating Academic Performance

Policy:

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 and provide competent service to systems at all levels. For this reason, the college monitors student academic performance each semester. Criteria for good academic standing and adequate academic progress includes a 2.5 institutional GPA or higher, no more than three incomplete grades, and a grade of a C or above in all social work courses. For graduation candidates, students must also meet the required credits for graduation. Students are informed of these requirements at orientation, advising, and in the BSW Student Policy and Procedures Manual. Forms acknowledging receipt of the student manual signed at orientation will be maintained in students' official files.

Referral Criteria for Student Academic Performance Evaluation and Review

Faculty members, instructors of record, field instructors, or Student Services staff members may refer students for unsatisfactory academic performance as defined by the policies of the University and/or the College of Social Work for the following reasons:

- Institutional GPA below 2.5.
- Three or more incomplete grades.
- Grade below C in any social work course.
- Failure to demonstrate minimally adequate verbal or written communication skills.
- Failure to demonstrate the capacity to understand program, classroom, or practicum organization content presented verbally or in writing and the ability to complete assignments that require use of the English language.
- Failure to demonstrate cognitive ability and study skills necessary for successful completion of the degree program in which they are enrolled.
- Failure to demonstrate academic behaviors, including but not limited to:
 - Attending classes or practicum as scheduled or expected.
 - Arriving on time for class and appointments, or otherwise notifying others and making alternate arrangements.
 - Accepting supervision and constructive criticism and using such feedback for academic development.
 - Advocating for themselves in an appropriate and responsible manner, and using proper channels for conflict resolution; and
 - Demonstrating willingness to examine and change professional behavior when it interferes with working with clients and other professionals.
- Failure to demonstrate a commitment to the core values of the social work profession as outlined in the [NASW Code of Ethics](#).
- Persistent personal problems, psychosocial distress, substance use, or mental health conditions that:
 - Compromise scholastic and other performance,
 - Interfere with professional judgment and behavior, or
 - Jeopardize the best interests of those to whom the social work student has a professional responsibility (as outlined in the Codes of Ethics of the National Association of Social Workers, USC Honor Code, Carolinian Creed and the South Carolina State Board of Social Worker Examiners for Social Work Licensure);
- Failure to respond to any type of communications from faculty members, instructors of record, field instructors, or student services staff members within a timeframe they designate.

Procedure:

The Undergraduate Program Advisor will regularly review and advise students on their academic performance for progression monitoring and/or graduation purposes. After review/advisement, a student is determined to have satisfactory or unsatisfactory academic performance. The Undergraduate Program Advisor may also be made aware of unsatisfactory academic performance via referral from faculty members, instructors of record, field instructors, or other student services staff members. If a student is deemed to have unsatisfactory academic performance, the Undergraduate Program Advisor will flag the student for further review and/or remediation recommendations.

Following review and/or referral, the Undergraduate Program Advisor will inform the Assistant Dean of Students and the Undergraduate Program Director of students with unsatisfactory academic performance and make recommendations for additional educational supports, probation, termination, and/or suspension.

Students on the borderline of being placed on probation or experiencing other academic challenges will be offered remediation resources and additional educational supports to help prevent a probation determination.

Students placed on probation will be informed of this including the reason for probation by the Undergraduate Program Advisor and/or the University. The Undergraduate Program Advisor may also offer remediation resources and additional educational supports to the student. After being placed on probation, students will have either the current or following semester (depending on the point in the semester they are placed on probation) to improve in any outlined academic performance areas. For example, any student who is on probation at the beginning of a fall or spring semester will have until the end of that semester to improve in order to avoid termination from the program. Any student who is placed on probation at the end of a fall or spring semester will have the following semester to improve in order to avoid termination from the program. If students on probation do not improve in the outline academic performance areas in allotted time frame, they may be eligible for termination from the program or suspension from the University.

Students eligible for termination from the program for academic performance will be informed of this by the Undergraduate Program Director in writing and the Undergraduate Program Advisor will refer the student to the University Advising Center for exploratory advising. Students may refer to the College of Social Work's [Termination for Academic Performance policy](#) for further guidance.

Students eligible for suspension from the University for academic performance will be informed of this by the College of Social Work and the University. Students who would like to reapply to the program following suspension should refer to the [Reinstatement After Suspension policy](#) for guidance.

APPENDIX N: Termination of BSW Student Enrollment due to Academic Performance Policy

Termination of BSW Student Enrollment due to Academic Performance

Policy:

Termination of student enrollment due to academic performance is called academic termination. Academic termination prohibits a student from continuing in the program. A student may be terminated from enrollment in the College of Social Work programs for the following academic reasons, but not limited to:

- Failure to meet grade requirements per University policies, the Undergraduate Bulletin, or the College policies;
- Accumulation of “incompletes” or grades below thresholds established per university policies, the Undergraduate or Graduate Bulletins, or Colleges policies;
- Failure to fulfill conditional admission requirements.
- Failure to fulfill conditional or probationary requirements from a previous review.
- Violation(s) of [Academic Responsibility/USC Honor Code](#) standards defined by the College or University;
- Violation(s) of University regulations as described in the [Carolina Community](#);
- Violation(s) of the [NASW Code of Ethics](#) or South Carolina State Professional licensing Law;

The BSW Program Director notifies the student of their termination from the program in writing and the Undergraduate Program Advisor refers the student to the University Advising Center for exploratory advising.

Students terminated from the program may apply for readmission to the program no sooner than one fall or spring semester and the contiguous summer semester. Before reapplying, the student must consult with the Undergraduate Program Advisor.

Procedure:

The expectation of adherence to the National Association of Social Workers (NASW) Code of Ethics, USC Honor Code, and Carolinian Creed can be found in the student policies and procedures manuals.

Criteria regarding evaluation of students' academic performance (in class and in practicum) are delineated in the course syllabus and course calendar. Course syllabi must indicate the course requirements and the grading system the faculty member is using to evaluate student performance. Each instructor has the authority to evaluate the performance of students as stated in the course syllabus.

The academic performance of all students is monitored each semester. Students at-risk of or performing below the required thresholds will be notified in writing by the Undergraduate Program Advisor.

Following the evaluation of academic performance, students may be placed on probation, suspended, or be terminated from the program and/or from practicum for reasons related to unsatisfactory academic performance. Students may refer to the College of Social Work's [Evaluating Academic Performance policy](#) for further information on the academic evaluation review process.

When a student is terminated from the program for academic performance, the student will be provided with documentation from the Undergraduate Program Director regarding the specific reasons for his/her dismissal.

APPENDIX O: Undergraduate Students' Responsibilities to Participate in Academic and Student Affairs Policymaking Policy

Undergraduate Students' Responsibilities to Participate Academic and Student Affairs Policymaking

Policy:

BSW Student Representatives are elected by BSW students to represent all BSW students as voting members on designated committees (e.g., Wellness, Practicum Advisory). In special cases, they may be appointed by faculty or staff.

BSW Student Cohort Representatives are elected by students in their respective cohorts within the BSW program to represent their cohort as a whole (i.e., Freshmen, Sophomores, Juniors, Seniors). The junior and senior cohort representatives also serve as voting members on the Undergraduate Program Committee. In special cases, the BSW Student Cohort Representatives may be appointed by faculty or staff.

BSW Student Representatives provide a vital channel of communication between the COSW and students – representing, communicating, and giving feedback on college and student matters. They are not authorized to make any formal or informal decisions on behalf of the college.

While the college has responsibility to formally communicate to all students the names of the BSW Student Representatives of each committee (e.g., college website, Blackboard site), BSW Student Representatives are expected to set up forms of communication with the classmates who they represent and their fellow representatives. BSW Student Representatives should keep the Program Director apprised of any student concerns or questions in writing or at monthly meetings.

BSW Student Representatives' responsibilities may include the following:

- Promote a positive learning experience at the COSW.
- Set a good example for the cohort in both academic and non-academic areas.
- Act as a key liaison/contact between faculty/staff and their peers regarding academic, facility, and BSW student welfare needs.
- Actively engage BSW students within their cohort to enhance students' academic experience via approved events and/or fellowships.
- Assist in the dissemination of information within their relevant cohort, when requested by the COSW.
- Be aware of all policies relating to academic and BSW student support and point students to respective departments for any support needs.
- Maintain confidentiality and adhere to data protection of any shared information.
- Coordinate with BSW student organizations.
- BSW Student Representatives regularly attend and participate on the committee for which they've been elected or appointed.
- BSW Student Cohort Representatives identify and make regular reports on their cohort needs, concerns, and/or new ideas at monthly meetings with the Program Director.
- In addition, junior and senior BSW Student Cohort Representatives attend the Undergraduate Program Committee meetings.

Procedure:

- BSW Student Representatives attend the regularly scheduled meeting of their assigned committee:
 - Undergraduate Program Committee meets monthly (Junior and Senior representatives only)
 - Wellness Committee meets monthly
 - DEI Committee monthly
 - Practicum Advisory meets as scheduled by the Director of Field Education
- At these meetings, BSW Student Representatives bring information as requested.

- BSW Student *Cohort* Representatives identify and make written or oral reports on their cohort needs, concerns, and/or new ideas at monthly meetings with the Program Director.