CERTIFICATE PROGRAMS

2021-2022 Graduate Certificate Programs Student Policies and Procedures Manual

This manual covers the Fall, Spring, and Summer terms of the 2021-2022 academic year. This manual is intended only to provide information for the guidance of the University of South Carolina College of Social Work Certificate students. The information is subject to change and the College of Social Work reserves the right to depart without notice from any policy or procedures referred to in this manual. This manual is not intended to be and should not be regarded as a contract between the University of South Carolina College of Social Work and any student or other person.

AUGUST 5, 2021

A TRADITION **200** YEARS STRONG

College of Social Work

U of SC™

Certificate Programs

The College of Social Work administers the **Certificate of Graduate Study in Drug and Addiction Studies**. Students may pursue the certificate independently or in conjunction with another graduate course of study. The certificate program provides graduate students with opportunities to develop competencies in preparation for employment in in a range of settings addressing alcohol and drug-related problems.

The College of Social Work also administers the **Graduate Certificate for Social and Behavioral Health with Military Members, Veterans and Military Families**. Students may pursue the certificate independently or in conjunction with another graduate course of study. The certificate program provides graduate students with specific knowledge and skills necessary to interact in a military setting and in community settings where the needs of veterans and their families are met.

LEARNING OUTCOMES

Drug and Addiction Studies

- Learning Outcome #1: Students will be able to recognize the development and impact of addiction as being based in neurobiological, sociological, and psychological processes.
- Learning Outcome #2: Students will demonstrate knowledge in current, relevant evidence-based approaches in prevention, intervention, assessment, diagnosis, treatment, and recovery for substance use disorders and addictions.
- Learning Outcome #3: Students will be able to identify unique properties of various substances included in the DSM 5 classifications of substance-related disorders, including alcohol, caffeine, cannabis, hallucinogens, inhalants, opioids, sedatives, hypnotics, stimulants, tobacco, and other substances.
- Learning Outcome #4: Students will be able to accurately diagnose substance use disorders and describe how these disorders impact individuals, families and communities.
- Learning Outcome #5: Students will demonstrate knowledge of co-occurring disorders and risk and protective factors for special at-risk populations, including but not limited to, adolescents, women, veterans, ethnic groups, older adults, and the LGBTQIA+ community.

Social and Behavioral Health with Military Members, Veterans and Military Families

- Learning Outcome #1: Students will have knowledge about military culture, values of duty, courage, and selflessness associated with military service.
- Learning Outcome #2: Students will understand the impact of resilience on soldiers and families. Students will demonstrate their understanding of the connection between resilience and prevention of combat related problems such as PTSD.
- Learning Outcome #3: Students will demonstrate knowledge of the differential impacts of military service for unique military populations.

ADMISSIONS

All applicants must fulfill the general admission requirements of both The Graduate School and the College of Social Work. Applicants must be recommended to The Graduate School for acceptance. Acceptance by The Graduate School and the certificate program is based on the evaluation of an applicant's total academic profile. The certificate programs are committed to diversity in its student body. Admission is contingent upon admission to The Graduate School.

Admission Requirements

Required application materials for graduate certificate programs are as follows:
- **General graduate school application**
- **Bachelor's Degree:** From an accredited college or university (or international equivalent)
- **Official Transcripts:** From all colleges and universities attended for credit
- **Official Test Scores:** Applicants must submit official test scores directly from the testing service. Copies of scores are not considered official.
- **Letters of Recommendation:** A minimum of two
- **Application Fee:** $50 for students using the general application.
- **English Proficiency Requirement:** TOEFL or IELTS scores for non-citizens (see all **International Student requirements**)

Additional required materials for the graduate certificate programs:
- Personal statement
- Curriculum Vitae/Resume

Students currently enrolled in a degree program at UofSC may apply for concurrent admission. Interested students should contact the program coordinator of the graduate certificate program to pursue this option.

TRANSFER CREDITS

Course work not part of a completed certificate program or graduate degree from UofSC or another institution may be transferred for credit toward a Certificate of Graduate Study or Specialist Degree. No more than 6 hours of credit may be transferred into graduate programs of 12 to 17 hours; no more than 9 hours of credit may be transferred into graduate programs of 18 or more hours.

Only credits with grades of B or better (equivalent to 3.0 on a 4.0 grading scale) may be transferred from another institution.

Course work transferred for credit toward a Certificate of Graduate Study or Specialist Program must be from an accredited institution and must be no more than six years old at the time of graduation.

Course work transferred from another institution for credit toward a graduate certificate program must be relevant to the program and have course content and a level of instruction equivalent to that offered by the certificate program. Approval for acceptance of transfer credit to a student's program of study must be approved and justified by the certificate program and submitted to the dean of the Graduate School for final approval on the request for transfer of academic credit (G-RTC) form.

CERTIFICATE DEGREE REQUIREMENTS

Requirements for the certificate degree include the completion of 18 hours.

At least half of the program course work must consist of required courses although all hours may be prescribed; at least half the total hours in the program of study must be in courses at the 700 level or above; and at least half of the hours required for a certificate must be University of South Carolina credits. There is no residency requirement, but all courses must be completed within six years of enrollment.

The student must be enrolled for at least 1 credit during the term of graduation.

Application for Degree

All students enrolled in a certificate program must file the application for degree/graduation with The Graduate School within 5 class days of the start of the fall or spring semester in which the degree is to be awarded, or within the first 10 class days of Summer Session if the degree is to be awarded at the end of the summer.

The Graduate School forwards the application for degree/graduation to the Office of the University Registrar to start the degree audit process. At the end of the semester, the degree program and The Graduate School both assess for degree audit whether all requirements have been completed, and then forward a recommendation to the Registrar to approve or disapprove awarding of the degree.

At the time of graduation, the student's cumulative grade point average (GPA) must be at least 3.00. Additionally, the student's average on all grades recorded on the program of study for courses numbered 700 or above must be at least 3.00 and all courses listed on the program of study must be at least 3.00 on (a) all UofSC graduate coursework, (b) all courses listed on the program of study, and (c) all courses numbered 700 and above listed on the program of study.

COURSE DESCRIPTIONS AND PLANS OF STUDY

Course Descriptions, including credits hours and prerequisites, can be found in Graduate Studies Bulletin.

The **Certificate of Graduate Study in Drug and Addiction Studies** requires the completion of 18 credit hours:
- SOWK 758: Dynamics of Substance Abuse and
- SOWK 752: Social Work Intervention in Substance Abuse
- Any two of the following courses:
  - SOWK 730: Trauma-informed Social Work Practice
  - SOWK 731: Motivational Interviewing
  - SOWK 751: Youth and Substance Abuse
  - SOWK 760: Psychopathology and Psychodiagnostics for Social Work Practice with Adults and Older Adults
  - NPSY 760: Addictions Rehabilitation
  - NPSY 761: Dual Diagnosis
  - HPEB 742: Alcohol, Drugs, and Public Health Policy
  - HPEB 540: Drug Prevention
  - HPEB 542: Tobacco Prevention and Control in Public Health
  - PSYC 503: Psychology of Drug Use and Effect
- Six hours of electives

The **Certificate of Graduate Study in for Social and Behavioral Health with Military Members, Veterans and Military Families** requires the completion of 18 credit hours:
- SOWK 737: Overview of Social Work with the Military, Veterans and Their Families
- SOWK 738: Military Mental Health and the Impact of Trauma
- SOWK 739: Intervention Strategies in Military Behavioral Health and Combat-related Issues
- SOWK 758: Dynamics of Substance Abuse
- Six hours of electives

CONCURRENT ENROLLMENT

Students taking courses in either, or both, of the certificate programs, **and** another graduate program (i.e., the MSW Program) within the same semester are considered to be concurrently enrolled. Concurrently enrolled students are required to submit an individual program of study for each degree program. Concurrently enrolled students may share a total of 9 credit hours (3 courses) for both degrees that must be approved in advance by the certificate program coordinator and The Graduate School.

MSW Program and 1 Certificate Program
When a student is enrolled in the MSW program and either the Drug and Addiction Studies or Military certificate program (i.e., MSW student concurrently enrolled in one certificate program), the following courses will be used on the MPOS:

Drug and Addiction Studies (3 MSW courses)
SOWK 777
SOWK 779
SOWK 758
SOWK 752
Elective from approved list of electives in the bulletin
Elective from approved list of electives in the bulletin

Social and Behavioral Health with Military Members, Veterans, and Military Families (2 MSW courses)
SOWK 718
SOWK 784
SOWK 737
SOWK 738
SOWK 739
SOWK 758

MSW Program and 2 Certificate Programs
When a student is enrolled in the MSW program and both the Drug and Addiction Studies or Military certificate programs (i.e., MSW student concurrently enrolled in both certificate program), the following courses will be used on the MPOS:

Drug and Addiction Studies (3 MSW courses)
SOWK 777
SOWK 779
SOWK 758
SOWK 752
Elective from approved list of electives in the bulletin

Elective from approved list of electives in the bulletin

Social and Behavioral Health with Military Members, Veterans, and Military Families (2 MSW courses)
SOWK 718
SOWK 784
SOWK 737
SOWK 738
SOWK 739
SOWK 758

MSW Dual Degree Program AND one or both Certificate Programs

When a student is enrolled in the MSW program and a combination degree program and the Drug and Addiction Studies certificate and/or or Military certificate program(s), the courses listed on the MPOS must follow the requirements outlined in the academic bulletins:

Social Work / Health Promotion, Education, and Behavior
https://academicbulletins.sc.edu/graduate/dual-degree-programs/social-work-health-promotion-education-behavior-msw-mph/#requirementstext
Two (2) SOWK elective courses can be satisfied by successfully completing two HPEB elective courses (6 credit hours total). SOWK 783 and SOWK 784 (6 credit hours total) satisfy the HPEB 797 Applied Practice Experience requirement. The Fieldwork courses require coordination and contract with a HPEB advisor to meet the terms of the MPH Applied Practice Experience.

Social Work / Health Service Policy and Management
https://academicbulletins.sc.edu/graduate/dual-degree-programs/social-work-health-service-policy-management-msw-mph/#requirementstext
Two (2) social work elective courses can be satisfied by successfully completing HSPM 726 and an elective HSPM management courses (6 credit hours total). One HSPM elective policy course (3 hours) may be satisfied by successfully completing SOWK 778. HSPM 788 may be satisfied by completing SOWK 784 (coordination and contract with HSPM advisor required).

Public Administration / Social Work
https://academicbulletins.sc.edu/graduate/dual-degree-programs/public-administration-social-work-mpa-msw/#requirementstext
Two (2) SOWK elective courses can be satisfied by successfully completing POLI 770 and POLI 774 (6 credit hours total). SOWK 732 and SOWK 784 (6 credit hours total) may satisfy the MPA requirements.

Social Work / Law
https://academicbulletins.sc.edu/graduate/dual-degree-programs/social-work-law-msw-jd/#requirementstext
The law program accepts up to nine (9) hours of social work courses as electives in its program and the MSW Program accepts up to six (6) hours of law courses towards the MSW degree.

Drug and Addiction Studies (3 MSW courses)
SOWK 777
SOWK 779
SOWK 758
SOWK 752
Elective from approved list of electives in the bulletin
Elective from approved list of electives in the bulletin

Social and Behavioral Health with Military Members, Veterans, and Military Families (2 MSW courses)
SOWK 718
SOWK 792 or 793
SOWK 737
SOWK 738
SOWK 739
SOWK 758

ADVISEMENT

Academic Advisement

All certificate students are assigned an advisor at the beginning of their studies. Academic advisors assist with course registration; provide information about program requirements; assist students in identifying and accessing College and/or University resources; facilitate relationships between students and other individuals who may provide support to students; monitor academic progress and alert students and certificate program leadership about potential matriculation concerns, especially those related to academic suspension and/or termination; clear students for graduation; and maintain primary student records in the College.

Academic performance is evaluated each term. Students experiencing academic difficulty will be advised of College and The Graduate School policies. Students experiencing academic, behavioral, or other difficulties may be referred to the Certificate Program Coordinator for assessment and may be required to undergo a committee review and/or develop a plan for addressing identified difficulties.

Registration for Courses

Prior to registering for courses, students are advised to consult the master schedule for course listings. The social work course designator is SOWK.

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 J prefix are offered online.
  - Course sections coded with prefixes of 0CX or 2CX are offered in Charleston and are only for part-time students enrolled in the Charleston cohort.
  - Course sections coded with prefixes of 0GX or 2GX are offered in Greenville and are only for part-time students enrolled in the Greenville cohort.
  - Course sections coded with prefixes of 0PX or 2PX are offered in Columbia and are only for part-time students enrolled in the Columbia cohort.
- 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.

ACADEMIC STANDARDS AND POLICIES

A student's progress is based on nonacademic as well as academic performance. Nonacademic factors that could result in suspension or termination from the College of Social Work, regardless of their academic performance, include violation(s) of University or College regulations and policies, and/or violation(s) of the NASW Code of Ethics. Students must maintain high standards of moral and ethical behavior that are necessary for professional practice as a social worker.

The following information highlights some of the key academic standards and policies for graduate students. It should be noted that **not** all standards and policies are included here. Students are expected to be familiar with the UofSC Policies and Procedures Manual, the Graduate Admission Bulletin, the Graduate Academic Regulations Bulletin, and the Master's Degree Requirements Bulletin.

Academic Progression - Minimum GPA

Graduate courses may be passed for degree credit with a grade as low as C, but a degree-seeking student must maintain at least a B (3.00 on a 4.00 scale) cumulative grade point average. Academic standards for grade point average (GPA), progression, and suspension can be found in the Graduate Academic Regulations Bulletin.

At the time of graduation, the student's graduate cumulative grade point average (GPA) must be at least 3.00 (B) on a 4.00 scale. Additionally, the average of all grades recorded on the program of study for 700-level and up courses must be at least 3.00 and all courses listed on the program of study must be at least 3.00.

Attendance

Students are expected to complete all assigned work, to attend all class meetings, and to participate in class. The certificate programs follow the attendance policy in the Graduate Academic Regulations Bulletin.

Students are obligated to complete all assigned work promptly, to attend class regularly, and to participate in whatever class discussion may occur. Class attendance policies are noted in the syllabus for each graduate-level course. The instructor of record determines the policy for each graduate course. Students should review syllabi thoroughly to ensure they are familiar with policies.

Graduate students registered for courses numbered 500-699 are required to satisfy undergraduate attendance regulations and conform to the "10 percent rule." The Undergraduate Attendance Policy states that absence from more than 10 percent of the scheduled class sessions, whether excused or unexcused, is excessive and the instructor may choose to exact a grade penalty for such absences.

Grades and Credits

Grades are determined by quality of work, performance on course assignments, examination grades, and class attendance and participation. The certificate programs follows the Grading Policies in the Graduate Academic Regulations Bulletin. Refer to these policies for additional information.

The credit value for each course is usually equal to the number of hours the class meets each week for one term (e.g., three hours/week for a 3-credit course).
- The letter grades **A, B, C, D**, and **F** are employed to designate excellent, good, fair, poor, and failing work, respectively. The grades **B+, C+**, and **D+** also may be recorded.
    - Courses graded D+ or lower cannot be applied to graduate degree programs.
- **S** and U indicate, respectively, satisfactory (passing) and unsatisfactory (failing) performance in courses carried under the Pass-Fail option. Courses completed with an S may be counted in total credits earned. Graduate-level courses completed with the grade of U are calculated as an F in the cumulative graduate grade point average.
- **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 grade.
    - Graduate students must request grades of incomplete before the end of the term.
    - Graduate students cannot register for additional coursework if there are 3 or more temporary grades of incomplete (**I**) that have not yet been replaced with a permanent grade on their academic record. Student enrolled in graduate study may not graduate with a temporary grade of I on their record, even if that course is not listed on the Program of Study.
- **NR** is temporary mark on the transcript assigned by the Office of the University Registrar if a grade has not been submitted by the instructor at the designated time.

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.

Dropping Courses and Withdrawal

Students should check for 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 students should refer 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 withdrawal from undergraduate classes. Each option has separately defined rules for grades and tuition/fees. See the Dropping Courses and Withdrawal policies in the Graduate 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 Certificate Program Coordinator.

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.

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

Revalidation of Out-of-Date Courses

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

Note: Courses completed at other institutions may not be revalidated.

Professional Behavior

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.

One of the most important competencies is the demonstration of personal values and ethical principles in all professional and social contexts. Professional behavior policies are presented here and 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 UofSC'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 Social Work degree program. These capacities include the ability to concurrently attend classes and 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 UofSC CoSW Dean, Associate Dean for Curriculum, their Program Coordinator, 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 contact 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:
1. 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](#).
2. Any violation of field placement agency policies, procedures, or regulations.
3. Violations of the [NASW Code of Ethics](#) or the [Campus Code of Student Conduct](#).
4. Any form of scholastic dishonestly or other violation of academic integrity.
5. Any threat or attempt to harm oneself or others.
6. Consistent pattern of unprofessional behavior.

For procedures related to the review of professional behavior violations, see **Appendix A**.

Probation, Suspension, and Termination

All students will be provided access to and expected to understand the criteria and procedures for suspension and termination. These criteria and procedures are part of the student review policy located in **Appendix A** of this manual. Students will be asked to sign an acknowledgment form that will be maintained in their files.

Students are also expected to adhere to the Code of Ethics of the National Association of Social Workers.

Per University policy, graduate degree-seeking students whose cumulative grade point average (GPA) drops below 3.00 (B) will be placed on academic probation by The Graduate School and allowed one calendar year in which to raise the cumulative GPA to at least 3.00. Students who do not reach a cumulative 3.00 grade point average during the probationary period will be suspended from graduate study and will not be permitted to enroll for further graduate course work as a degree or a nondegree student.

See the Academic Suspension Policy and the Reinstatement After Suspension Policy in the Graduate Academic Regulation Bulletin for additional information.

STUDENT RIGHTS AND RESPONSIBILITIES

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

Equal Opportunity Statement

The University of South Carolina does not discriminate in educational or employment opportunities 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 of 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
- Equal Opportunity and Affirmative Action
- Non-discrimination Policy
- 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 UofSC's Division of Law Enforcement and Safety must be reported by the student to the Office of Student Conduct within 72 hours of arrest. Penalties for non-compliance to this mandate may include suspension or termination from the BSW Program and/or University.

Students are expected to adhere to the University's policy on Academic Responsibility - The Honor Code.

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

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

The Carolinian Creed is a complement to the University's conduct code and emphasizes openness and civility.

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

College of Social Work Grievances, Petitions, and Appeals

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

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 UofSC students, faculty, and staff. Through collaborative consultations, the Center provides feedback to help writers accomplish their own goals.

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

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

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

Thomas Cooper Library: Contains most of the University library collections on the Columbia campus.

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 UofSC 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 UofSC, 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 UofSC'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 students on 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.

APPENDIX

A: Student Behavior Review Procedure

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.

Review Procedures

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 coordinator 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 Coordinator (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 Coordinator or Field Education Director shall report their involvement and the outcome of that involvement to Student Services for inclusion the student's permanent record.

3. Automatic 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 UofSC 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) and other concerning behavior (e.g., substance use, unusual behavior, victimization, grieving, emotional distress). Report these behaviors using the Student Care and Outreach Team Incident Report.
- Certain behaviors merit an automatic report to UofSC 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 [UofSC 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 UofSC 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 permanent record.

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 UofSC 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 UofSC officials**. For some behaviors, the UofSC 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 UofSC property; damage, destruction, or misuse of UofSC 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. Formal Behavior Review Appeal Process.

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 UofSC 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 UofSC 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.

B. Grievances, Petitions, and Appeals

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

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

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

- Concern about discrimination or harassment (when academic or nonacademic in the university context): If the student believes that he or she has been treated unfairly in the basis of age, race, color, sex, religion, national origin, disability status, veteran status, or sexual orientation, or has been sexually harassed, then the student shall seek assistance from the **USC Office of Equal Opportunity Programs** (http://www.sc.edu/eop/). Equal opportunity complaint processing policy is at: https://www.sc.edu/about/offices_and_divisions/equal_opportunities_programs/documents/eop_complaint_processing_procedures.pdf
- Concern about responsible teaching: If the student believes the instructor has violated Teaching Responsibilities (contained in the *USC Columbia Faculty Manual*) or USC policies on Freedom of Expression or Protection Against Improper Disclosure, then the student may file a grievance with the **COSW Student Grievance, Standards, Petitions, and Ethics Committee.** Steps in the Grievance Procedure are below.
- Concern about unjust or inequitable treatment that is not based in discrimination or treatment that creates unnecessary hardship: The student may file a grievance with the **COSW Student Grievance, Standards, Petitions, and Ethics Committee** if the student believes she or he has been treated unjustly or inequitably for reasons other than discrimination or has been required to face unnecessary hardship. Such grievances include, but are not limited to, such problems as: mistreatment by any University employee, wrongful assessment and processing of fees, records and registration errors, or violations of the stated college policies. The concern may be academic or nonacademic. Steps in the Grievance Procedure are below.
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Petition for special exception. If a student seeks an exception to standard rules and policies, the appeal should be made to the Coordinator of the program (BSW/Undergraduate, MSW, PhD, or Certificate). The Coordinator may make a decision regarding typical requests or may bring the matter to the Program Committee. All decisions regarding exceptions, whether director or committee makes the decision, will be documented. Final authority regarding exceptions to the rules and policies shall remain with the **Program Committee**. Students should plan ahead and allow adequate time (at least two weeks) for the committee to consider the case and gather essential information before a decision can be made.

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

   Responsible Parties:
   - The **College of Social Work Ombudsperson** will advise the student about the grievance or petition procedure. The student also may seek assistance from the USC Ombudsman. In cases of alleged discrimination or harassment, the student may seek assistance from the USC Office of Equal Opportunity Programs (http://www.sc.edu/eop).
      - The COSW Ombudsperson will notify the COSW Associate Dean for Curriculum when a student has made a request. The COSW Ombudsperson is elected by the faculty to a two-year term.
   - The **College of Social Work Student Grievance, Standards, Petitions, and Ethics Committee** will be comprised of a core committee to hear all grievances from students. Additional program representatives serve on the Grievance Committee as members only for cases involving the program they represent. Thus the committee includes three tenure-track, tenured or clinical faculty members. Substitute members may be appointed by the dean on an ad hoc, time-limited basis to participate on the Student Grievance, Standards, Petitions, and Ethics Committee when a regularly elected member cannot participate for reasons of conflict of interest or leave. The substitute must represent the same group (faculty, program, student) as the regular member.
   - **Faculty adviser:** The student may have a faculty adviser present during any grievance procedure and one other person of the student's choosing. However, the adviser and the other person are not permitted to participate directly in the grievance process, or to speak for the student.

   Course of Action:

A student who wishes to bring a grievance within the College of Social Work should take this course of action.
   1. The student should discuss the matter and seek resolution with the faculty member or other person alleged to have caused the grievance. This should occur within ten working days of the date when the situation occurred that precipitated the grievance.
   2. If no satisfactory resolution is achieved, the student should contact the Program Coordinator of the academic program in which the student is enrolled (BSW-Undergraduate, MSW, Certificate, PhD). This should occur within five working days after discussion with the faculty member or other person alleged to have caused the grievance.
   3. If no satisfactory resolution is achieved, the student should contact the COSW Ombudsperson. This should occur within five working days after discussion with the Program Coordinator.
   4. If the Ombudsperson advises the student to file a grievance with the COSW Student Grievance, Standards, Petitions, and Ethics Committee, within five days of the Ombudsperson's recommendation, the student should file a written request for a grievance hearing. The request is submitted to the Associate Dean for Curriculum, who notifies the chair of the Student Grievance, Standards, Petitions, and Ethics Committee.
   5. The student bringing the grievance will have the opportunity to present to the COSW Student Grievance, Standards, Petitions, and Ethics Committee either in writing or in person any and all evidence pertaining to the grievance.
   6. The student should be aware:
      a. Within ten working days of receiving the request for a hearing, the Student Grievance, Standards, Petitions, and Ethics Committee will have a preliminary discussion of the case and will schedule a hearing. The Committee will notify all persons who may be a party to the grievance.

b. Those persons who disagree with the claims of the grievance or have additional information will have the opportunity to present to the COSW Student Grievance, Standards, Petitions, and Ethics Committee either in writing or in person and all evidence pertaining to the grievance.

c. All parties to the grievance have a right to see all evidence pertaining to the grievance.

d. If evidence is presented in person, the committee will have the opportunity to ask questions for points of clarification.

e. The Committee will ask all parties to the grievance to leave the room so that committee members only can deliberate the case.

f. The Committee may make the following determinations:
   i. There is no cause for grievance, the meeting is over, and the parties are dismissed.
   ii. There is cause for a grievance and a reasonable and fair solution to all parties will be decided. All parties will be brought back to the meeting to hear the resolution. All parties are bound by the committee's decisions unless any party decides to appeal the grievance further.
   iii. A student may appeal to the USC Ombudsman.

g. The committee will make a written record of the findings and resolutions and submit a copy to all concerned parties and the Associate Dean for Curriculum.